

Chelveston-cum-Caldecott Parish Council
Northamptonshire

Clerk's Incoming Correspondence Log

Date of Receipt	Document Number	Correspondent	Description	Action Required
2022				
10/05/2022	I/2022/047/MHH	Independent Memorial Inspection	Memeorial report and invoice for cleaning	Actioned
12/05/2022	I/2022/048/MHH	nBS	Invoice for St Lt power (Sep 21)	Actioned
12/05/2022	I/2022/049/MHH	nBS	Invoice for St Lt power (Oct - Dec 21)	Actioned
12/05/2022	I/2022/050/MHH	nBS	Invoice for St Lt power (Jan - Mar 22)	Actioned
13/05/2022	I/2022/051/MHH	WNC (Highways)	Order for grass cutting 2022 season	File
13/05/2022	I/2022/052/MHH	C&CD	<i>Clerks & Councils Direct</i> Issue 141 May 2022	File
19/05/2022	I/2022/053/MHH	DATS Print Services Ltd	Invoice for Newsletter printing (250 x 2) - Colour	AWAITING
24/05/2022	I/2022/054/MHH	BHIB Councils Insurance	Invoice for insurance 2022-23	Actioned
27/05/2022	I/2022/055/MHH	NNC Planning	Consent for 6m flagpole at the Village Hall	File
28/05/2022	I/2022/056/MHH	NNC (Tracey Montgomery)	NNC litter Pick equipment (x10) loan form	File
01/06/2022	I/2022/057/MHH	Kathy Ayre Bookkeeper	Invoice for iinternal audit	AWAITING
01/06/2022	I/2022/058/MHH	Chelveston Village Hall	Invoice for cleaning for TTS event	AWAITING
04/06/2022	I/2022/059/MHH	Colemans of Higham Ferrers	Invoice for stationery	AWAITING
06/06/2022	I/2022/060/MHH	Colemans Group	Notifcation of closure of branches and transfer of account to Oundle	File
07/06/2022	I/2022/061/MHH	DATS Print Services Ltd	Invoice for QPJ printing	AWAITING
07/06/2022	I/2022/062/MHH	Mowerman Grounds Maint	Invoice for grass cutting (May 22)	AWAITING
08/06/2022	I/2022/063/MHH	UTB	Bank statements	Bank File
08/06/2022	I/2022/064/MHH	Carol & Barry Parsons	Events Teams costs - QPJ bunting (5x 10m)	AWAITING
09/06/2022	I/2022/065/MHH	Carol & Barry Parsons	Events Teams costs - QPJ quiz/canvass/frames	AWAITING

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
2022						
09/05/2022	O/2022/045/MHH	Parish	Minutes APA22	Delivered		
09/05/2022	O/2022/046/MHH	Parish Councillors	Minutes M2205	Delivered		
09/05/2022	O/2022/047/MHH	Parish	Flag Pole - duties & responsibilities	Delivered		
11/05/2022	O/2022/048/MHH	Parish	Newsletter (Annual Report Special Edition)	Delivered		
18/05/2022	O/2022/049/MHH	Russell Barnes	Allotment plot tenancy	Delivered		
18/05/2022	O/2022/050/MHH	Parish Councillors	Risk Assessment for newsletter/leaflet delivery	DRAFT	M2206.16	
29/05/2022	O/2022/051/MHH	Kith Carr	Allotment Water agreement	DRAFT		
06/06/2022	O/2022/052/MHH	NNC (Shannon Petrossian)	Deed for NNC grant	Delivered	M2111.10.5	
06/06/2022	O/2022/053/MHH	Parish Councillors	Agenda A2206	Delivered		
09/06/2022	O/2022/054/MHH	Parish Councillors	Action Plan 2022-23	DRAFT	M2206.14	
10/06/2022	O/2022/055/MHH	Parish	Newsletter (Jun - Jul 22)	DRAFT		