

## Clerk Report October 2023

Update on items not already included on the Agenda:

1. **Vacancy for co-option of one clerk position:** Clerk to agree process and terms with Wealden District Electoral Services for advertising the post and any associated costs
2. **Asset check:** Clerk to carry out site visit to all assets and review maintenance requirements, to liaise with Chairman
3. **Osborne House clock:** To note that Brian Bishop has now retired but has a new volunteer in line to carry out the winding of the clock under the same terms of honorarium tbc with council. They will make contact in due course
4. **SLR Meeting:** Email is out to Highways to convene a meeting to discuss local issues
5. **Banking mandates:** Jackie Cotterell to start the process to add the new clerk to the system. Once that is completed JC can be removed from the mandate. Until then JC will continue as agreed by the council to set up payments and ll email across bank statements.  
To confirm set up completed for Charlie and Beverley Saunders
6. **Emergency Plan:** To confirm that a template is available via ESALC which simplifies the input from parish councils. To be included on the agenda at the next council meeting along with update from working party
7. **Finger Post match funding:** Has been applied for and agreed
8. **Website:** A direct debit has been set up for monthly payment by the clerk for the support package as discussed at the September meeting. This arrangement and the website to be reviewed at a later date

