

Clerk's Report November 2021

Payments to authorise:

Village Hall – monthly standing order	£50.00
Clerks Salary and expenses	£285.29
Pendle Borough Council	£468.48
Royal British Legion	£21.00
Ingham & Yorke	£25.00
Robin Willoughby	£18.00

Activities Undertaken:

November Agenda prepared, distributed and displayed
 Bank statements received agreed and reconciled to cashbook
 Website updated; page amendments and additions/deletions made where necessary
 Website bookings calendar developed
 Liaising with Ian Whittle re Bookings Calendar
 Email to Brian Sutcliffe re Remembrance Day
 Email reply to Julie Fox re Remembrance Day Invitation
 Emails forwarded to Councillors

Post Received:

Bank Statement
 BWP Agenda
 PBC statement
 PBC invoice
 Ingham & Yorke invoice

<u>Emails Received</u>	
Weekly lists x (42-45) – Planning Applications and Decisions	21/0845/HHO
Rural Services Network Bulletin x 3	Forwarded to all Councillors where relevant
Police Reports x 6	Forwarded to all Councillors where relevant
Junk Email x 26	Deleted / unsubscribed where appropriate
NALC/LALC Bulletins x 10	
SLCC Daily Bulletins x 8	
Fiona Standring – Remembrance Sunday details	Forwarded to all Councillors
Fiona Standring – LBKV congratulations from Mayor	Forwarded to all Councillors
Cllr Willoughby – Local Plan Part 2	Circulated to all Councillors
Ann Alty – LBKV report	Forwarded to all Councillors
Cllr Willoughby – Memorial estimate	Awaiting fitting
Cllr Willoughby - Trees	Confirmation of estimate accepted
Cllr Perrin – October Minutes	
Cllr Perrin – Village Hall Repairs and decoration	
Ian Whittle – Website amendments on VH page	
Jessica Robinson – BWPC Agenda	Forwarded to all Councillors
Cllr Willoughby – Confirming footbridges sorted	Circulated to all Councillors
Cllr Neal – Road Safety Measures and Flood Guidance	Forwarded to all Councillors
Ian Whittle – Bookings & Availability Calendar	
Julie Waddington – Trading Standards	Forwarded to all Councillors

[illegible]