

Mrs Diane Jacob
5 Crocklands
Greenstead Green
Halstead
Essex
CO9 1QY
bulmerparishclerk@gmail.com

Clerks Report for March 2018 Meeting

Typed up draft minutes, for Parish Council meeting held on 15th January 2018 published, and placed on website, and noticeboards.
Sent out cheques, filed invoices – updated accounts.

Continuously updating accounts, and website.
Preparing accounts for year end.
Checking and dealing with as appropriately e-mails.
Displayed Notices etc for Braintree District Council, regarding vacancy, election etc.
In contact with EALC and BDC for various advice on issues.
Preparing for March Parish Council Meeting.
Contacted Essex County Council regarding salt.

Prepared agenda for March Parish Council meeting, and Annual Parish Assembly (in April) sent draft to Chairman before publishing.