

## Hawstead Parish Council - Clerk report

16 May 2019

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 2019

### 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
13.03.19	OSS newsletter		15.03.19		
18.03.19	School travel info	To AP for website 8.5.19			
25.03.19	St Eds planning forum flier and mins				
27.03.19	CAS membership renewal - free	completed			
29.03.19	1 and 1 invoice			10.3	
29.03.19	Play area report for 15.03.19	No high risk findings		12.1	
3.04.19	New SALC website details		25.04.19		
3.04.19	SALC membership renewal			8.2	Yes
04.04.19	OSS newsletter		08.04.19		
04.04.19	SALC e bulletin		08.04.19		
05.04.19	Query re history/church	To AP 08.04.19			
09.04.19	OSS renewal			8.1	Yes
12.04.19	SCC grass cutting schedule for SCC maintained verges		25.04.19		
15.04.19	DC/19/0537/HH and DC/19/0538?LB	Dealt with at planning meeting 01.05.19	17.04.19		
April	Corresp re wildlife by brook	Notices put up			
23.04.19	Roadworks alerts - various	To AP for website 25.04.19			
23.04.19	Precept received from St Eds				
25.04.19	SALC e bulletin 24/04.19		25.04.19		
25.04.19	Suffolk View mag		25.04.19		
29.04.19	1&1 invoice			10.3	
01.05.19	Stowmarket chorale flier	To AP for website 8/5/19			
01.05.19	Email from insurers re alpacas on green				
2.05.19	SALC – internal audit report			10.5	Yes
3.05.19	SALC e bulletin		8.5.19		
3.05.19	Play area report for April			12.1	
08.05.19	Training flier from SALC		8.5.19		
April/May	Various corresp re BFP and countryside	Claims submitted 7/5/19			

	stewardship grants				
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**TRAINING**  
**SALC networking event 29 March 2019**

**CLERK'S ACTIVITY March-April 2019**

Date	Activity	Time
	Prepare for and minute PC meeting dated March 2019	
	Email correspondence, finance and admin; research; election admin; induction material.	
	End of year accounts; AGAR; internal audit	
	Training session	
	Grant applications x 2	
	<b>TOTAL</b>	<b>50.00</b>