

Clerks Report – Herongate and Ingrave Parish Council.
October 2018

Meeting Date	Agenda Number	Information and decision made	Action taken and outcome	Date Note Closed
26/09/18	18/19.095	Clerk to look into cost of ID badges.		
24/07/18	18/19.068	Clerk to write to Stuart Anderson as to what permissions Animal Aid had from the council.	Email sent 20/09/18. No permissions were issued by Brentwood Borough Council.	26/09/18
24/07/18	18/19.068	Clerk to look into possibility of having an anpr camera/ cctv on Middle Road. (cc Roger Hirst)	Email sent to Rebecca Charge CCd Roger Hirst 20/09/18. Reply received from Russell Bush 08/10/18.	
24/07/18	18/19.075	Clerk to set up online banking with CAF bank.	CAF will only provide banking for charities/non profit. Looking into other options.	26/09/18
24/07/18	18/19.077	Clerk to assist Cllr. D. Hills with editing the Community Emergency Plan.	I have started editing the report and I am almost finished. Editing completed 18/10/18	18/10/18
26/09/18	18/19.085	Clerk to find out what is happening with the sign damaged at the Cricket Club.	Sign is by cricket club. Needs new posts. Will need to be funded by PC. Chairman enquiring with Cut Above as to cost. Insurance have been contacted.	
08/10/18		Resignation of Cllr. Kelly	18/10/18 emailed BBC for notice of vacancy.	
22/05/18	18/19.041	Clerk to issue new Declarations of Interest forms to all councillors.	Emailed 09/07/18.MH and PH outstanding.	
27/06/18	18/19.061	Clerk to obtain confirmation from Lord Petre that he consents to additional posts around Green Man.	Email sent to Jenny Penkul 29/06/18, consent from Lord Petre received 02/07/18. Cut Above to email Clerk with a quote. Quote still o/s have chased.	
27/06/18	18/19.062	Clerk to contact Pc Rebecca Charge re issues on Middle Road.	Emailed 20/09/18	26/09/18
n/a	n/a	GDPR		
n/a	n/a	Internal Audit/External Audit	Meeting with Internal Auditor arranged for Monday 30 th April 2018. Files handed over to Internal Auditor. AGAR sent to PKF Littlejohn 01/06/18.Internal audit report received and forwarded to all councillors 15/06/18. Files returned by internal auditor on 5/07/18. External auditor signed part 3 of AGAR and returned to us 28/09/18. All displayed on noticeboards and website	30/09/18
n/a	n/a	Training	Attended CiLCA training on 15 th October 2018.	

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