

The Hennys', Middleton & Twinstead Parish Council

Chairman: Cllr Anthony Lyster
Clerk: Shelley Boydell. 15 The Paddocks, Bures CO8 5DF
Email: parishclerk@hennysmiddletontwinstead-pc.gov.uk

Clerk's Report

Parish Council Meeting 4th May 2021 at 7.30pm ONLINE

Payroll Service

The Clerk liaised with the new payroll provider including organising the acceptance of engagement letter.

Grass Cutting

The Clerk confirmed the new grass cutting contractor and also confirmed the cuts would be four times per year in May, June, July & August.

Minutes

Clerk prepared and circulated the minutes of the last meeting to present to the full council for agreement.

Website & Facebook Page

The Clerk has been maintaining and updating the PC's website and Facebook page with relevant information including a link to Highways website to report relevant issues.

CiLCA

The Clerk has been to submitting work for assessment and has passed all modules submitted so far. The information and legislation the Clerk is learning is proving to be invaluable.

Bramford to Twinstead Project – National Grid

Clerk liaised with National Grid regarding organising a meeting via Zoom to discuss this further.

Planning Committee

Clerk facilitated the organisation of a planning committee meeting 26th April 2021.

End of Year Accounts

Clerk completed and prepared the end of year accounts.

Internal Audit

Clerk organised and facilitated an internal audit of the accounts and governance.

Street Cleaning Agreement

Clerk completed and submitted the street cleaning agreement 2021/22 to Braintree District Council.