

The Hennys, Middleton & Twinstead Parish Council

Chairman: Cllr David Holland

Clerk: Shelley Boydell. 15 The Paddocks, Bures CO8 5DF

Email: parishclerk@hennysmiddletontwinstead-pc.gov.uk

Clerk's Report

Parish Council Meeting 17th January 2021 at Henny Parish Rooms

Minutes

Clerk prepared and circulated 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.

Planning

The Clerk submitted planning comments as agreed by the full Parish Council at the last meeting.

Signposting

The Clerk assisted members of the public with finding information required.

Twinstead Village Green

Bateman & Brown completed work on Twinstead Village Green.

Essex Forest Initiative

Clerk liaised with the Essex Forest Initiative and is currently discussing the number of trees / bulbs available to plant in the area.

Online Banking

Clerk is now able to successfully make online payments.

Electoral Register

The Clerk has submitted the annual request to access the electoral register for the Parishes.

Budget & Precept

The Clerk has prepared a draft budget and suggestion for the precept demand for the council to discuss and amend as required.

| ANNUAL CALENDAR | |
|------------------------|---|
| January | <ul style="list-style-type: none">• Parish Council Meeting• Submit demand for precept to Braintree District Council |
| March | <ul style="list-style-type: none">• Parish Council Meeting• Annual Parish Meeting |
| April | <ul style="list-style-type: none">• Internal Audit |
| May | <ul style="list-style-type: none">• Parish Council Meeting• Approve Accounts and Internal Audit• Election of Chairman (alternate years) |
| July | <ul style="list-style-type: none">• Parish Council Meeting• Review Standing Orders• Review Councillor Individual Roles• Clerk Annual Appraisal / Review• Process and distribute Annual Grants (Village Hall & Churchyard Maintenance) |
| September | <ul style="list-style-type: none">• Parish Council Meeting• Review Emergency Plan |
| November | <ul style="list-style-type: none">• Parish Council Meeting• Overview of Budget and Budget Review• Review of Contractors |