

MAY CLERK REPORT

Betchworth Parish Council

Correspondence to acknowledge.

- Daily work communications (message out the comms that impact Betchworth)
- Prepared and sent weekly councillor update comms
- GATCOM Weekly News Bulletin's (issued to councillors for information)
- Weekly statements from Cllr Cooksey (issued to councillors for information)
- Prepared and posted minutes of May meeting
- Prepared Agenda with supporting documentation for cllr packs
- Prepared draft for Parish Magazine
- Liaison with residents and groups regarding AGM preparation and plans
- Liaison with Cllrs regarding AGM preparation and plans
- Prepared final AGM agenda and posted
- Prepared final Village APM report and posted
- Prepared AGM draft minutes and posted
- Messaged training clerk re community engagement questionnaire
- Submitted new Cllr forms to MVDC

Highways/ Rail

- Prepared collated issues backlog for working group

Burial Ground

- Correspondence with funeral directors re permit requests
- Correspondence with funeral director re ashes internment x 1
- Correspondence with MOP re ashes plots x 1
- Visit with MOP to arrange ERB
- Visit with MOP Burial arrangements

Allotments

- Followed up on 2025/26 invoicing

Finance & Policies

- Processed payment of May Invoices
- Prepared June's invoices for approval
- Reconciled April banking
- Prepared, Returned and Posted AGAR return 2024/25
- Prepared and Posted updated Standing orders and Financial Regs Policies
- Updated Parish Council website finance page to comply with audit regulations

Meetings Attended / Training

- Monthly Parish Meeting
- Village APM
- Meeting with new Councillor to complete forms
- Meeting with Chair & Vice Chair pre meet Annual and APM meetings
- CiLCA Training x 2 sessions attended
- SLCC Surrey Clerks Meeting

Planning

- Weekly planning monitoring
- Prepared and submitted 2 planning letters to MVDC
- Liaised with residents re planning responses

Other Items

- Updated noticeboards
- Updated website – Parish monthly correspondence
- Updated and circulated action log
- Continued to update the website (ongoing)
- Updated pads on ZOL defib
- Prepared Cllr forms for Annual Meeting
- Posted Notice of Period for Exercise of Public Rights on all 4 notice boards