

## Clerk's Report to Shottisham Parish Council Meeting of January 2026

### Clerk's actions

1. The draft budget for the parish council has been updated in readiness for the precept calculation due to be sent to ESC in January.
2. The Emergency Plan has been updated as requested at the November parish council meeting.
3. The IT Policy template from NALC has been adapted for Shottisham Parish Council to ensure that the council now have a new IT policy that complies with Assertion 10 and meets the requirements of the Annual Governance statement. Uploaded to the website under Parish Council/Documents
4. The New Councillors Pack (as recommended by NALC) has been adapted for Shottisham Parish Council to make it easier for new councillors to access the information they require for their role. Uploaded to the website under Parish Council/New Councillors.
5. Completed a Direct Debit form for the Information Commissioner's Office which requires signatures from Natalie Brett and Philip Bouscarle. Payment by an annual direct debit will reduce the increase in fee from £52 to £47.

### Financial Report:

1. At close of business on 31/12/2025 the current account stood at £43.12
2. At close of business on 31/12 /2025 the savings account stood at £9,186.70
3. Online payments authorised between meetings include:
  - a. Clerk's expenses (Microsoft Office 2024) £119.99
4. Online payments requiring authorisation include:
  - a. Transfer from savings account £500.00
  - b. Clerk's wages Dec/Jan £280.00
  - c. HMRC (20% clerk's wages) £70.00
  - d. Shottisham WI Trust Hall £40.00
  - e. Data protection fee £47.00