

Clerk's report

Mattishall Parish Council

June 2025

1. In accordance with our Data Protection Information Audit please can councillors delete all appropriate emails for the month of December 2024.
2. Cllr Smith has started her Safeguarding Level 2 qualification, while Cllr Murray has completed it. These will be reviewed in 2 years.
3. If no response is received about the TRO advertisement for the 20mph speed extension, I will follow up with Mr. Gunn from Highways before July's meeting.
4. The drafting of the Emergency Plan has not yet started, I plan on starting this during the months of July and August, which are less busy periods.
5. Mr. Edwards is planning to carry out the guttering repairs at Dereham Road bus stop in the next couple of weeks.
6. First aid training completed for Cllr Smith, Cllr Murray and the Clerk. This will be reviewed in 3 years.
7. The Clerk's appraisal is scheduled for Tuesday 3 June.
8. The Policy and Procedures Working Group will be reviewing the policies agreed at last month's meeting on Thursday 26 June.
9. I have not made any progress regarding the re-positioning and new location of dog bins at the Kingfisher Site. I will ensure an update is available for our July meeting.
10. The Memorial Hall Committee has raised hall hire rates by 5% to £16.25 per hour (minimum booking of 2 hours), effective from 1 June.