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### **Clerks Report for September 2017 Meeting**

Typed up draft minutes, for Parish Council meeting held on 17<sup>th</sup> July 2017, published, and placed on website, and noticeboards.

Sent out cheques, filed invoices – updated accounts.

Continuously updating accounts, and website, also checking and dealing with as appropriately e-mails.

Preparing for September Parish Council Meeting.

Displayed Notices etc for Braintree District Council.

In contact with EALC for various advice on issues.

Attended training meeting held on 27<sup>th</sup> July with Ian Hunt Monitoring Officer.

Contacted Levingtons regarding hedge cutting.

Contacted and thanked J.Doe for previous work.

Contacted a member of the public to inform them, that Coe's Meadow would not be made able to private hire.

In contact with Anglian water regarding not receiving invoices, sent completed direct debt forms.

contacted Braintree District Council regarding new sign for Old Church Lane.

Banked fun day proceeds for Coe's Meadow.

Sent Declaration to Pension Regulator.

Published Notice of Conclusion of audit, annual return for the year ended 31 March 2017. Published all required information on website.

Sent e-mail to External Auditor asking them to confirm and clarify their comments on the Annual Return 2016-2017 (Placed this on our website).

Received from reply from External Auditor as follows: -

Thank you for your email. We can confirm that the 'other matter' raised in our external auditor report has been raised in error, for which we apologise. The capital reserves cannot be used to reduce the precept demand and can only be used for future capital projects. This fact was overlooked in the email communication between our team and you.

Please display a copy of this email alongside our report for clarification. This has no impact on the 'except for' qualification matter raised, which is still relevant.

Once again, we apologise for any inconvenience caused.

Reported to ECC - regarding overgrown pavements from the Fox along the A131 to the Essex/Suffolk boundary, reported on 28 July 2017 reference number 2526914

Also, the footpath from Batt Hall to the Essex/ Suffolk boundary reported on 28 July 2017 reference number 2526921.

Placed new revised Bus Contract information on notice board in village hall, went and had it copied, double sided, and dropped off copies to be placed in Parish Magazine.

Prepared and sent out rent Invoices.

To confirm the Parish Council have received two months reinvestment from The Public Sector Deposit Fund.

Attended agenda meeting for September.

Prepared agenda for September meeting.