

## Clerk's Report to Shotttisham Parish Council Meeting of September 2023

### Clerk's actions

Over the last two months the clerk has:

1. Set-up the new .gov.uk email address for the clerk using web mail but will continue to link it to the old gmail account until all contacts have been notified of change.
2. Contacted Santander to find out how to switch over to online banking with them.
3. Organised a Peninsula Parish Council meeting in Shottisham at the Trust Hall on Thursday 7<sup>th</sup> September.
4. Contacted the Community Payback Scheme on the 7<sup>th</sup> August to nominate Shottisham for an offenders' project and suggested repainting the fence and posts in The Street could be a suitable project.
5. Sourced a new ASUS laptop to purchase on Amazon Business for £483.32 (excl VAT). This is likely to require an annual subscription for Microsoft 365 Business Standard at £10.30 (excl VAT) a month.
6. HMRC have sent the clerk a penalty letter for failure to file PAYE returns on time which has resulted in a fine of £200. The clerk has been unable to contact HMRC either online or by phone to query the penalty.

### Financial Report:

1. At close of business on 03/09/2023 the current account stood at £13,671.89 of which a total of £2,277.59 has been paid out of the £3,000 playground maintenance fund. This includes labour and materials.
2. The clerk's wages for this month were £350 which includes £70 which will be paid to HMRC for the 20% income tax accrued.
3. An invoice for £40 has been received from Shottisham WI for the Trust Hall for September's meeting.
4. An invoice for £56.10 has been received from East Suffolk Council for May's election expenses.
5. An invoice for £144 has been received from CGM for grass cutting in August.
6. An invoice for £288 received from CGM for grass cutting in July was paid out on the 8<sup>th</sup> August.
7. An invoice for £350 received from suffolk.cloud for email accounts was paid out on the 8<sup>th</sup> August.
8. An invoice for £625.24 received from Ray Kay for playground maintenance was paid out on the 8<sup>th</sup> August.