

## Clerk's October 2023

### Agenda item 6 – Finance

#### Payment schedule

|                                                  |          |
|--------------------------------------------------|----------|
| Village Hall – <i>monthly standing order</i>     | £50.00   |
| Clerk/RFO Salary ( <i>including INK/SIM</i> )    | £375.49  |
| Borough of Pendle ( <i>grass cuts x 2 Sept</i> ) | £1043.66 |
| Mr R Gadd (plants & shrubs)                      | £98.67   |

### Agenda item 8 - Planning Applications and Decisions

#### Clerks Activities Undertaken:

Draft Minutes of September Council meeting prepared and distributed  
 October Agenda prepared, distributed, and displayed  
 Bank statements received agreed and reconciled to cashbook  
 Emails forwarded to Councillors  
 Website updated; page amendments and additions/deletions made where necessary  
 Monthly payroll completed and PAYE paid  
 Cheques written and details added to cashbook  
 Phone call with Beth Willmott to discuss the PCC Funding  
 Email to Wickstead to rearrange playground inspection date

#### Advance Meeting Apologies Received:

Cllr Whittle – October meeting

#### Bank Balances as at 16<sup>th</sup> October 2023

Community Account £15,769.06  
 Reserves £22,667.22

#### Post Received:

Bank Statements  
 BWP Agenda  
 Borough of Pendle invoice

| <u>Emails:</u>                                                      |                                             |
|---------------------------------------------------------------------|---------------------------------------------|
| Weekly lists x (38,39,40,41) – Planning Applications and Decisions  | Forwarded to all Councillors                |
| Rural Services Network Bulletin x 5                                 | Forwarded to all Councillors where relevant |
| Police Reports x 10                                                 | Forwarded to all Councillors                |
| Junk Email x 61                                                     | Deleted or unsubscribed where necessary     |
| NALC/LALC Bulletins x 27                                            | Forwarded to all Councillors where relevant |
| Public Sector Executive x 21                                        | Forwarded to all Councillors where relevant |
| Society of Local Councils Clerks Bulletins x 33                     | Clerk info                                  |
| Acresbrook resident re overhanging tree branches and tree pruning   | Cllr Tetley will take a look                |
| Cllr Perrin has reported parking issues on HHR                      | For info                                    |
| Wickstead playground inspection agreed for January 24 <sup>th</sup> | For info                                    |
| Jane Watson – NB&R Committee 02/10                                  | Forwarded to all Councillors                |
| Jane Watson – BWP Committee 04/10                                   | Forwarded to all Councillors                |

