

Clerk's Report February 2024

Agenda item 6 – Finance

Payment schedule

Village Hall – <i>monthly standing order</i>	£50.00
Clerk/RFO Salary (<i>including INK/SIM</i>)	£373.99
Pendle Borough Council (Grass Cutting)	£1043.66
Wicksteed (Playground inspection)	£122.40

Agenda item 8 - Planning Applications and Decisions

None

Clerks Activities Undertaken:

Draft Minutes of January Council meeting prepared and distributed
February 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
Budget updated with actual year to date spend
Precept application emailed to Pendle Borough Council
Email to Ann Alty advising not entering LBKVC this year
Updated VAT return
Attended HMRC Employer Filing Obligations Webinar
Phone call and message left for Beth Wilmot PCC to return call x 2
Parking in the Village poster updated with new email address to be displayed
Sympathy card and flowers taken to John Meredith on behalf of HPC

Advance Meeting Apologies Received:

None

Bank Balances as of 18th February 2024

Community Account £6155.05
Reserves £32,746.15

Post Received:

Bank Statements
BWPC Agenda
SLCC magazine

<u>Emails:</u>	
Weekly lists x (3,4,5,6,7) – Planning Applications and Decisions	Forwarded to all Councillors
Rural Services Network Bulletin x 13	Forwarded to all Councillors where relevant
Police Reports x 6	Forwarded to all Councillors
Junk Email x 5	Deleted or unsubscribed where necessary
NALC/LALC Bulletins x 19	Forwarded to all Councillors where relevant
Public Sector Executive x 9	Forwarded to all Councillors where relevant

Society of Local Councils Clerks Bulletins x 62	Clerks' info
Parish Councils Bulletins x 8	Forwarded to all Councillors where relevant
Julie Waddington - Trading Standards Alerts	Forwarded to all Councillors
Jane Watson – BWPC Agenda for 7 th Feb	Forwarded to all Councillors
Denise Norwell – Bus service changes for March	None for Higham
Jane Watson – Town and Parish Council Summitt	Forwarded to all Councillors
Ian Whittle – Updates for Village Hall section of Website x 2	Website updated
Lancashire Fire & Rescue Service magazine	Forwarded to all Councillors
Information Commissioner's Office	Confirming renewal for 24/25 GDPR
Joanne Eccles – Development Management Committee Agenda for 20th Feb	Forwarded to all Councillors
Wicksteed – Playground inspection invoice	Payment raised
Pendle Borough Council – chasing payment of overdue invoice	Requested copy, payment raised and have also requested to be moved to e-billing (Bill Pears)
HMRC – help and support x 4	For clerks' info
Lynne Rowland – Nelson, Brierfield and Reedley Committee Meeting	Forwarded to all Councillors
Cllr Whittle – Village Hall Floor Update x 2	Circulated to all Councillors
Martin Starkie – re emails and website update with Microsoft due to email system hack	Unfortunately, couldn't retrieve some of the old emails that were lost but no issues with new system
Cllr Tetley – January minutes checked; no changes advised	
SMARTY – Sim card renewal / CCTV	Payment made for renewal on 1 st March
Mary Reed – Roughlee PC Clerk asking if we had the SPID	With Brian Nutter who is due to be dropping it off in Higham soon
Sam Airey Northern Forestry – Ash trees	Apologised for the delay - waiting for the ground to dry up
Norman Stott – Grit bin thefts	Forwarded to all Councillors
Safoora Naz - Pendle Borough Council	Confirmation of precept receipt
Cllr Whittle – Advertising music event at Village Hall	For info
Norton Subscription Renewal due 30 th March	For Clerks info
Microsoft 365 Monthly Business Renewal	For Clerks info
Cllr Whittle – Lost property in Village Hall	For info