

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

### Clerk's actions

Over the last two months the clerk has:

1. Purchased a new ASUS laptop from Amazon Business for £499.99 (incl VAT) on the 6<sup>th</sup> November.
2. Set-up new laptop and working on transferring files across from old laptop.
3. Telephoned Santander to find out why the online banking access has not been set up yet and had the query registered as an incident on the 10<sup>th</sup> November.

### Financial Report:

1. At close of business on 03/011/2023 the current account stood at £12,876.19 of which a total of £2,627.59 has been paid out of the £3,000 playground maintenance fund. This includes labour and materials.
2. Cheques signed before the meeting on the 23/09/2023 include:
  - a. Business Services (CAS) (insurance) £305.26
  - b. Playsafety Ltd (RoSPA report) £165.60
  - c. Suffolk.cloud (website hosting) £110.00
3. The clerk's wages for this month were £350 which includes £70 which will be paid to HMRC for the 20% income tax accrued.
4. An invoice for £40 has been received from Shottisham WI for the Trust Hall for November's meeting.
5. An invoice for £14.69 has been received from Dawn Kay for the Peninsula Meeting refreshments.
6. An invoice for £144 has been received from CGM for grass cutting in October.
7. An invoice for £499.99 has been received from Lesley Roberts for the ASUS laptop ordered from Amazon.
8. An invoice for £350 has been received from Ray Kay to pay Simon Houldey for maintenance work on the playground.