



Pebmarsh Parish Council



Chairman: Cllr D Ballard

Clerk: Mrs S Boydell: 15 The Paddocks, Bures CO8 5DF

pebmarshparishclerk@gmail.com and www.parishcouncil.pebmarsh.com

Clerk's Report – Parish Council Meeting 5th May 2021

Clerk's Work & Appraisal - *The Clerk's appraisal will be carried out by a nominated Human Resources Committee in the near future as per The Essex Association of Local Council guidelines.*

Minutes

Clerk prepared and circulated the minutes of the last meeting to present to the full council for agreement.

CiLCA – *The Clerk has been completing and submitting coursework and has passed all of the work submitted so far. The legislation that is being taught has already proved invaluable in the day to day work for the Parish Council.*

Street Light Ownership - The Clerk is investigating the ownership of the streetlights in the village.

Website & Facebook – *The Clerk has been posting updates including those regarding COVID-19 to the website and Facebook Page.*

Emails & Phone Calls – *The Clerk has liaised with Councillors and Parishioners regarding various subjects and issues with the result being either resolution or signposting.*

Unity Bank – *The Clerk has submitted all information required to Unity Bank*

Pension

With the assistance of an accountant to ensure all paperwork and workings were completed correctly, the Clerk implemented the Clerk's pension to be backdated to July 2020 as agreed at the meeting November 2020 (the request for a pension was made in June 2020)

End of Year Accounts

Clerk completed and prepared the end of year accounts.

Internal Audit

Clerk organised and facilitated an internal audit of the accounts and governance.

Street Cleaning Agreement

Clerk completed and submitted the street cleaning agreement 2021/22 to Braintree District Council.