

Clerk's Report November 2018

- Cheques to authorise:**

Village Hall (monthly donation)	£	50.00
Clerks Salary & Ink	£	210.59
L Willighan	£	264.37
Pendleton Estate	£	25.00
NB Colour Print	£	182.00
Pendle Borough Council	£	846.69
Royal British Legion	£	25.00
Pendle Borough Council	£	21.00

- Activities Undertaken:**
 - Draft Minutes of October Council meeting prepared and distributed
 - November Agenda prepared, distributed and displayed
 - Bank statements agreed and reconciled to cashbook
 - Website updated, page amendments made where necessary
 - Emails forwarded to Councillors
 - Cheques raised
 - Phone call to Brian Sutcliffe re Remembrance Sunday
 - Email to Mayors secretary regarding the Christmas Party
 - Email to Tim Horsley re Footpath Harassment
 - Further grant application made
 - Phone call to Julie Mousdale regarding grant application
 - Emails to Julie Mousdale requesting grant monies for drainage works
 - Email to CMS re website page
 - Email to Ann Alty re LBKV results
 - Posters / notices displayed in notice board

<u>Emails Received</u>	
Weekly lists x (42,43,44,45,46) – Planning Applications and Decisions	None for Higham
Cath Brierley - Delegated List for September	Forwarded to all Councillors
Police Reports x 2	Forwarded to all Councillors
Rural Services Network x 2	Forwarded to all Councillors
Junk Email x 6	Deleted / unsubscribed where appropriate
Roughlee Clerk - SPID	Would like a date for when it is due at Roughlee
Fiona Standing – Remembrance Sunday details	Confirmed with Brian Sutcliffe and replied
Jane Watson – Policy and Resources Committee	Forwarded to all Councillors
Bernard Ingham – Spout	Added to website
BACS receipt from Pendle – drainage works	
LCC – newsletter	Forwarded to all Councillors
Lucy Willighan – Spout	Added to website
Philip Mousdale – Electoral review of Pendle	Forwarded to all Councillors
Julie Mousdale – Pendle ESAG Minutes	Forwarded to all Councillors
Councillors – Donated trees	Councillor Forrest dealing with
Lucy Willighan – Party drinks	Christmas drinks
Lucy Willighan – NB Colour print invoice	Cheque raised
Brian Sutcliffe – Mobility crossing	Update
Councillors – Village tree and lights	Councillor Forrest to arrange
Joanne Eccles – BWPC Agenda	Forwarded to all Councillors
David Wharton/Cllr Willoughby – Grass cutting	

Cath Brierley – Delegated list October	Nothing for Higham
Ann Alty – LBKV results sheets	Forwarded to all Councillors
John Halton – Framework issue 42	Forwarded to all Councillors
Councillor Willoughby - Various	Items dealt with / added to Agenda
NALC – Newsletter	Forwarded to all Councillors
Councillors – Remembrance Sunday traffic	Councillors to sort
Amanda Downes – Parish Conference 24/11	Forwarded to all Councillors
Councillor Willoughby/Jane Ash – PH Fund Application	
Julie Mousdale - Capital grant	
Lynn Rowland – Health and social care panel	
James Starkie – CCTV idea for Community Investment fund	Cllr Willoughby replied
Angela Whitwell – Lengthsman scheme	Forwarded to all Councillors
NALC – newsletter	Forwarded to all Councillors
BACS receipt from Pendle – drainage works 2	
December bus services	No changes affecting Higham
Councillor Forrest - Apologies and various items to discuss	
<u>Post Received</u>	<u>Bank Accounts</u>
Bank statements	Current £6,725.32
BWP Agenda	Saver £35,000
Clerks direct magazine	
LBKV Certificate	
Posters from Pendleside Hospice	
Cheque from Higham Village Hall Committee	