

Clerk's Report to Shottisham Parish Council Meeting of July 2018

Clerk's actions:

1. Update on new signatories
 - a. Form has been completed in full and all necessary signatures are evidenced.
 - b. Two forms of ID have been provided by Ray Kay and are ready to send off.
 - c. Awaiting a copy of the signed minutes for May to include with the paperwork.

2. Internal audit completed and sent off by the date required.
 - a. Trevor Brown completed the internal audit on the 30th May 2018.
 - b. Certificate of Exemption was sent off to the External Auditors on the 9th June.
 - c. Contact details were sent off to the External Auditors on the 9th June.
 - d. Certificate of Exemption, Annual Governance Statement, Accounting Statements and Bank Reconciliations were uploaded to the Shottisham Website on the 9th June.
 - e. Notice of the period for the exercise of public rights was posted to the noticeboard on Monday 4th June and will end on Friday 13th July.

3. Recommendations from the internal audit include:
 - a. Each page of the minutes must be consecutively numbered and initialled by the chairman at the meeting at which the minutes are approved.
 - b. Invoices and vouchers supporting payments should be initialled by two signatories in every case.

4. Donation request received from Judy Foulger in regard to display commemorating survivors from the First World War.

Financial Report:

1. At close of business on 02/07/2018 the bank accounts were as follows:
 - a. Current account: £11,074.98
 - b. Savings account 1: £1678.78
 - c. Savings account 2: £194.35

2. The clerk's wages for this month were £250 which includes £50 which will be paid to HMRC for the 20% income tax accrued.

3. A cheque for £70 will need to be raised to pay Trevor Brown for the internal audit.

4. A cheque for £282 will need to be raised to pay Norse for the new bin on the playing field.

5. A cheque for £42.49 will need to be raised to pay White Hinge for the bungee cords.

6. A cheque for £73.87 will need to be raised to pay Ray Kay for the Street Party expenditure.

7. A cheque for £3,420 will need to be raised to pay Westcote for the SID.

8. A cheque for £33.32 will need to be raised to pay Hollesley Parish Council for the training.

9. A cheque for £6.03 will need to be raised to pay Hollesley Parish Council for our share of the banner.