

Hawstead Parish Council -Clerk report

17 September 2015

The aim of this report is to update the Parish Councillors on:-

- correspondence received, sent and circulated since the last meeting
- Training attended since the last meeting
- Clerks' activity since July 2015

CORRESPONDENCE

Indication is given where an item has already been circulated by email and/ or is under consideration at this meeting and /or has been circulated for this meeting. Please feel free to request copies of anything you have not already received.

Date	Item	Action	Email circulation	Agenda item	Circulated with agenda
06.07.15	Letter of thanks – JB re churchyard maintenance				
07.07.15	Flyer for community concerts	To JC/ AP for website/journal			
07.07.15	St Eds weekly planning list		n/a Hawstead		
13/07/15	St Eds weekly planning list		n/a Hawstead		
16.07.15	Letter of thanks re Macmillan Cancer donation				
15/07/15	SALC councillor summer briefings flyer		20.07.15		
17/07/15	ICO registration certificate				
16/07/15	Police crime report	To AP for website 20.07.15	20.07.15		
17.07.15	CAF bank – change to std terms and conditions				
17.07.15	Weekly planning decision list		n/a Hawstead		
17.07.15	SALC precept data		23.07.15		
20.07.15	Salc record update request	Completed 23.07.15			
20.07.15	Community safety survey	To village list for action 23.07.15			
20.07.15	Thank you letter to Jayne Robertson and reply		20 and 22.07.15		
21/07/15	SWT newsletter		23.07.15		

22/07/15	SALC summer briefing flier		23.07.15		
27/07/15	St Eds weekly decision list		n/a Hawstead		
29/07/15	Jo Churchill email re funding for world war one projects		30/07/15		
29/07/15	CAS newsletter – funding opportunities				
31/07/15	Headway Suffolk flyer	To JC/AP for HJ/website 06/08			
31/07/15	St Eds voter registration canvassing poster	To JW/AP for website/noticeboards 06.08			
31/07/15	RSPB flyer for stone curlew event	To JC/AP for website/HJ 31/07/15			
03/08/15	St Eds weekly planning list		n/a Hawstead		
03/08/15	Community Action Suffolk – rural services survey		06/08/15	5.2	yes
03/08/15	Temporary traffic closure notice 3-5/8		Too late to circulate		
05/08/15	Embroiderers guild flyer	To JC/AP for website/HJ 06/08			
05/08/15	Community resilience newsletter		06/08/15		
10/08/15	St Eds weekly planning list – approval of Melpost House works		08/09/15		
10/08/15	CAS flyer for conference 25/09/15		08/09/15		
11/08/15	Flyer re Suffolk Philharmonic event	To JC for HJ 08/09/15			
12/08/15	CAS newsletter				
17/08/15	Magistrates Court consultation		08/09/15	5.2	yes
17/08/15	LCPAS course flyer		08/09.15		
18/08/15	St Eds weekly planning list		n/a Hawstead		
18/08/15	Police survey		08/09/15	5.2	yes
19.08.15	BDO audit report			7.1	yes
24.08.15	St Eds weekly planning list		n/a Hawstead		

25.08.15	St Eds area meeting material		08/09/15		
25.08.15	RTP transport survey		08/09/15	yes	
26.08.15	LCPAS course flyer		Too late to circulate		
26.08/15	Rights of way course flyer		08/09/15		
26/08/15	Email re roadside nature reserves	To CC for monitoring 08/09/15			
27/08/15	OSS newsletter		08/09/15		
27/08/15	Flyer for CAS event 08/10		08/09/15		
01/09/15	St Eds weekly decision list		n/a Hawstead		
01/09/15	Cruse flyer	To JC for HJ 08/09/15			
03/09/15	Rospa playground management course		08/-9/15		
03/09/15	Salc course flyer		08/09/15		
18/8/15 + 04/09/15	Community emergency planning conference 13 Nov flyer		08/09/15		
04/09/15	St Eds – flier for Parish Conference 12/9		08/08/15		
07/09/15	SALC newsletter of the year competition		08/08/15		
07/09/15	St Eds weekly decision list		n/a Hawstead		
09/09/15	BC report		10/09/15	4.2	yes
09/09/15	Defibrillator training email from G West		10/09/15	5.4	
09/09/15	CAS newsletter				
09/09/15	SLCC meeting flyer		09/09/15		
09/09/15	Playground inspection report for August	Copies received by MH and JW			
10/09/15	SWT flyer	To AP for website 10/10/15			

**TRAINING
CLERK'S ACTIVITY since July 2015**

Timesheets July- August 2015

Date	Activity	Time
1-9/07	Prep for PC meeting	7.00

9/07/15	Mtg	3.00
18-23/07	Mins, banking, follow up from mtg	7.00
Aug-Jul	Research , correspondence, telcons re Maglia Rosso	8:30
Aug	Email admin various	4.00
	TOTAL	29.30