

Clerk's Report June 2019

Payments to authorise:

Village Hall – monthly standing order	£50.00
Clerks Salary and ink	£245.19
Michael Tetley printing costs	£30.00
Multicare for purchase of plants and compost	£52.93
CMS Live for annual web hosting renewal	£234.00
Pendle Borough Council grass cutting	£841.15

Activities Undertaken:

Draft Minutes of May Council meetings prepared and distributed
 June Agenda 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
 Thank you letter to Mel Saunders
 Internal Audit completed with Auditor Graham Fitton
 Invoices sent to Village Hall treasurer re Village Hall works
 Certificate of Exemption of External Audit signed and sent off
 2018/2019 Finance file passed to Chairman for checking
 Church contribution for grass cutting received
 Cheques received and banked
 Notice boards updated
 Grant application sent to Julie Mousdale
 Discussions with Julie Mousdale re grant application for Village Hall windows

<u>Emails Received</u>	
Weekly lists x (19,20,21,22,23) – Planning Applications and Decisions	See Agenda
Cath Brierley - Delegated List for May	Forwarded to all Councillors
Police Reports x 4	Forwarded to all Councillors
Junk Email x 6	Deleted / unsubscribed where appropriate
Planning at Pendle re application 19/0346/HHO	Forwarded to all Councillors
Cllrs re planning application 19/0346/HHO	No objections from all
John Halton – Framework Newsletter	Forwarded to all Councillors
David Wharton – playground equipment repair needed	Added to agenda
Cllr Willoughby - playground repairs	Replacement parts quote requested
Cllr Willoughby - sign wordings	Circulated
Audrey Drinkwater – Community Safety	Forwarded to all Councillors
June/July bus service changes	None for Higham
Pendle Hill Landscape Partnership	Forwarded to all Councillors
Lynne Rowland – BWP meeting 06 th June	Forwarded to all Councillors
Zurich Insurance	Confirming renewal cheque received
Graham Fitton – confirming receipt of invoices	Cheque received
Audrey Drinkwater - D Day Service	Forwarded to all Councillors
Cllr Willighan – NB Colour Print Statement	Payment made
Tom Partridge – Pendle Countryside Access Forum	Forwarded to all Councillors
Marian Gelder – Councillor Information Evening 8/7/19	Forwarded to all Councillors
Bernard Ingham – Email from HMRC	Contact email changed

CMS Live – Invoice	Cheque raised
Cllr Willoughby / Co Cllr Wakeford – School Parking	Sent to all
Margaret Ingham – School parking	Sent to all
Craft Fair Enquiry	Forwarded to Cllr Whitehead for Village Hall Committee
<p><u>Bank Balances:</u></p> <p>Current Account £9,747.55 Saver Account £45,082.23</p>	<p><u>Post Received:</u></p> <p>Bank Statements BWP Agenda 2 cheques (church and village hall) Invoices</p>