

APRIL 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 April 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
- Liaison with Cllr and groups over community asset project

Highways/ Rail

- Liaison with SCC and Council re Pebble Hill works

Burial Ground (Provided by BG Clerk)

- Fi

Footpaths

- Correspondence

Finance & Policies

- Processed payment of April Invoices
- Prepared Mays invoices for approval
- Advised Payroll of amendments for Clerk & Support Clerk
- Prepared Y/E Accounts
- Prepared AGAR for Audit
- Prepared and sent allotment invoices
- Accepted Insurance quote for 2026/27
- Arranged return to Pensions Regulator

Meetings Attended / Training

- Monthly Parish Meeting
- Mtg with Chair & Vice Chair
- Re-Betchworth Mtg to discuss community asset
- BG Mtg with Parishioners
- Finance Group Mtg to prepare Grant recommendations
- Hartsfield Planning Application Mtg

Planning

- Weekly planning monitoring

Other Items

- Prepared April Backup
- Ongoing comms with support clerk re BG improvement work
- APM Invitations
- APM Preparations
- Prepared Re-Betchworth community asset proposal paper
- Recommendations for APM speaker
- Prepared and circulated vacancy notices for Councillor and Clerk&RFO