

Alburgh Parish Council Communications & Clerk actions May 2026

Clerk actions

Summary of minutes to magazine
Scanned all AGAR documents signed at last meeting
Uploaded AGAR to website in new section
Sent AGAR certificate of exemption paperwork to PFK Littlejohn
Posted notice of public rights for accounts statement on noticeboard
Set up annual meeting page and uploaded all reports to date
Renewed insurance and paid premium
Responded to enquiry about the Pagan and Land accounts
Prepared and uploaded VAT reclaim for 2025-26 Tax year
Forwarded email from Phonely to magazine editor asking for an article on implications of copper phone line switch off for residents without broadband access
Arranged payment for crushed granite
Liaised with parish Online support regarding an email saying the clerk email domain needed to be renewed.

Key Communication in

Confirmation that a certificate of exemption was sent to PFK Littlejohn
Email from Magazine editor checking clerk contact details in the magazine
Email from Phonely about PSTN landline switch off
Email from SNDC about updated legislation for street naming.
Emails enquiring about the Pagan and Land accounts
Confirmation of Insurance renewal by email on 07/05/2026
Confirmation of VAT reclaim 09/05/2026
Email from Barry Stone
Introduction email from George Boyd
Donation request to Pagan Trust
Bus Shelter scheme information from Norfolk Council
Email regarding issue at the Park at Denton
Invoice from ICO

