

Clerk's Report to Shottisham Parish Council Meeting of July 2019

Clerk's actions:

1. The Annual Governance and Accountability Return has been sent off to PFK Littlejohn and a response has been received to confirm that Shottisham Parish Council is exempt from audit.
2. All the required documents including the Certificate of Exemption, Internal Audit, Annual Governance Statement, Accounting Statements, Bank Reconciliations and Public Rights notice have been posted to the website in the **Accounts** folder for 2018/19.
3. A copy of the Public Rights notice has been posted on the noticeboard to notify that the Accounts are available for inspection from Monday 17th June to Friday 26th July by application to the clerk, giving reasonable notice.
4. A new **Council Documents** folder has been set up on the website and contains the Councillors Guide 2019/20, Suffolk Code of Conduct, Standing Orders 2019, Assets Register 2019 and Financial Regulations 2019.
5. The clerk has joined the Greenprint Forum as suggested by a parishioner at the APM and relevant updates received from it will be forwarded onto parish councillors.
6. A new **Greenprint Forum** folder has been set-up on the website and the summer newsletter has been uploaded to it. Other documents will be uploaded to it as and when received.
7. The clerk has done some research on Dark Skies in the AONBs as requested by a parishioner at the Annual Parish Meeting and has created a **Dark Skies in the AONBs** page on the Parish Council website. This explains what the concept is about and gives a link to the Commission for Dark Skies which explains it in more detail and contains lots of useful advice.

Financial Report:

1. At close of business on 02/07/2019 the bank accounts were as follows:
 - a. Current account: £3,542.28
 - b. Savings account 1: £1,687.83
 - c. Savings account 2: £195.41
2. The clerk's wages for this month were £275 which includes £55 which will be paid to HMRC for the 20% income tax accrued.
3. A cheque for £60.35 will need to be raised for the clerk's expenses which included printer cartridges and stamps.
4. A cheque for £122.40 will need to be raised for Philip Bouscarle to pay for the topsoil for the playground.
5. A cheque for £30 will need to be raised for Shottisham WI Hall to pay for July's meeting at the Trust Hall.