

MAY 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 May meeting
- Prepared Agenda with supporting documentation for cllr packs
- Liaison with Hartsfield Manor over proposed planning
- Liaison with Cllr and groups over community asset project
- Buckland Parish clerk feedback to Council on Tranquil wood initiative
- Letter to land agent re Tranquil Wood initiative
- Contacted new County Cllrs and invited them to APM

Highways/ Rail

- Liaison with SCC and Council re Pebble Hill works

Burial Ground (Provided by BG Clerk)

- Continue to implement BG plans with support from working group
- Update to BG Policy

Finance & Policies

- Processed payment of May Invoices
- Prepared June's invoices for approval
- Advised Payroll of amendments for new Clerk & RFO
- Completion of bank mandates
- Prepared acceptance of Office forms for annual meeting
- Prepared AGAR form for annual meeting
- Follow up with recipients of grants on Parish articles

Meetings Attended / Training

- Monthly Parish Meeting
- Mtg with Chair & Vice Chair
- Met with potential applicant for Clerk role

- Met with Cllrs and Red Lion landlord re TW initiative

Planning

- Weekly planning monitoring

Other Items

- Prepared May Backup
- Handover preparation for new Clerk & RFO
- Change of Clerk details with key organisations
- APM Preparations
- Finalised and published APM report
- Prepared Re-Betchworth community asset letter of interest
- Arranged interviews for Clerk & RFO role
- Produced considerations paper for Tranquil Wood initiative
- Prepared and issued allotment checklist letters
- Liaison with candidates and councillors re appointment of clerk & RFO position
- Arrange new email and setup in preparation for Clerk handover
- Prepared new Clerk contract
- Minutes for APM