

Clerk's Report to Shottisham Parish Council Meeting of July 2025

Clerk's actions

1. Uploaded updated versions for 2025 of the Standing Orders, Financial Regulations and Asset Register to the Council Documents folder on the Shottisham Village website.
2. Uploaded all the documents required for publication on a publicly available website into the Annual Accounts folder, as required by the Annual Governance and Accountability Return 2024/25 including:
 - Certificate of Exemption
 - Annual Internal Audit Report 2024/25
 - Accounting Statements 2024/25
 - Analysis of Variances
 - Bank reconciliation
 - Notice of the period for the exercise of Public Rights
3. Sent a copy of the Exemption Certificate to PFK Littlejohn LLP by email and received notification from them confirming that they have received and logged the notification of exempt status for the year ended 31 March 2025.
4. Compiled a list of beneficiaries of council donations from 2016 -2025 and circulated to councillors.
5. Set-up Philip Bouscarle as a third signatory for online banking with Unity Trust bank.

Financial Report:

1. At close of business on 30/06/2025 the Instant Access Account stood at £10,028.97 and the Current Account at £2,428.55.
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 amounted to £4.80 for postage.
4. An invoice for £40 has been received from Shottisham WI for the Trust Hall for July's meeting.
5. An invoice for £130 has been received from suffolk.cloud for website hosting.