

Clerk's Report to Shottisham Parish Council Meeting of July 2017

Clerk's actions:

1. Following their recent co-option as councillors Peter Widdup and Philip Bouscarle have both now registered their interests on the SCDC website. A reminder was received that Kevin Dunnett has still to register his interests and this was forwarded onto him in May.
2. The form to update the bank signatories was completed by Peter Widdup and Philip Bouscarle and sent off to Santander along with their proof of identify evidence at the beginning of June. I am still waiting to hear whether this has been approved or not. The change of address has been authorised and I am now receiving mail for the accounts from Santander.
3. The internal audit was completed successfully at the end of May by Trevor Brown who has suggested four recommendations. This was forwarded on to all parish councillors for information at the beginning of June.

Recommendation 1) Boxes 4 and 6 were amended in the Annual Return before being sent off.

Recommendation 2) The Transparency Code has been complied with for 2017-18.

Recommendation 3) The council needs to consider the level of reserves as part of its risk assessment procedures by earmarking sums to specific future projects or applying a planned decrease in the annual precept requested. (Discuss)

Recommendation 4) To enhance internal control arrangements and comply with Financial Regulations 5.4 and 5.5 cheque book stubs and invoices/vouchers supporting payments should be initialled by both signatories.

4. The Annual Review was sent off to BDO by the deadline date of the 29th May. A response was received on the 12th June with a list of outstanding points and a response required by the 19th June. I responded on the 16th June to let them know that I was away and was given an extension to the 7th July. I responded to them again on the 7th July to let them know that I could not find a copy of the attachment so was unable to answer their points until this was re-sent. I am still awaiting a response from them.

Financial Report:

1. At close of business on 03/07/2017 the bank accounts were as follows:
 - a. Current account: £9,777.78
 - b. Savings account 1: £1674.78
 - c. Savings account 2: £193.90
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. The bill for the internal audit is £70 and is overdue and is to be paid to Trevor Brown for his services and internal audit report.