

MARCH 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 March meeting
- Prepared Agenda with supporting documentation for cllr packs
- Police Community Support Officer for updated report
- Liaison with Hartsfield Manor re additional feedback meeting over proposed planning
- Comms with parishioners re Hartsfield Manor and Plans
- Liaison with Cllr and groups over community asset project

Highways/ Rail

- Liaison with SCC and update to parishioners re Betchworth roundabout works

Burial Ground (Provided by BG Clerk)

- Finalised policy document for full Council approval
- Finalised project decision paper for full Council approval
- Attended memorial training
- Ongoing supplier liaison
- Completed general review of site to identify any issues
- Tidy up burial ground (chop back lavender, move glass containers, chop back ivy, lift up wreaths from grass for mowing)
- Chased up the deeds for the Burial Ground & right of access & ownership of the ground next to the wall
- Met with families
- Issued new charges to local funeral directors
- Reviewed risk register
- 2 Interments 1 ERB 1 Buy Back 1 memorial instated

Allotments

- 2026/27 Invoices issued
- 2026/27 Contracts issued
- Notice of inspection date agreed as 05/05/26
- Spring clean of site (including arrangement of skip)

Footpaths

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

Finance & Policies

- Processed payment of March Invoices
- Oversight and arrangement of BG refund with Support Clerk
- Prepared April's invoices for approval
- Advised Payroll of amendments for Clerk & Support Clerk
- Liason with finance group re Pension set up for Support Clerk
- Prepared grant packs for finance group meeting
- Processed VAT return
- Requested Insurance quotes for 2026/27 year

Meetings Attended / Training

- Monthly Parish Meeting
- Mtg with Chair & Vice Chair
- Mtg to approve BG refund

Planning

- Weekly planning monitoring
- Correspondence re Hartsfield Manor

Other Items

- Prepared March Backup
- Ongoing comms with support clerk re BG improvement work
- Bio for Support Clerk on website
- Requested suggestions for APM speaker
- Requested Litter Pick equipment from MVDC
- Met with facilities clerk to issue and sign new contract
- Processed and arranged comms for Cllr Targett resignation (closed IT account, advised MVDC)