

The Hennys', Middleton & Twinstead Parish Council

Chairman: Cllr Anthony Lyster
Clerk: Shelley Boydell. 15 The Paddocks, Bures CO8 5DF
Tel: 07801 492312 Email: hmtpcouncil@gmail.com

Clerk's Report

Parish Council Meeting 13th July 2020 at 7.30pm ONLINE

Councillor Vacancy

The two councillor vacancies to represent Middleton have been advertised on the website, on Facebook and by word of mouth. There were two applicants, however, unfortunately one has withdrawn. There is now one applicant, details of whom has been circulated between councillors for discussion and potential co-option at this meeting.

HGV Lorries on Pebmarsh Road, Twinstead

The Clerk has been in liaison with Cllr David Finch regarding this issue, with the assistance of Cllr David Holland and Chairman Cllr Anthony Lyster. Cllr Finch has facilitated the necessary documentation reaching it's destination along with his full support. The PC is currently waiting to hear from Highways to confirm when this matter will be addressed.

Communication & Engagement Policy and Social Media Policy

The documents as agreed on 11th May 2020 are on the PC's website. The Clerk has liaised with Cllr Alan Scattergood regarding some minor changes with the documents – the proposed new documents are also on the PC's website and will be approved at this meeting. The councillors have all been provided with documents tracking the changes that have been made.

Facebook Page

The Clerk has been maintaining and updating the PC's Facebook page with relevant information.

Mail Subscription Service

The Clerk will be looking into an email subscription service and implementing this – the main aim is for any person who signs up to the email subscription service will get a notification each time there is an addition to the website.

Clerk's Work & Appraisal

The Chairman has been working closely with the Clerk and assisting with day to day workload management. The Clerk's annual appraisal will be carried out by the Chairman on or before 29th July 2020.

Clerk's Forum

The Clerk has been attending the online clerk's forums run by EALC to help with the current increase in queries.

CiLCA

The Clerk has been attending the new online training after the original training had been postponed due to COVID-19. The training sessions are 2 hours long and fortnightly with work to be completed in between, instead of the day sessions once per month that were to be held at the EALC offices.

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Internal Audit

The Clerk has made contact with the internal auditor and is liaising and following procedure to ensure that all required documentation is complete.

External Audit

The Clerk is liaising with the external auditor regarding exemption from external audit due to a precept under £25k.

End of Year Accounts

The Clerk is working to produce end of year accounts in preparation for the internal audit – the clerk will liaise with Cllr Tim Humphreys prior to the accounts being submitted.

Parish Council Insurance

The Clerk liaised with the insurance company with the assistance of Cllr Alan Scattergood. The PC's policy has been renewed for a period of 3 years.