

## CLERKS REPORT for meeting on 2<sup>nd</sup> November 2020

Noted on the bank statement for month ending a direct debit for £4.80 had been paid to a company named Bauer. A letter has been sent to this company (22.10.20) requesting cancellation of this unauthorised payment and repayment of the monies taken. No response has been received to date.

Our bank has revealed that a second payment had been taken on 7<sup>th</sup> October. A letter signed by Councillors has been presented to the bank authorising cancellation of the Direct Debit and reclaiming of the 2 sums forthwith.

All details of bank accounts and sort codes have been deleted from the website and will be blanked out in future records and emails.

Formal letters have been sent informing the unsuccessful bids for the Play a Part project.

The Parish Council laptop has been returned from repair and is working satisfactorily.

The Clerk will be claiming for use of home as an office at the December meeting.