

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 14th November 2022 at 7.30pm 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.

Payments

Clerk ensured that all required payments were made.

Councillor Vacancies

Clerk advertised for current vacancies.

Budget Preparation

Clerk prepared Parish Council Finances for budget review

Elections:

Clerk began to plan for 2023 elections.

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