

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

Clerk's actions:

1. The clerk dropped off four completed nomination forms to the Election Office on Wednesday 27th March, which were accepted as valid nominations.
2. The clerk prepared a folder of documents in readiness for the Internal Audit and handed them over to the internal auditor Trevor Brown.
3. The end of year accounts have been finalised by the clerk and verified by the internal auditor Trevor Brown. These are now ready for signature.
4. Trevor Brown completed and approved the Internal Audit on 22nd April with one recommendation: **The Council should ensure that each page of the Minutes is initialled by the Chairman at the meeting at which the Minutes are approved.**
5. The Annual Governance and Accountability Return has been completed and is now ready for signature before being sent off.
6. The clerk and chairman attended the Peninsula Parish Council meeting hosted by Hollesley Parish Council at Hollesley Village Hall on April 25th. The next one will take place on July 25th and will be hosted by Bawdsey Parish Council.
7. The clerk has arranged a Shottisham Litter Pick on Saturday 25th May. Times to be agreed.
8. The clerk would like to remind all new councillors to complete their expenses form and return it back to the Election Office even if it is a nil return.
9. The clerk has set up the four new elected councillors on the new electronic Register of Interests site which should have generated an email to each of them. This online registration form needs to be completed within 28 days. Councillors may need to check their junk mail for an email if one has not been received yet.
10. The clerk would like to inform the council that they have until the 24th June to co-opt three new councillors onto the council without having to notify the Elections Office.
11. Request received from Judy Foulger who is suggesting that all the villages on the peninsula including Shottisham join forces to put on a Flower Festival in 2020. The theme would be "Life on the Peninsula" and would take place over the August Bank Holiday weekend in Alderton Church. Each village would need to raise between £50 and £100 to pay for their flowers.

Financial Report:

1. At close of business on 02/05/2019 the bank accounts were as follows:
 - a. Current account: £4,319.18
 - 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 £136.11 will need to be raised for SALC to pay for the annual subscription.
4. A cheque for £75 will need to be raised for Trevor Brown to pay for the internal audit.
5. A cheque for £206.70 will need to be raised for Ipswich Borough Council to pay for grass cutting.