

## Clerk's Report to Shottisham Parish Council Meeting of March 2023

### Clerk's actions

1. The clerk attended the Election 2023 1.5 hour Briefing session on 30/31<sup>st</sup> January in preparation for the council elections in May.
2. The Standing Orders have been updated for 2023 and are now based on the latest Model Standing Orders from SALC.
3. The Financial Regulations have been updated for 2023 and are based on the latest Model Financial Regulations from SALC.
4. The Financial Risk Assessment has been updated for 2023 and is now based on the latest example from SALC.
5. The Internal Control Statement remains the same for 2023 as it is based on the latest example from SALC.
6. A Data Protection and Information Management Policy has been introduced for 2023 to comply with the latest Model Standing Orders from SALC and is based on an example from SALC.

### Financial Report:

1. At close of business on 02/03/2023 the current account stood at £13,098.77 which includes the £8,000 grant from Lottery Funding, which is ring fenced for the playground.
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 £30 has been received from Shottisham WI for the rent of the Trust Hall for the November meeting.
4. An invoice for £75.08 has been received from Ray Kay to reimburse him for the new defibrillator pads purchased recently.