

Clerk's Report – October 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):

I was on annual leave for one week in the past month.

Date	Item	Action Taken/to be taken	Notes
3 rd October.	Email from ESC regarding polling district review.	Clerk to produce paper and talking points for next meeting.	On agenda in November 2023.
3 rd October	Landscapes for all email from Suffolk CC.	Forwarded to Council to gauge interest.	NFA.
1 st October	Email from external auditors regarding .gov email addressed.	Clerk to produce paper and research.	On agenda for November 2023.
30 th September	Received ROSPA reports.	Meeting of Safety Committee to be called.	Date to be set in October meeting.
11 th September to 28 th September	Several emails from members of the public concerning Lionlink response and possible extra Parish Meeting.	Required level not met for Parish Meeting, but substantial advice given to members of the public on how and where responses should be sent.	Ongoing issue on October agenda.

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
November 2023	External Audit recommendation for .gov email capability	Clerk to conduct research and present a paper to the next meeting.	November 2023
November 2023	Budget Setting	Draft to be produced by RFO.	November 2023.
November 2023	Consideration of ROSPA reports	Safety Committee to meet.	November 2023.
November 2023	Consideration of Polling District Review	Clerk to present paper to next meeting.	November 2023.