

AUGUST 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 August meeting
- Prepared Agenda with supporting documentation for cllr packs
- Request to Police Community Support Officer for updated report
- Prepared draft for Parish Magazine and submit
- Correspondence with Re-Betchworth GG Scything workshop
- Correspondence with MOP
- Correspondence with B&B society re update on planning application
- Correspondence with provider for transfer authorisation code for our gov.uk domain
- Correspondence to notify current IT provider Council is switching support contracts
- Correspondence with Payroll provider to advise of Councils approval of government pay award for clerk
- Correspondence re advertising contact Parish Magazine
- Follow up correspondence on request re Live Music Act
- Correspondence with Re-Betchworth Re-Pair advertising

Highways/ Rail

- Liaised with GWR re line closure
- Comms with SCC re A25 DfT Safety Roads Fund update
- Comms with SCC re The Street speed check

Burial Ground

- Correspondence with funeral directors re permit requests
- Correspondence with funeral director over enquiry on existing plot
- Correspondence with funeral director over burial
- Liaised with MOPs re enquiry on existing plots
- Prepared burial markers & marked plot for burial
- Prepared document for group meeting re 2026 plans

Allotments

- Followed up on 2025/26 invoicing
- Reviewed waiting list and liaised with potential new tenant(s)
- Visited site with new tenant

- Reviewed options for site clearing with contractors
- Supported clearing of site
- Liaison with tenant re supporting ideas for new allotment policy
- Correspondence with tenant re refund

Footpaths

- Liaison with SCC re clearing opportunities

Finance & Policies

- Processed payment of August Invoices
- Prepared September's invoices for approval
- Completed mth end for July and bank recs
- Liaison with Banks over updates to mandates
- Posted External Auditors Certificate on website
- Wrote IT policy to comply
- Reviewed all Parish Policies with recommendations to Council
- Updated 2 existing policies following feedback from Council

Meetings Attended / Training

- Monthly Parish Meeting
- Mtg with Chair & V.Chair

Planning

- Weekly planning monitoring
- Followed up with SCC on missing documentation on new planning portal

Other Items

- Updated noticeboards
- Updated and circulated action log
- Prepared July Backup
- Liaison with Cllrs over setting up of BG working group and booking first meeting
- Collated previous community engagement questions for draft
- Set up Cllr WhatsApp group