

## Clerk's Report – April 2023

Clerks Correspondence: this records what was done in the last month with any correspondence that is generated by non-councillors or its committees and working parties (i.e. villagers and external organisations):

Date	Item	Action Taken/to be taken	Notes
17 <sup>th</sup> March	Delivery of Nomination forms.	Delivered on schedule.	Nominations verified.
17 <sup>th</sup> March to 2 <sup>nd</sup> April	Six emails and two calls to interested candidate for election.	Advice given and information supplied to complete form.	Candidate verified and nominated for election.
29 <sup>th</sup> March	Two emails enquiring about allotments.	Spoke to both members of the public.	Not residents of village. Referred to appropriate Council.
1 <sup>st</sup> April	Email about benches in village.	Referred to Chair for advice.	Ongoing.
3 <sup>rd</sup> April to 6 <sup>th</sup> April	Six emails to District Council regarding uncontested election process.	Statement of Persons Nominated confirmed and published.	No further action until May meeting where we will be able to co-opt a final Councillor.
6 <sup>th</sup> April	Email to member of the public about scattering of ashes.	Requested more information.	Awaiting contact.
7 <sup>th</sup> April	Confirmation of receipt of Grass Cutting quote.	Confirmed.	On April agenda.
8 <sup>th</sup> April	Two emails from member of public about speed signs and measures in the village.	Referred to Suffolk County Council Highways and Community Speedwatch Group.	No further contact.

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Matters arising – things agreed at a previous meeting and when it is proposed that they will be on a future agenda

Meeting	Item	Action required and by whom	Date for next consideration on an agenda
May 2023	Calendar of meetings.  Essential Documents review.  Election of Chair and Vice-Chair.	Clerk to add to agenda.	May 2023.
June 2023	AGAR and accounts sign off.	RFO to prepare documents.	June 2023.