

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

### Clerk's actions

1. The clerk uploaded all the documents required for publication on a publicly available website as required by the Annual Governance and Accountability Return 2022/23 including:
  - Certificate of Exemption
  - Annual Internal Audit Report 2022/23
  - Accounting Statements 2022/23
  - Analysis of Variances
  - Bank reconciliation
  - Notice of the period for the exercise of Public Rights
2. The clerk sent a copy to the Exemption Certificate to PFK Littlejohn LLP by email and has received notification from them confirming that they have received and logged the notification of exempt status for the year ended 31 March 2023.
3. The clerk has authorised suffolk.cloud to set up 7 new .gov.uk email addresses for all councillors and the clerk which councillors will need to set up using web mail or Outlook 365. Passwords have been provided and will be distributed individually.

### Financial Report:

1. At close of business on 03/07/2023 the current account stood at £17,153.68.
2. The clerk's wages for this month were £350 which includes £70 which will be paid to HMRC for the 20% income tax accrued.
3. An invoice for £40 has been received from Shottisham WI for the Trust Hall for July's meeting.
4. An invoice for £144 has been received from CGM for grass cutting in April.
5. An invoice for £1,592.26 has been received from Ray Kay for playground maintenance.
6. An invoice for £288 has been received from the CGM group for grass cutting/weed control in June.
7. An invoice for £60.09 has been received from Ray Kay for generator expenses.
8. An invoice for £241.80 has been received from Dawn Kay for the Coronation Party expenses.