

## Clerk's Report to Shottisham Parish Council Meeting of January 2019

### Clerk's actions:

1. The clerk worked on the referendum paperwork with Councillor Patricia Southgate and this was approved by councillors via email on the 27<sup>th</sup> November.
2. Councillor Patricia Southgate and Councillor Ray Kay distributed the referendum forms to all villagers on the Electoral Register before Monday 3<sup>rd</sup> December.
3. The results from the postal vote came back to the clerk's address by Monday 17<sup>th</sup> December and were ticked off to confirm they were from an official voter and there were no duplications.
4. The envelopes were opened by Lesley Roberts and Ian Murray in front of Councillor Miranda Harrison on Tuesday 18<sup>th</sup> December at the Trust Hall. The envelopes with the Electoral Register number were discarded before the votes were counted and double counted by Lesley Roberts and Ian Murray.
5. The results were then entered into a spreadsheet and analysed by Councillor Miranda Harrison.
6. A survey was received via email from Suffolk Police Crime Commissioner on the 7<sup>th</sup> January and forwarded to councillors. A response is required by Monday 14<sup>th</sup> January. Anyone is welcome to complete it.
7. A consultation document on Sizewell C was received by the clerk on the 7<sup>th</sup> January. The deadline for response is Friday 29<sup>th</sup> March 2019.

### Financial Report:

1. At close of business on 02/01/2019 the bank accounts were as follows:
  - a. Current account: £3,681.80
  - b. Savings account 1: £1,678.68
  - 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. The clerk's expenses for January came to £42.84 and included a box of envelopes and a new black ink cartridge required for the referendum.
4. A cheque for £64 will need to be raised for Ray Kay to pay for referendum postage expenses.
5. A cheque for £40 will need to be raised for the ICO to pay for data protection fees.
6. A cheque for £492.58 will need to be raised for Suffolk Norse for grass cutting.
7. A cheque for £126 will need to be raised for Shottisham WI to pay for the Trust Hall.