

JANUARY 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
- Prepared and posted minutes of January meeting
- Prepared Agenda with supporting documentation for cllr packs
- Liaison with Cllr Budd re flooding update
- Police Community Support Officer for updated report
- Liaison with Hartsfield Manor re meeting over proposed planning
- Comms with parishioners re Hartsfield Manor meeting and Plans
- Liaison with Cllr and parishioners re GACC public mtg
- Chased police report on break ins

Highways/ Rail

- Liaison with SCC over inclusion of gateway

Burial Ground

- Mtg and handover of BG project and BAU work to project support clerk

Allotments

- Update sent to tenants re charges 2027

Footpaths

- Correspondence with SCC re invoicing and repair works to Church Farm path

Finance & Policies

- Processed payment of January Invoices
- Prepared February's invoices for approval
- Completed mth end for January and bank recs
- Arranged for check of bank recs with Cllr Laidler
- Submitted Precept request to MVDC for 2026/27
- Advised Payroll provider of changes from 01/04/26
- Booked Y/E audit with internal auditor

Meetings Attended / Training

- Monthly Parish Meeting
- Mtg with Chair & Vice Chair
- BG session with support clerk
- Hartsfield Manor Planning Mtg
- GACC Public Mtg

Planning

- Weekly planning monitoring
- Correspondence with MVDC re MO/2025/0454

Other Items

- Updated and circulated action log
- Prepared January Backup
- Ongoing comms with support clerk re BG improvement work
- Booked 2026/27 dates for Parish Council meetings
- Ordered defib Pads for VH and Village Store units