

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

### Clerk's actions:

1. The clerk attended a useful Election Training event put on by SALC at Stratford St Andrew, Saxmundham on January 28<sup>th</sup>.
2. The clerk attended and took the minutes for the Peninsula Parish Council meeting hosted by Shottisham Parish Council at the Trust Hall on January 31<sup>st</sup>. These minutes have now been circulated to all the parish clerks in the group.
3. The Standing Orders, Financial Regulations, Risk Assessments and Asset Register have all been updated in readiness for review at the End of Year meeting on the 12<sup>th</sup> March.
4. The dates for the parish council meetings in 2019-20 have been confirmed with the treasurer of the WI and the Trust Hall has been booked for these dates.
5. An Election Folder has been added to the Shottisham website under Parish Council and contains up-to-date information on the Election process. A nomination form has been included for anyone who would like to be considered for the role of councillor.
6. A meeting has been arranged at the Election Office for 1:00 pm on Wednesday 27<sup>th</sup> March to drop off completed nomination forms that are dropped into me before this date.
7. A Welcome Pack will be included on the website that all councillors will be able to access and will be particularly useful for new councillors elected in May.

### Financial Report:

1. At close of business on 02/03/2019 the bank accounts were as follows:
  - a. Current account: £2,666.38
  - 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 travel expenses came to £10.80 for the training event attended in January.
4. A cheque for £129 will need to be raised for Westcotec to pay for additional SID brackets.
5. A cheque for £30 will need to be raised for SALC to pay for the Election Training event.
6. A cheque for £3.80 will need to be raised for Ray Kay to pay for refreshments for the Joint PC meeting.
7. A cheque for £80 will need to be raised for Miranda Harrison to pay for mole catcher.
8. A cheque for £30 will need to be raised for Shottisham WI to pay the Trust Hall rent for March.