

Clerk's Report to Shottisham Parish Council Meeting of March 2024

Clerk's actions

1. A Public Access Notification DC/24/0329/TCA was forwarded to councillors on 06/02/2024 for their approval or objection. The planning portal was updated on the 12/02/2024 to record that no objections were received.
2. The Standing Orders remain the same for 2024 as the latest Model Standing Orders from SALC have not been amended from 2023.
3. The procurement thresholds were amended on the Financial Regulations on 01/02/2024 and are now based on the latest information from SALC.
4. The Financial Risk Assessment has been updated for 2024 and now includes the sentence "submissions to HMRC are sent on the 6th of every month".
5. The Internal Control Statement remains the same for 2024 as it is based on the latest example from SALC.
6. The Data Protection and Information Management Policy remains the same for 2024 as it is based on the latest example from SALC.
7. Contacted the auditor Trevor Brown to check on his availability for our internal audit. The cost of audit has increased to £200 for this year but this is comparable to SALC's cost of audit.

Financial Report:

1. At close of business on 02/03/2023 the current account stood at £10,666.26 which includes the £5,000 leftover from the Lottery Funding grant, which is ring fenced for the playground.
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. The clerk's expenses for this month were £8.99 to purchase a pack of document wallets for filing.
4. An invoice for £30 has been received from Shottisham WI for the rent of the Trust Hall for the March meeting.