

Clerk's Report April 2018

- **Cheques raised awaiting signing:**

Village Hall	£50.00
Clerk's Salary & ink	£210.59
David Forrest (signs)	£32.76
Raised mid-month for stone flags	£240.00

- **Activities Undertaken:**
 - Draft Minutes of March Council meeting prepared and distributed
 - Vacancy Notice updated and displayed
 - April Agenda prepared, distributed and displayed
 - Bank statements agreed and reconciled to cashbook
 - Cashbook updated and reconciled to end of year
 - VAT reconciled to cashbook and applied for £2097.18
 - Cashbook reconciled to Budget
 - Website updated
 - Email to Cllrs Willighan and Willoughby re Spout
 - Cheques written
 - Emails forwarded to Councillors
 - Phone call with Brian Sutcliffe regarding grass cutting invoicing
 - 2nd Letter from John Jackson forwarded to all Councillors
 - Email to Graham Fitton re Village Hall bank details
 - Contact with Barclays re paying by direct payment (a long & complicated process to set up)
 - Easements banked

<u>Emails Received</u>	
Weekly lists x (12,14) – Planning Applications and Decisions	See Agenda
Planning at Pendle x 1	See Agenda 18/0220//HHO
Cath Brierley - Delegated List	See Agenda
Police Reports x 3	Forwarded to all Councillors
Rural Services Network x 8	Will forward on request / selection forwarded
Junk Email x 12	Deleted / unsubscribed where appropriate
Bus Changes ~ Higham not affected in May	
Emails between Cllr's re grass cutting quotes	
Jane Watton re LBKVC	Confirming will be entering this year
Cllr Willoughby re agenda and minutes	
Lynne Rowland – Scrutiny Management Team 21/03	Forwarded to all Councillors
Joanne Eccles - BWP Committee	Forwarded to all Councillors
Emails between all Councillors re Mayoral Sunday	
Angela Whitwell	Reporting PROW to LCC on our behalf
Zurich Insurance renewal	See Agenda
Julie Hibbert re BWP Capital Programme	Bid due in by 11 th June – Discuss under BWP
Cllr Alan Neal re Burnley & Pendle Area Committee meeting	Forwarded to all Councillors
Cllr Willoughby – refuse & recycling calendar	Added to website
Emails from Cllrs re planning application 18/0220/HHO	See Agenda
Cllr Willoughby – GDPR toolkit	To become a Cllr responsibility
Marion LALC – Consultation on Community Transport	Forwarded to all Councillors
Marion LALC – Council Administration book offer	Forwarded to Chairman
Sarah Young – Pendle Green Infrastructure Strategy	Forwarded to al Councillors
Cllr Willoughby – ANPR Installation (CCTV)	Sent to all Councillors
PKF Littlejohn External Auditors	Year end 2018 process

Cllr Forrest re John Jacksons latest correspondence	
<u>Post Received</u>	<u>Bank Accounts as at 16th April 2018</u>
Bank statements	Current £2,855.88
BWP Agenda	Saver £36,811.75
Easement payments x 4	
Letter from John Jackson	
Tax code amendment for PAYE	