

Cranham Parish Council

Clerk's report for meeting to be held 3 January 2017

Emails received

From 1 November to 20 December 288 emails were received and dealt with by the Clerk (see list attached). This is for information only so that Councillors may see the sort of correspondence received and what is done with it – it will not be posted on the website although it should be noted that all correspondence to and from the Council may be subject to a freedom of information request and is in the public domain.

Village Email

16 Emails were sent out to the Village Email list this month – including a reminder to people to send emails for the Christmas period well in advance.

Training

Marcia Lynall and Charlie Overs are booked on a Councillor training day with SDC on 9 January.

Marcia Lynall and Caroline Field are to attend a presentation by the Chief Executive and Planners of SDC on Thursday 19 January at SDC 4.00 pm and 7.00 pm

Council Website

Email regarding new website was sent out to Parish and was well received. A number of people commented on the useful information it contained. There is still some completion work to be done on the website, addition of links etc, which will be carried out during January

Clerk's activities since last report in November 2016

It has been a relatively quiet period with fewer emails received than at some other times of the year and fewer emails circulated on the village email.

The Clerk has attended a training session with SLCC covering information governance, new audit regime, pensions requirements, budget setting and precept requests - to be paid for from the training allocation from the Transparency Fund. She has also attended a GAPTC Clerks' networking session on general issues affecting parish councils.

Information regarding the taxable base and precept request form has been received from Stroud District Council and will be completed after the meeting in January.

Minutes form Meetings in November and December have been written, circulated to councillors and lodged on the website and agendas and associated papers for December and January meetings have been written, circulated and added to website. Notices for the December and January meetings have been posted on websites around the village.

The Defibrillator is checked weekly with a more in depth check made monthly and the results posted on the monitoring site. Clerk has made contact with the Heartbeat Trust and requested more information on maintaining the defibrillator adequately to ensure that it is fit for use if needed.

A record of emails/correspondence received by the Council showing actions taken since 1 November is attached to this report.

Planning

A new planning application was received for the development at Hillside which the Council agreed to oppose. The Council's comments have been lodged on the SDC planning portal.

Finance

The bank balance at 23 December is £9666.08 of which £6108.20 is available due to cheques not having cleared the account yet.

Cheques presented for payment at this meeting are:

Glasdon – £58.08 for a wall mounted bin to be installed in the Upton St Leonard bus shelter on the A46 – to be paid for under section 137
Cranham PCC - £520 for the Churchyard.

Caroline Field
Parish Clerk
23 December 2016

Cranham Parish Council

Bank Reconciliation at

	23/12/16	
Cheques o/s		
	667	£25.00
	672	£1,960.20
	673	£120.00
	675	£117.60
	676	£265.00
	677	£420.00
	678	£520.00
	679	£58.08
 total outstanding		 £3,485.88

Lloyds TSB Bank Accounts

Treasurers A/C	9666.08	
Business Instant Access A/C	0	
 less cheques o/s	 <u>3485.88</u>	
 Total	 <u><u>6180.20</u></u>	

Opening Balance		01/04/16	4567.55
 Total Receipts			
1.4.16	01/04/16	23/12/16	9623.79
 Total Payments			
1.4.16	01/04/16	23/12/16	8011.14
 Deficit/Surplus			 <u>1612.65</u>
 Total Funds held at		23/12/16	 <u><u>6180.20</u></u>

Confirmed.....
 Authorised Councillor