Appendix to Clavering Parish Council Minutes Meeting 12th October 2026

Item 146: Clerk's Report

- Sending out all cheques approved in September meeting
- Writing up September CPC minutes
- Updating accounting records to 30th September on Scribe and preparing Q2 accounts reports
- Preparing Q1 accounts copies to provide to Cllr Couchman as Financial Overseer for review
- Collating invoices due payable in October and writing out cheques
- Preparing October Agenda & Collating Meeting Pack
- Forwarding information received from EALC, NALC, RCCE, ECC, UDC to all Councillors
- Village Hall booked via online booking system for Feb, Mar and April 2027
- Submitting Planning comments to UDC
- Advising Cllr Couchman how to register with the NALC
- Set up of Nest Pension Scheme
- Provided PKF Littlejohn correspondence relating to AGAR 2025/26 to Cllrs
- Completion of AGAR Notice of Conclusion of Audit, posted on website and notice board
- Confirmed order of two wreaths for Remembrance
- Contacted DM Payroll to advise of salary rate increase.
- Contacted UK Power Networks again regarding trimming of trees away from powerlines
- Provided continuous audio recording of the two NPSG presentations to a parishioner, following a Formal Reasonable Adjustment Request
- Responded to a SAR request providing the information requested
- Contacted Unity Bank twice for an update, as of 12.10.26 application is in the review stage
- Provided the preliminary new website to Cllrs for review
- Provided allotment information to Cllr Gill
- Provided insurance documents to Cllrs