

OCTOBER 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 October meeting
- Prepared Agenda with supporting documentation for cllr packs
- Request to Police Community Support Officer for updated report
- Correspondence with MOPs re Community Governance Questionnaire
- Posted vacancy notices on notice boards
- Liaison with Cllr and architect re St Michaels access feasibility study
- Update of Pensions Regulator details
- Correspondence with MOP re Village Hall bookings

Highways/ Rail

- Liaison with County Councillor re setting up Pebble Hill drop in meeting for residents

Burial Ground

- Correspondence with funeral director over Ashes Interment
- Correspondence with funeral director over full Interment
- Correspondence with funeral director re Permit
- Liaised with MOPs re enquiry on ERB
- Paper for resourcing of BG project for full Council
- Liaised with Cllrs re Burial Ground expansion plan 2025/26

Allotments

- Reviewed waiting list and liaised with potential new tenant(s)
- Visited site with new tenant
- Correspondence with tenant over 2025/26 invoice and plans for plot
- Email to tenants re new tenant

Footpaths

- Liaison with Cllrs, SCC and MOP re dangerous steps on footpath off Wonham Lane
- Correspondence with SCC over potential for funding to support resurfacing and repair works 457 & 458
- Site visit and comms with Chair re issues with access on footpath 484

Finance & Policies

- Processed payment of October Invoices
- Prepared November's invoices for approval
- Completed mth end for October and bank recs
- Prepared draft 2026/27 budget pack inc agenda for Finance Group
- Completed Internal Audit

Meetings Attended / Training

- Monthly Parish Meeting
- Mtg with Chair & Vice Chair
- SLCC Training on Martyn's Law
- SLCC Training new Assertion 10 requirement
- Interview with V.Chair for temp Clerk support role
- Internal Audit with Mulberry
- MVDC Mtg on NAC pilot

Planning

- Weekly planning monitoring

Other Items

- Updated noticeboards
- Updated and circulated action log
- Liaison with local groups over updating of Parish Notice Boards for events
- Prepared October Backup
- Liaison with Cllrs over email migration to meet assertion 10 requirement
- Booked SALC annual conference for clerk
- Collected poppies from MVDC and liaised with Cllr re poppy distribution
- Order and collected wreath for remembrance Sunday
- Prepared draft contract for temp clerk support role
- Liaison with Payroll provider re new starter
- Update to Parish Online to allow folder access for BG project
- Set up new starter email