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Clerks Report for July 2018 Meeting

Typed up draft minutes, for the Annual Parish Meeting held on 21st May 2018.
Typed up draft minutes for the Parish Council Meeting held on 21st May 2018 published, and placed on website, and noticeboards.
Sent out cheques, filed invoices – updated accounts.

Continuously updating accounts, adding invoices and writing cheques.
Updating website.
Preparing accounts for year end, sent to External Auditor.
Displayed Public Rights for 2017-2018 and accounts on noticeboards.
Checking and dealing with as appropriately e-mails.
Dealing with Insurance claim regarding the Chairman, now completed.
Displayed Notices etc for Braintree District Council, etc.
Payroll provider left off admin fee on PN11 form – Essex County Council – in contact with payroll provider, adjustment to be made on July form and cheque to be raised.
In contact with EALC and BDC for various advice on issues.
Dealing with resignation of Chairman.
Preparing bank mandate forms, ready for completion.
Meeting held with locksmith in order to obtain quotes for noticeboards.
Strimmer broken and in need of repair, dealing with phone call, and e-mails relating to this.
Preparing Agenda for July Parish Council meeting.
Sent final letter and invoice to allotment holder for plot 3 and plot 5.
Preparing allotment invoices ready to be sent out shortly.

Prepared agenda for July Parish Council meeting, sent draft to Vice-Chairman before publishing.