

## Clerk's Report January 2024

### **Agenda item 6 – Finance**

#### **Payment schedule**

|                                               |         |
|-----------------------------------------------|---------|
| Village Hall – <i>monthly standing order</i>  | £50.00  |
| GDPR fee for CCTV - <i>D/D</i>                | £40.00  |
| Clerk/RFO Salary ( <i>including INK/SIM</i> ) | £375.49 |
| Cabin Catering (seniors party)                | £729.00 |
| Paula Fitzgerald (consultant fee-RR)          | £200.00 |

### **Agenda item 8 - Planning Applications and Decisions**

None

#### **Clerks Activities Undertaken:**

Draft Minutes of December Council meeting prepared and distributed  
January 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  
Microsoft 365 exchange set up and data transferred over  
Finance Committee meeting and budget prepared

#### **Advance Meeting Apologies Received:**

Cllr Meredith for January meeting  
Cllr Willighan for January meeting  
Cllr Perrin – tentative late apologies for January meeting

#### **Bank Balances as of 15<sup>th</sup> January 2024**

Community Account £17,004.04  
Reserves £22,746.15

#### **Post Received:**

Bank Statements  
BWPC Agenda  
Clerks Direct Magazine  
Cabin Catering invoice

| <b><u>Emails:</u></b>                                            |                                             |
|------------------------------------------------------------------|---------------------------------------------|
| Weekly lists x (51,52,1,2) – Planning Applications and Decisions | Forwarded to all Councillors                |
| Rural Services Network Bulletin x 3                              | Forwarded to all Councillors where relevant |
| Police Reports x 7                                               | Forwarded to all Councillors                |
| Junk Email x 96                                                  | Deleted or unsubscribed where necessary     |
| NALC/LALC Bulletins x 12                                         | Forwarded to all Councillors where relevant |
| Public Sector Executive x 2                                      | Forwarded to all Councillors where relevant |
| Society of Local Councils Clerks Bulletins x 25                  | Clerks info                                 |

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|--------------------------------------------------------------------------------------------|---------------------------------------------|
| Parish Councils Bulletins x 2                                                              | Forwarded to all Councillors where relevant |
| Julie Waddington - Trading Standards Alerts                                                | Forwarded to all Councillors                |
| Jessica Robinson – Nelson, Brierfield and Reedley Committee Agenda for 8 <sup>th</sup> Jan | Forwarded to all Councillors                |
| Jessica Robinson – BWPC Agenda for 10 <sup>th</sup> January                                | Forwarded to all Councillors                |
| Robin Willoughby / Paula Fitzgerald – Roaming Roosters Appeal                              | For info                                    |
| PCSO Alan Fielding – December crime figures                                                | Forwarded to all Councillors                |
| Fiona Standing – Mayors Ball 1 <sup>st</sup> March                                         | Forwarded to all Councillors                |
| Lynne Rowland – Overview and Scrutiny Committee Agenda for 12 <sup>th</sup> December       | Forwarded to all Councillors                |
| Diane Perrin – LBKV v Britain in Bloom                                                     | Circulated to all Councillors               |
| Joanne Eccles – Development Management Committee Agenda                                    | Forwarded to all Councillors                |
| Ian Whittle – Village Hall flooring issue                                                  | For info                                    |
| Ian Whittle – Water boiler in Village Hall                                                 | For info                                    |
| Lancashire warm spaces grant                                                               | Forwarded to John Meredith & Ian Whittle    |
| Hedgehog Highway Project                                                                   | Forwarded to all Councillors                |
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