

The Hennys, Middleton & Twinstead Parish Council

Chairman: Cllr Tim Humphreys

Clerk: Shelley Boydell Email: hmtpcouncil@gmail.com

Clerk's Report

Parish Council Meeting 16th January 2025

Minutes

Clerk posted the agreed minutes on the website and 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 has processed all payments due

Policies

Clerk has been working on updating policies.

ANNUAL CALENDAR		
January	<ul style="list-style-type: none">Parish Council Meeting	<ul style="list-style-type: none">Submit demand for precept to Braintree District Council
March	<ul style="list-style-type: none">Parish Council Meeting	<ul style="list-style-type: none">Annual Parish Meeting
April	<ul style="list-style-type: none">Internal Audit	
May	<ul style="list-style-type: none">Parish Council MeetingApprove Accounts and Internal Audit	<ul style="list-style-type: none">Review Parish Council Insurance PolicyElection of Chairman (alternate years)
July	<ul style="list-style-type: none">Parish Council MeetingReview Standing Orders	<ul style="list-style-type: none">Clerk Annual Appraisal / ReviewProcess and distribute Annual Grants (Village Hall & Churchyard Maintenance)
September	<ul style="list-style-type: none">Parish Council MeetingReview Emergency Plan	<ul style="list-style-type: none">Review Financial RegulationsReview Parish Council Risk Assessments
November	<ul style="list-style-type: none">Parish Council MeetingOverview of Budget and Budget Review	<ul style="list-style-type: none">Review Asset RegisterReview of Contractors