

Debenham Parish Council

RFO Report

08th February 2010

1. I have requested the cancelation of the contract with Digital Copier Services due to the fact that I have a printer/photocopier.
2. A number of allotment letters have been sent out for rents that were due in September 2009.
3. David Carruthers has been asked to forward the invoice for the recent survey printing costs directly to Will Marshall.
4. All the necessary information regarding the precept and precept increase percentage have been sent o Barry Woods for the website.
5. The accounts for payment for the months of September, October and November have also been sent to Barry as they had not been included in the minutes previously.
6. I have received an e-mail from Mr. Gareth Moir, Extended Schools Development Officer, requesting the Parish Council's support with the Debenham Family Funday project, in which he suggests meeting the Councillors in order to present his ideas. I have informed him of the next meeting dates and have also asked that he gives me some idea of how much funding we would be applying for. This will be included on the next agenda.
7. The calculation of Mrs. G. Griffin's entitlements has been finalised. An explanatory letter and spreadsheet with the information, as well as the respective cheque payment and pay advices for September, October, November and December have been posted to Mrs. Griffin. A reply has not yet been received.
I have requested forms P11 and P45, which have to be completed when an employee leaves and will inform the council when these have been completed and sent.