

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

Clerks Report for May 2018 Meeting

Typed up draft minutes, for Parish Council meeting held in March and Annual Parish Minutes held in April 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, sending to Internal Auditor.
Reclaimed VAT for 2017-2018.
Updating and preparing policies to be re-adopted.
Checking and dealing with as appropriately e-mails.
Displayed Notices etc for Braintree District Council, etc.
In contact with EALC and BDC for various advice on issues.
Preparing for May Parish Council Annual Meeting and Parish Council meeting.

Prepared agenda for May Parish Council meeting, sent draft to Chairman before publishing.