

The Hennys', Middleton & Twinstead Parish Council

Chairman: Cllr Anthony Lyster
Clerk: Shelley Boydell. 15 The Paddocks, Bures CO8 5DF
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Clerk's Report

Parish Council Meeting 11th January 2021 at 7.30pm ONLINE

Minutes from last meeting

Clerk made any alterations agreed and arranged for the minutes to be signed after agreement at the meeting.

Budget & Precept

Clerk has shared suggested changes to the budget with Cllr T Humphreys and work is underway on this. Clerk contacted Braintree District Council asking for confirmation on whether or not the deadline for the submission of the precept could be extended and was informed the deadline is the end of January 2021.

Policies & Procedures

The clerk has been liaising with Cllr T Humphreys regarding the financial regulations policy, which will be brought to the full council for review once complete. The clerk is waiting instruction from the Parish Council as to which are the next policies chosen for review / implementation.

Website & Facebook Page

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

Phone Mast Planning Application

The Clerk has been liaising with Cllr D Holland regarding the response to the application and has submitted all relevant documentation within the time frame given.

CiLCA

The Clerk has now completed online sessions regarding CiLCA but due to time restraints has not yet been able to write up or submit any of the 30 learning outcomes – time to complete this work will be a priority in the new year in order for the Clerk to complete and pass the course within the timeframe given; the Clerk passing the course will then enable the Parish Council to be reimbursed 75% of the cost of the course from the Essex Association of Local Councils.

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. (this has been postponed due to workload)

Clerk's Work & Appraisal

Forming an HR committee has been added to the agenda as this is a requirement to enable to Parish Council organise appraisals, proper working conditions and other employment requirements for the Clerk.