

Clerks Report – Herongate and Ingrave Parish Council.
July 2018

Meeting Date	Agenda Number	Information and decision made	Action taken and outcome	Date Note Closed
22/05/18	18/19.028	Clerk to apply for streetworks licence for noticeboard	Form sent 11/06/18. Could not have licence as County Council licence for notice board not yet received. Have re-scheduled installation of noticeboard to August 2018.Licence now received. Clerk to apply for streetworks licence when we know the exact date of installation.	
27/06/18	18/19.050	Clerk to approach the playing field committee and try to arrange a meeting.	Email sent 12/7/2018.	
22/05/18	18/19.036	Clerk to update code of Conduct	Emailed D Toohey 06/06/18. No reply yet. NALC website had nothing further to offer. Social Media policy document emailed to all 12/07/18	
22/05/18	18/19.041	Clerk to issue new Declarations of Interest forms to all councillors.	Emailed 09/07/18./	
27/06/18	18/19.056	Clerk to investigate possibilities with regard to online banking.	Options include CAF bank/Unity and Metro Bank. Clerk would advise CAF bank.	
22/06/18		Parish Council to join ECC winter salt bag scheme	Survey Completed 17/07/18. To be delivered to Cut Above.	
27/06/18	18/19.057	Clerk to update the Financial Regulations in line with the Audit Report recommendations.	Updated version emailed to all on 19/7/18	
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	02/07/18

Clerks Report – Herongate and Ingrave Parish Council.
July 2018

Meeting Date	Agenda Number	Information and decision made	Action taken and outcome	Date Note Closed
27/06/18	18/19.061	Clerk to contact Cat Tierney re NATS team. Clerk to contact BBC re pathway between Peartree and school.	Email sent to Stuart Anderson 29/06/18. Response received 06/07/18. Stuart has forwarded the email to Tracey Lynch who is responsible for this. Email sent to Cat Tierney on 29/06/18. Response received same day. NATs next due 20 th August. Clerk will email NATs team.	
27/06/18	18/19.062	Clerk to contact Pc Rebecca Charge re dogs not on leads and motorbikes ridden without helmets.		
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.	05/07/18
n/a	n/a	Training	Attended CiLCA training on 16 July 2018. Submitted Unit 1 (of 5) 23/07/18.	