

Hawstead Parish Council - Clerk report

17th May 2018

The aim of this report is to update the Parish Councillors on:-

- correspondence received, sent and circulated since the last meeting
- Training attended since the last meeting
- Clerks' activity since March 2018

CORRESPONDENCE –

Indication is given where an item has already been circulated by email and/ or is under consideration at this meeting and /or has been circulated for this meeting. Please feel free to request copies of anything you have not already received.

Date	Detail	Action	Email circulation	Agenda item	Circulated with agenda
12.3.18	SALC – changes to newsletter distribution				
13.3.18	RPA – details for online application process				
13.3.18	Flier for safeguarding conference for PC 3/5/18				
14.3.18	RPA application form for 2018				
16.3.18	SALC weekly newsletter				
16.3.18	St Eds receipt of planning response Maglia Rosso				
16.3.18	Website query re church opening times	To AP 16. 3.18			
19.3.18	DPO centre correspondence re data audit				
19.3.18	SWT flier for event	Too late to circulate			
22.3.18	St Ed mods to Electoral register				
22.3.18	Training calendar from SALC		18.4.18		
22.3.18	Suffolk View newsletter		18.4.18		
22.3.18	Pensions regulator correspondence				
23.3.18	GDPR learning together		18.4.18	12.2	
23.3.18	SALC churchyard maintenance follow up	To JW 23.3.18		12.5	yes

23.3.18	UK Power networks newsletter				
25.3.18	History Recorder report	To website in due course	2.3.18		
26.3.18	SALC invoices for training and payroll			10.7	
27.3.18	Eastern Power Networks Wayleave payment 2018				
28.3.18	Little John – Account proforma and instructions				
28.3.18	sALC e bulletin				
29.3.18	1and1 invoice			10.7	
29.3.18	OSS newsletter				
1.4.18	SALC sub requests			10.7 8.3	
3.4.18	OSS letter confirming their new GDPR arrangements				
	Walking Festival material	To VH			
3.4.18	OSS sub request			10.7 8.3	
4.4.18	Emergency plan training				
8.4.18	Ward boundary change consultation		23.4.18		
8.4.18	Monthly play area report			12.3	
10.4.18	Acknowledgement from All Saints PCC for chq				
10.4.18	K Soons report		23.4.18	APM	
10.4.18	SPO flier	To JC/AP for HJ/website			
11.4.18	HMRC – changes to VAT reclaim procedure				
12.4.18	Suffolk Preservation Society sub request			8.3	
	Lark, Thet and Little Ouse catchment sensitive farming newsletter 2018	To CC 19.4.18			

17.4.18	Info re changes to policing		23.4.18		
18/4/18	K Soons report		23.4.18	APM	
18/4/18	SALC e bulletin 16/4/18				
19/4/18	Flier for Parish forum – revised date 29/5/18		23.4.18		
19/4/18	SPS training flier				
	Natural England new agreement and claim form	To CC 23.4.18		8.4	
	RPA claim form	To CC 23.4.18		12.4	
23.4.18	St Eds ward boundary consultation		23.4.18	12..1	
23.4.18	Wedding enquiry	To AP 1.5..18			
23.4.18	Precept remittance				
26.4.18	SALC/DPO – confirmation that GDPR amendment to remove obligation to appoint DPO		1.5.18	12.5	
26.4.18	sALC e bulletin including revised payscale				
26.4.18	Letter re homelessness		10.5.18		
26.4.18	sALC learning together 2 GDPR			12.5	
27.4.18	CAs membership confirmation				
27.4.18	Confirmation of extension of time for submission of account from PK Littlejohn				
28.4.18	Suffolk tree warden query	Responded in conjunction with JC 10.5.18			
30.4.18	1 and 1 invoice			10.3	
30.4.18	Abbeygate quote			8.5	yes
1.5.18	BT query re power line at Millennium Field	Checked with JC - approved 10.5.18			

3.5.18	P60 clerk				
2.5.18	K soon ward boundary change consultation response		10.5.18		
2.5.18	sCC Statement re post 16 travel policy		10.5.18		
7.5.18	Stowmarket chorale flier	To HJ/Website 10.5.18			
8.5.18	Signage quotes x 3			8.5	yes
8.5.18	Flier for Suffolk air ambulance charity event	To JC/AP for website/HJ 10.5.18			
8.5.18	Play inspection report for April 218			12.3	
8.5.18	Invitation to join Police connect	Accepted 10.5.18			
9.5.18	SCC report April			APM	
9.5.18	Emergency plan rest centre training flier				
9.5.18	SWT flier				
10.5.18	RPA reminder				
1.5.18	Revision to electoral roll				
Various	TVAS correspondence	Actioned 10.5.18			

TRAINING

Clerk's networking day 22 March 2018; GDPR training 10 May 2018

CLERK'S ACTIVITY March-April 2018

Date	Activity	Time
	Prepare for and minute PC meeting dated 15 March 2018	
	Training course	
	Accounts	
	Email correspondence, finance and admin; research, grant applications; GDPR prep	
	TOTAL	60.00