

Clerk's Report September 2017

- **Cheques raised awaiting signing:**

Village Hall	£	50.00
Clerk's Salary and stationery	£	211.49
Grovefern Estates	£	909.10
Robin Willoughby	£	28.79
CMS Live	£	1404.00
Sabden Parish Council	£	1000.00
SLCC Membership	£	30.00
Wicksteed Leisure Ltd	£	54.00

- **Activities Undertaken:**

Draft Minutes of August Council meeting prepared and distributed
 September Agenda prepared, distributed and displayed
 Bank statements agreed and reconciled
 Phone calls and email to bank re mandate change
 Website maintenance
 Cheques written
 Discussion with Angela Whitwell
 Phone calls with Julie Hibbert re grant money
 Emails to Council Audits re year end
 Phone call with Cllr Bates re last month's complaint
 Laptop and software purchased re grant money received from Transparency fund

Weekly lists x (34,35,36,37,38) – Planning Applications and Decisions	See Agenda
Planning at Pendle x 0	See Agenda
Police Reports x 1	Forwarded to all Councillors
Rural Services Network x 12	Will forward on request / selection forwarded
Junk Email x 19	Deleted / unsubscribed where appropriate
Bus Changes ~ Higham not affected September	
SLCC – membership renewal	See Agenda
Martin Starkie ~ Website invoice	See Agenda
Pendle.gov.uk creditors ~ £2,113.00 final grant payment rec'd	BACS payment received
Apology from Cllr Starkie	
Apology from Cllr Butterfield	
Apology from Cllr Forrest	
Cllr Willoughby / Alan Wilson re Clovercroft	See Agenda
Apology from Cllr Metcalfe	
Cllr Willoughby re agenda and minutes	
Cllr Willoughby re Clovercroft	
Grovefern estates re invoices	See Agenda
Audrey Drinkwater – Timeout project	Forwarded to all Councillors
Lynne Rowland – Scrutiny Management for 19/09	Forwarded to all Councillors
Cllr Alan Neal – Minutes for Burnley & Pendle Committee	Forwarded to all Councillors
Carly McEniff – Noticeboard	Confirmation sent
Lynne Rowland – Youth Engagement	See Agenda
Sarah Waterworth – Community Governance Review	See Agenda
Audrey Drinkwater – Fairtrade Cheese and Wine Night	Forwarded to all Councillors
Sarah Waterworth – Development Management Committee	Forwarded to all Councillors
Cllr Willighan – re NB Colour Print statement	Invoice already paid
Cllr Willoughby – PSPO's	Email to Tim Horsley
Cllr Willoughby – Pendle Local Plan	See Agenda

Post Received	
Bank statements	
BWP agenda	
SLCC magazine	
Bank mandate change	
Bank Accounts as at 18th September	
Current £8,099.01	
Saver £39,741.67	