

Clerk's Report May 2019

Payments to authorise:

Village Hall – monthly standing order	£50.00
Clerks Salary, ink and anti-virus renewal	£233.17
Gill Hughes - Plants for the planters	£28.27
Robin Willoughby – ink and paper	£20.66
NB Colour Print – Spout	£182.00
Val Butterfield – Frame	£62.60
Association of Local Councils	£191.14
Zurich Insurance Renewal	£637.01

Late payments to authorise and claim back from Higham Village Hall:

Jay Crabtree (Bell Tower)	£468.00
David Forrest (Finial, paints, brushes)	£153.06

Activities Undertaken:

Draft Minutes of April Council meeting prepared and distributed
 May Agendas prepared, distributed and displayed
 Bank statements received agreed and reconciled to cashbook
 Website updated; page amendments and additions/deletions made where necessary
 Emails forwarded to Councillors
 Election notices displayed
 Outstanding Licence payments chased up
 Pendleside Hospice Posters displayed
 Licence payments banked of £100.00
 Email to G Fitton re £605.55 due to us for Village Hall works
 Declaration of Acceptance of Office forms prepared
 Declaration of Interests forms prepared
 Schedule of Meeting Dates Updated

<u>Emails Received</u>	
Weekly lists x (15,16,17,18) – Planning Applications and Decisions	See Agenda
Cath Brierley - Delegated List for April	Forwarded to all Councillors
Police Reports x 0	Forwarded to all Councillors
Junk Email x 6	Deleted / unsubscribed where appropriate
Julie Mousdale – BWPC bids	See Agenda
Councillors re Electoral Review	
Councillor Willoughby – Invoice	See Agenda
Sarah Southworth – Public Footpath Creation	Forwarded to all Councillors
Julie Mousdale – ESAG minutes	Forwarded to all Councillors
Sarah Frankland – Village Hall Hire	Forwarded to Village Hall Committee
Audrey Drinkwater – Church Funding Opportunity	Forwarded to Brian Sutcliffe
Bus service changes for May – none for Higham	
Councillor Willoughby – Clovercroft and Laneside Barriers	Sent to all Councillors
Councillor Willighan – NB Colour print invoice	See Agenda
Norman Stott – School Parking x 2	Sent to all Councillors
Joanne Eccles – BWPC Agenda 09/05/19	Forwarded to all Councillors
Precept BACS remittance	
Jane Watson – Annual Council Meeting 16/05/19	Forwarded to all Councillors

Councillor Willoughby – Dead tree and Seniors party	Parish Matters
LCC – Permit Parking Order	Forwarded to all Councillors
Councillor Willoughby – Election Expenses	Sent to all Councillors
Councillor Willoughby – Chairman's Report	Sent to all Councillors
Jane Watson – Policy and Resources Committee 28/05/19	Forwarded to all Councillors
Councillor Whitehead – Meeting Apologies	
Joanne Eccles – BWPC Co-optees for 2019/2020	Confirmation email to be sent
Julie Mousdale – Updated Capital Bids Application Form	
Jane Watson – Declaration of Interests form	Forms prepared
<p><u>Bank Balances:</u></p> <p>Current Account £21,577.98 Saver Account £35,082.23</p>	<p><u>Post Received:</u></p> <p>Bank Statements 7 Licence payments Election Notices BWP Agenda Pendleside Hospice Posters Invoices</p>