

Clerk's Report to Shottisham Parish Council Meeting of July 2024

Clerk's actions

1. The clerk uploaded all the documents required for publication on a publicly available website as required by the Annual Governance and Accountability Return 2023/24 including:
 - Certificate of Exemption
 - Annual Internal Audit Report 2023/24
 - Accounting Statements 2023/24
 - Analysis of Variances
 - Bank reconciliation
 - Notice of the period for the exercise of Public Rights
2. The clerk sent a copy to the Exemption Certificate to PFK Littlejohn LLP by email and has received notification from them confirming that they have received and logged the notification of exempt status for the year ended 31 March 2024.
3. The clerk has contacted the Broxstead Estate to complain about the state of their footpaths and received a response that Ben has been tasked to cut them, when he gets the time.
4. The clerk has contacted Nurture Landscapes to complain about the grass cutting in June and received a response back from them to say it needs to be cut more often.

Financial Report:

1. At close of business on 03/07/2023 the current account stood at £15,711.22, which includes £5,000 ring fenced for playground equipment.
2. An invoice for £149.60 has been paid to Nurture Landscapes for grass cutting in April.
3. The clerk's wages for this month were £350 which includes £70 which will be paid to HMRC for the 20% income tax accrued.
4. The clerk's expenses for this month amounted to £22.20 which included £3.30 for A4 dividers and £18.90 for a box of paper.
5. An invoice for £40 has been received from Shottisham WI for the Trust Hall for July's meeting.