

# MENDHAM PARISH COUNCIL

Report Period: 1<sup>st</sup> APRIL 2020 – 30<sup>th</sup> APRIL 2020

Committee Members	Role	Report Email Date
Dennis Pye	Chair	
Thelma Brown	Vice Chair	
Kathy Farrar		
Steve Keeling		
Jimmy Kent		
Richard Mattocks		
Sally Mckinnon		
Clare Rix		
Mark Shortt		

Clerk: Liz Frere-Smith

ITEM	AGENDA POINT	ACTION
1.	General correspondence received <ul style="list-style-type: none"> <li>• Weekly electronic SALC update</li> <li>• Invoices</li> <li>• Update from Auditors on annual processes</li> <li>• Newsletter from Collaborative communities</li> </ul>	EFS to distribute to members, useful links to website
2.	Website update – links sent <ul style="list-style-type: none"> <li>• Keep moving Suffolk helpline</li> <li>• CAB helpline</li> <li>• Waste services information</li> </ul>	EFS sent links to John Brownfield for update onto website
3.	Declarations of interest and any dispensations allowed No change to annual register	
4.	Finances Receipts <ul style="list-style-type: none"> <li>• £98.51 MSDC</li> </ul> Payments <ul style="list-style-type: none"> <li>• £135.33 Lindsey Duckett re clerking</li> <li>• £77.10 R Mattocks (re T Askew)</li> <li>• £238.55 MSDC re Litter Bins</li> </ul> Bank statement change of address requested Bank Mandate change paperwork requested Clerk Contract of employment to be approved	DP to sign and distribute for second signatory.  DP to post all cheques  DP to counter sign contract
5.	Planning <ul style="list-style-type: none"> <li>• DC 20 01241 – Planning 17 Hillside, Withersdale</li> </ul>	EFS to send documents

	<ul style="list-style-type: none"> <li>DC 20 01652 – Prior approval – Foxes Lane, Mendham</li> </ul>	<p>Closing date 5<sup>th</sup> May 2020</p> <p>Closing date 19<sup>th</sup> May 2020</p>
6.	<p>Policies and procedures</p> <ul style="list-style-type: none"> <li>AGM postponed</li> <li>Policies will be reviewed and updated if required</li> <li>2019 Audit paperwork to be complete</li> </ul>	<p>Further clarification on plans for Parish Council meetings – DP to advise</p> <p>EFS to complete audit preparation</p>
7.	<p>Any Other Business</p> <ul style="list-style-type: none"> <li>Annual renewal of ICO (Data protection) requested by Direct Debit</li> <li>Request to start the process for online banking</li> </ul>	<p>EFS to complete DD mandate prior to 10<sup>th</sup> June if possible.</p> <p>Paperwork to be requested</p>
8.	<p>Date of next report</p> <p>1 May 2020 – 31 May 2020</p>	

Signed by Chair: *D Pye*

Approved to be sent via email 1<sup>st</sup> May 2020

# MENDHAM PARISH COUNCIL

## Action Summary

Report Period : APRIL 2020

Date	Agenda Item	Action Point	Action By	Date Completed
April 2020	1	EFS to distribute to members, useful links to website	EFS	28 <sup>th</sup> April 2020
	2	EFS sent links to John Brownfield for update onto website	EFS	28 <sup>th</sup> April 2020
	4	DP to sign and distribute for second signatory. DP to post all cheques DP to counter sign contract	DP	
	5	EFS to send documents Closing date 5 <sup>th</sup> May 2020 Closing date 19 <sup>th</sup> May 2020 Comments to be collated and submitted by closing date	EFS & DP	
	6	Further clarification on plans for Parish Council meetings – DP to advise EFS to complete audit preparation	DP EFS	
	7	EFS to complete DD mandate prior to 10 <sup>th</sup> June if possible. Paperwork to be requested	EFS	

