

Clerk's Report to Shottisham Parish Council Meeting of May 2021

Clerk's actions

1. The clerk emailed the essential information required for the completion of the Internal Audit to the Internal Auditor Trevor Brown, who undertook the work remotely/electronically. All relevant published data held on the Council's website was accessed by the Internal Auditor.
2. The end of year accounts have been finalised by the clerk and verified by the internal auditor Trevor Brown. These are now ready for signature.
3. Trevor Brown completed and approved the Internal Audit on 28th April 2021. Any areas that could not be covered as a result of these remote-working arrangements have been recorded in the reports in order that they can be accessed at a later date.
4. The Annual Governance and Accountability Return for 2020/21 has been completed by the clerk and is now ready for signature before being sent off.
5. The clerk purchased a new Canon Pixma G3520 Mega Tank All-in-One Wireless Inkjet Printer on the 19th April 2021, from Currys who were the cheapest provider. It is now installed and working effectively and should make a big saving on printing costs.
6. The clerk was contacted by East Suffolk Council by phone and email and advised that the grant scheme is now open and SPC have been encouraged to apply for a grant (£250 and £2,500) before June 1st.

Financial Report:

1. At close of business on 02/05/2021 the current account stood at £9,035.13 which includes:
 - a. VAT repayment £544.26 19/04/21
 - b. Precept payment £4,490.90 30/04/21
2. The clerk's wages for this month were £300 which includes £60 which will be paid to HMRC for the 20% income tax accrued.
3. An invoice for £144.17 has been received from SALC for the 2021/22 subscription.
4. An invoice for £19.20 has been received from Nelson Potter for the fence posts which will need to be reimbursed to Councillor Philip Bouscarle who paid the bill in March.
5. An invoice for £179.99 has been received from Currys for a MegaTank All-inOne printer which will need to be reimbursed to the clerk Lesly Roberts who paid the bill in April.
6. An invoice for £80 has been received from Trevor Brown for the Internal Audit Services.