

Clerk's Report – April 2024

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
20 th March	Email confirming use of the field for Village Fete.	No further action.	None.
20 th March to 8 th April	Six emails confirming election of PCC.	No further action.	None.
27 th March	Two emails to resident about dog bin collection.	No further action.	None.
27 th March and 2 nd April	Email to Southwold TC regarding Lion Link responses.	Response circulated in return.	None.
5 th April	Email to resident adding to allotment waiting list.	Added to list, will update every three months.	None.

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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
January 2024	Meeting with ESC Planners.	Clerk to chase.	Reviewed monthly.
December 2023	Sizewell C Deed of Obligation responsibilities.	To be monitored.	Reviewed monthly.
May 2024	Financial Risk Assessments to be reviewed.	Clerk to produce document.	Place on May agenda.