**Report to Full Council Meeting of 8th April of actions carried out by Chairman/Vice Chairman for business continuity in absence of an appointed Clerk**

* Sending out of all cheques due payable
* Paying in of cheques received
* Submission of comments to UDC Planning Department
* Forwarding of information received from EALC, NALC, RCCE, ECC, UDC, Planning Inspectorate & Essex Police and Ride London to all councillors
* Correspondence with EALC re changing dates of Cllr Smither’s training
* Email to grass cutting contractor per agreed motion in March Meeting
* Email from contractor re works at Stickling Green by Village Pump requesting a site meeting.
* Email to insurers with requested info. for renewal
* Collation of Invoices due payable in April
* Updating of Accounting Records and agreement of year ends balances and bank reconciliation
* Correspondence with new potential allotment holder
* Correspondence with Village Hall re outstanding invoices not sent.
* Correspondence with RCCE re speakers at the Annual Parish Meeting
* Email to Cllr Gooding re. LHP Scheme requests
* Correspondence with UDC requesting overdue Green Waste invoice to allow for payment in March
* Email to Langley Parish Clerk advising of overdue Green Waste invoicing from UDC
* Correspondence with Payroll Contractor
* Receipt of copy of email sent by Parishioners to UDC containing Parishioners’ comments on planning applications – same also from Keep Clavering Rural
* Email correspondence with website provider and email provider
* Email from parishioner re possible blocked culvert re drain at Horse Pond (April Agenda)
* Further advice from Clavering Landscape History Group re maintenance of Listening Bench
* Correspondence with printers re. Neighbourhood Plan Exhibition Boards & Questionnaires
* Correspondence with UDC re Local Plan Workshop and subsequent meeting with UDC Local Plan/Neighbourhood Plan Officers
* Correspondence with DWF re VAT bill.
* Sending Bank Mandate to NatWest
* Updating CPC website & other CPC social media updates.
* Writing of March Draft CPC minutes
* Writing of April Agenda

2nd April 2024