

Clerk's Report to Shottisham Parish Council Meeting of July 2021

Clerk's actions

1. An email has been sent out to all the clerks of parish councils on the peninsula asking if any of them have any knowledge of mobile phone masts being installed on their church towers.
2. After receiving feedback from the village email group and ShottyApp the clerk made arrangement to change the venue of the Annual Parish Meeting to the church to ensure the venue was big enough to comply with Covid-19 regulations safely.
3. A copy of the reviewed Standing Orders and Financial Regulations have been uploaded to the website.
4. The Certificate of Exemption, Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, Analysis of Variances and Bank Reconciliation have all been published on the website by the clerk, to comply with Publication Requirements.
5. The clerk sent off the Certificate of Exemption to PFK Littlejohn and received notification on the 19th June that Shottisham Parish Council has been granted exempt status.
6. A copy of the reviewed Asset Register has been uploaded to the website.
7. After contacting the village email group and ShottyApp to find out numbers expected to attend the Annual Parish Meeting the clerk made arrangements to change the venue from the Trust Hall to St Margaret's Church.
8. The public rights period has been posted on the parish council noticeboard to show that all documents relating to the AGAR are available to be viewed on request between the 1st July and 11th August.

Financial Report:

1. At close of business on 02/07/2021 the current account stood at £8,106.95
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 £116.40 was paid to the CGM group on the 2nd June for grass cutting and weed treatment in April.
4. An invoice for £48 has been received from the CGM group for weed treatment in June.
5. An invoice for £72 has been received from REJB Sports Service for the playground inspection.