

## Clerk's Report to Shotttisham Parish Council Meeting of March 2021

### Clerk's actions

1. The clerk has agreed to send a precis of the minutes from each parish council meeting to be included in the monthly village newsletter.
2. The clerk has put a request in the monthly village newsletter asking for volunteers to come forward to help tidy up the dog walking field.
3. Reports have been received from Google Analytics which show hits for the website as follows:
  - January: Users 51 Sessions 79 Average Session Duration 3:48 minutes
  - February: Users 55 Sessions 79 Average Session Duration 2:32 minutes
4. An email request was received and on the 8<sup>th</sup> March from the a small local charity Fresh Start who are looking for donations to help them provide a therapeutic service for children aged 0-19 who have been victims of sexual abuse.
5. The clerk's printer has developed a fault with the print head which is stopping it from printing despite installing a set of new cartridges. The clerk has researched the cost of a new Canon printer that uses low cost ink bottles and can purchase one for between £220 - £250. However, there is no stock available online at present.

### Financial Report:

1. At close of business on 02/03/2021 the current account stood at £5,706.21
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. An invoice for £105 has been received from the mole catcher David Gooch which will need to be reimbursed to Councillor Peter Widdup who paid the invoice last month.
4. An invoice for £1,163.40 has been received from REJB Sports for the playground remedial repairs.
5. An invoice for £87.84 has been received from REJB Sport for the March playground inspection.