

LOG OF CORRESPONDENCE AND HOW DEALT WITH?*No names/contact details should be added here*

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
01/06/2026	Telephone	Rachel	Resident querying EFCM Meeting and what was being discussed	Full Council	Gave information on the agenda and asked whether the resident wanted to attend
01/06/2026	Email	Ali	Russet Runners confirming 2027 date for Marden 10k	Amenities	Added to 2027 diary
01/06/2026	Email	Ali	Mazars confirming extension to returning AGAR if required	Finance	Noted
01/06/2026	Email	Ali	Neighbouring PC asking to speak to someone regarding facebook/social media	Office	Passed to Rachel
02/06/2026	Telephone	Rachel	Resident querying email address on Playscheme registration form	Amenities	Checked form and reassured resident
03/06/2026	Email	Ali	Gravedigger confirming date of interment of ashes	Cemetery	Contacted Funeral Directors
03/06/2026	Email	Ali	MBC to confirm MPC Cllr details on their website is correct	Office	Updated and responded
04/06/2026	Email	Ali	Resident querying response date for planning application	Planning	Informed for MPC's response date but suggested contacting Borough Cllrs to see if there is an extension
04/06/2026	Email	Ali	Play Scheme forms received	Play Scheme	Booked in and confirmation letter sent
04/06/2026	Email	Ali	Internal Auditor to arrange a telephone conversation	Finance	Arranged for 5/6/26
05/06/2026	Telephone	Ali	Internal Auditor to finalise the AGAR response	Finance	Received IA report
08/06/2026	Email	Ali	Financial software with information regarding I&E	Finance	Noted (still having problems waiting for call back)
08/06/2026	Telephone	Ali	Financial Software updated system	Finance	Able to complete Year End
08/06/2026	Email	Ali	Resident reporting issues with road	Highways	Reported to Highways
08/06/2026	Telephone	Ali	Resident reporting dead fox	General	Reported to MBC Ref. DIG845306619
08/06/2026	Email	Ali	IT Support to arrange to set up new laptop	Office	Arranged for 15/6/26
09/06/2026	Telephone	Rachel	Contractor inspecting access to S/F delivering container	Amenities	Confirmed access if hinges could be removed. Will discuss with Caretakers and arrange delivery thereafter
09/06/2026	Email	Ali	Resident reporting dead fox	General	Informed reported to MBC

09/06/2026	Email	Ali	KCC Members Grant requesting update from grant received for Christmas lights	Office	Completed
09/06/2026	Email	Ali	Resident reporting damage to play area sign at playing field	Amenities	Reported to caretaker to repair
15/06/2026	Email	Ali	Mazars confirming receipt of AGAR	Finance	Noted
15/06/2026	Email	Ali	Request for play scheme places	Play Scheme	Responded with dates available
15/06/2026	Email	Ali	Notification that defib at library has been used	General	Passed to resident who checks defib
15/06/2026	Email	Ali	Play Scheme forms received	Play Scheme	Passed to Lisa
15/06/2026	Email	Ali	Resident confirming Plain Road site notices have been put up	Planning	Noted
15/06/2026	Face to Face	Ali	Resident requesting information regarding Copper Lane application	Planning	Provided copy of 19/5/26 minutes and explained the process of the Outline application and future Reserved Matters
15/06/2026	Email	Ali	Cloudy IT to rearrange laptop upgrade	Office	Planned for 16/6/26 @ 1pm
15/06/2026	Telephone	Ali	Container company regarding delivery	Southons	Given details to Rachel to ring back when in office
15/06/2026	Face to Face	Ali	Play Scheme forms received	Play Scheme	Passed to Lisa
15/06/2026	Face to Face	Ali	Pre-School Manager - hall issue	Hall	Asked to email all trustees
15/06/2026	Telephone	Ali	Tree surgeon with costs for tree cutting at Playing Field	Amenities	Take to Full Council for agreement
15/06/2026	Email	Ali	Confirmation of receipt of 101 report re Cemetery ASB	Cemetery	Noted. Crime reference: DP-25827-26-4646-04
17/06/2026	Email	Ali	Request for meter reading for photocopier	Office	Sent
18/06/2026	Email	Ali	Confirmation of Police attendance at Vestry Hall on 10/7/26	Police	Noted
18/06/2026	Email	Ali	Teams meeting arranged for VAT 23/6/26	Office	Noted
19/06/2026	Telephone	Ali	Resident asking about a planning application in Goudhurst Road	Planning	Provided details of application number and Case Officer
19/06/2026	Email	Ali	Play Scheme forms received	Play Scheme	Passed to Lisa
22/06/2026	Email	Ali	Resident asking about restrictions on area of open space	General	Advised to contact Management Company as in private ownership
23/06/2026	Email	Ali	Log on details for Rialtas webinar	Finance	Due to start at 10.30am
23/06/2026	Teams	Ali	Meeting to discuss VAT	Finance	10am
23/06/2026	Email	Ali	Details of meeting re VAT	Finance	circulated to Cllrs

29/06/2026	Telephone	Rachel	Church called regarding anti-social behaviour asking for local police contact	Full Council	Asked them to email Cllr Rabot who may be able to enquire more urgently
29/06/2026	Telephone	Ali	Clerk to a Norfolk Parish Council asking details about tenders	General	Provided details of what MPC done for recent changing rooms tender application
29/06/2026	Telephone	Ali	Resident asking about food bank details	General	Passed Revd Nicky's telephone number