Clerks Report

October 17

1. Collaboration group – the next meeting is Thursday 30th November at Bradley. The microsite is now available and information has been forwarded by the Clerk – could members review and discuss their thoughts both as budget process and to feedback to the collaboration group.
2. Data Protection Legislation – SPCA course 21st November – Clerk and Chairman attending. It is likely that the Data Protection Officer role will need to be performed externally. The speaker at this course from SCC will be offering a package to cover the requirements. This would need to be a consideration when setting the budget.
3. Quality Council – The Council are now eligible to apply for the various levels ranging from Foundation to Gold Plus. The cost for this starts at £50. Currently there are few benefits, the lowest level demonstrates compliant with the transparency code. Do members wish to consider an application?
4. Parish Newsletter – Could Councillors consider the current frequency of this and how regularly they wish it to be completed. Are members able to contribute information with a single person collating and arranging printing?
5. Internal Audit – I would highly recommend that the quote from Alan Toplis be considered – there are new external auditors this year – Mazars and it is extremely important that we are checking the internal controls and not just the bookkeeping. Alan will make an interim visit and make any suggestions to be resolved prior to year end in order to receive an unqualified audit.

**Clerk availability**: The Clerk works Mon, Wed and Fri between 9-4. Please note the clerk works 7 hours a week for Haughton and an immediate response during these hours is not always possible.

The Clerk will working Wednesday 25th October only this week.

**Correspondence**

* + - 1. Stafford Borough Council Members Digest
      2. SPCA Weekly Bulletins – forwarded to all
      3. Invoices for payment as detailed
      4. Bank statements
      5. Thank you from Haughton PCC for grasscutting grant

**Planning**

 17/27104/FUL – School House – 2 storey side extension and retention of land as garden

Note:

SCC- Staffordshire County Council SARH – Stafford and Rural Homes

SBC- Stafford Borough Council SPCA – Staffordshire Parish Councils Assc