

Clerk's Report March 2018

- **Cheques raised awaiting signing:**

Village Hall	£	50.00
Clerk's Salary	£	197.34

- **Activities Undertaken:**
 - Draft Minutes of February Council meeting prepared and distributed
 - Vacancy Notice updated and displayed
 - March Agenda prepared, distributed and displayed
 - Bank statements agreed and reconciled to cashbook
 - Cashbook updated
 - Website updated
 - Cheques written
 - Letter to Pendle Council re Greenbelt
 - Emails forwarded to Councillors
 - Grass cutting details forwarded to Cllrs Butterfield, Forrest and Willoughby
 - Parish Grant applied for (handrails)
 - Letter from John Jackson forwarded to all Councillors
 - Reply letter to John Jackson
 - Letter to Barclays re deeds signed and posted

<u>Emails Received</u>	
Weekly lists x (8,9) – Planning Applications and Decisions	See Agenda
Planning at Pendle x 1	
Cath Brierley - Delegated List	See Agenda
Police Reports x 6	Forwarded to all Councillors
Rural Services Network x 5	Will forward on request / selection forwarded
Junk Email x 8	Deleted / unsubscribed where appropriate
Bus Changes April ~ Higham not affected in March	
Emails between Cllr's re park damage	
Elaine Greenall – Village Hall Minutes and Agenda 12/03	Forwarded to all Councillors
Cllr Willoughby re agenda and minutes	
Emails re grass cutting quotes	
Lynne Rowland – Scrutiny Management Team 21/03	Forwarded to all Councillors
Cllr Starkie re official wording of meetings	
Forest of Bowland AONB	Forwarded to al Councillors
Joanne Eccles - BWP Committee 08/036	Forwarded to all Councillors
LALC invoice for renewal	Forwarded to Chairman for consideration
Emails re Grant application	
Joanne Eccles – Accounts and Audit Committee 20/03	Forwarded to all Councillors
Co Cllr Wakeford – SPID	Confirmed cheque sent
Audrey Drinkwater – Fairtrade Gold Photo exhibition	Forwarded to all Councillors
<u>Post Received</u>	<u>Bank Accounts as at 19th March 2018</u>
Bank statements	Current £3,588.62
BWP Agenda	Saver £36,811.75
Clerk Magazine	
Letter from John Jackson	