

Clerk's Report to Shottisham Parish Council Meeting of July 2020

Clerk's actions

1. A copy of the Certificate of Exemption has been emailed by the clerk to the external auditors PFK Littlejohn LLP and a response received back that the Certificate of Exemption has been approved.
2. The Certificate of Exemption, Annual Internal Audit Report, Annual Governance Statement, Accounting Statements and Bank Reconciliations have all been published on the Shottisham Village Website by the clerk. This ensures compliance with the Transparency Code for Smaller Authorities.
3. The clerk emailed the parish council requesting authorisation of a cheque for £48 made payable to the CGM group for the recent weed treatment. The company require payment within 14 days which is why the council's approval was requested via email. All councillors approved the payment and the cheque was signed by Peter Widdup and Ray Kay before being sent out on the 29th June.
4. The clerk has also uploaded a copy of the Greenprint Summer newsletter onto the Shottisham Village website in the Greenprint Forum folder.

Financial Report:

1. At close of business on 02/07/2020 the current account stood at £5,590.86
2. The clerk's wages for this month were £300 which includes £60 which will be paid to HMRC for the 20% income tax accrued.
3. A cheque for £72 will need to be raised for REJB Sports Services for the interim playground inspection.
4. A cheque for £68.40 will need to be raised for CGM Group to pay for July's grass cutting
5. A cheque for £161.22 will need to be raised for Eibe Play Ltd to pay for the replacement parts for the seesaw.