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Clerks Report for January 2018 Meeting

Typed up draft minutes, for Parish Council meeting held on 20th November 2017 published, and placed on website, and noticeboards.
Sent out cheques, filed invoices – updated accounts.

Continuously updating accounts, and website.
Checking and dealing with as appropriately e-mails.
Entered payments onto accounts system and banked payments as and when received.
Sent out invitations to tender for extension to water pipe at allotments.
Photocopied letter and map, to Bulmer Tye residents regarding broadband.
Displayed Notices etc for Braintree District Council, regarding vacancy, election etc.
In contact with EALC and BDC for various advice on issues.
Attended Personnel Committee Meeting held in January.
Preparing for January Parish Council Meeting.

Prepared agenda for January, Personnel Committee Meeting and Parish Council meeting, sent draft to Chairman before publishing.