

Clerk's Report – May 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):

This has been a quiet month due mainly to elections and the Purdah period.

| Date | Item | Action Taken/to be taken | Notes |
|------------------------|------------------------------|--------------------------|--------------------|
| 18 th April | Grass Cutting | Quote accepted. | No further action. |
| 1 st May | TV Licence for Heritage Hut. | Forwarded confirmation. | No further action. |

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 |
|-----------|--|-----------------------------|--|
| June 2023 | AGAR and accounts sign off. Issue regarding Southwold Skatepark | RFO to prepare documents. | June 2023. |