

## Clerk's Report – January 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):

To note: this has been a quiet month due to the Christmas Break.

Date	Item	Action Taken/to be taken	Notes
13 <sup>th</sup> December	Two emails regarding allotment ownership.	Invited to the Allotment Review meeting in February.	To review in February.
13 <sup>th</sup> December	Contacted successful contractor regarding Noticeboards.	Asked for mock-up for presentation to Council.	To agenda when received (chase in January).
15 <sup>th</sup> December	Two emails regarding the 5 Estuaries Offshore Windfarm meeting.	To appoint Councillor to attend.	January meeting latest.
3 <sup>rd</sup> January	Civic Event attendance.	To ask Councillors if they wish to attend a Holocaust Remembrance event on the 27 <sup>th</sup> Jan.	As at meeting of the 16 <sup>th</sup> Jan.
4 <sup>th</sup> January	Rearranging Members site visit for planning application.	Informed Councillor of new date.	Follow up on 10 <sup>th</sup> .
5 <sup>th</sup> January	Application for Precept.	Form signed and submitted.	No follow up.
6 <sup>th</sup> to 8 <sup>th</sup> January			

	Several emails regarding WCLC Trustees.	Application and process given to all candidates.	Respond at appropriate time.
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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
December 2022	Allotments Review	Council decision.	February 2022.