

## Clerk's Report – December 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):

NOTE: This month has seen the changeover to a .GOV email address so there have also been several emails facilitating this process and picking up lost emails. This has now been completed.

Date	Item	Action Taken/to be taken	Notes
15 <sup>th</sup> November- 22 <sup>nd</sup> November	All allotment tenancy agreements emailed.	Hard copies mailed to the heritage Hut to be monitored.	Update at December meeting.
17 <sup>th</sup> November	One resident signposted for help with Xmas tree.	Nothing further.	Nothing further.
20 <sup>th</sup> November	Emails and call with interested potential Councillor.	Requested statement of interest and CV.	On agenda for December.
22 <sup>nd</sup> November	Conversation with district council planning department about meeting with PAG and Councillors.	Awaiting date.	When dates received liaise with Councillors and PAG.
29 <sup>th</sup> November	Meeting with ESC and Southwold Clerk and Councillors about a Community Lands Trust.	Awaiting documents and minutes to share.	Share documents when received.

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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
None.			