

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

### Clerk's actions

1. The ICO model publication scheme has been uploaded to the website under Parish Council/Documents before being adopted at the parish council meeting. This is to ensure that Shottisham Parish Council complies with Assertion 10 and meets the requirements of the Annual Governance statement.
2. The template provided by the ICO has been completed and uploaded to the website under Parish Council/Documents. This now provides links to a range of information collected by the Parish Council and is now available to view with no charge.

### Financial Report:

1. At close of business on 28/02/2026 the current account stood at £94.12
2. At close of business on 28/02/2026 the savings account stood at £8,686.70
3. Online payments requiring authorisation include:
  - a. Transfer from savings account £1,00.00
  - b. Clerk's wages Dec/Jan £280.00
  - c. HMRC (20% clerk's wages) £70.00
  - d. Shottisham WI Trust Hall £40.00
  - e. Clerk's expenses (printer refill – black) £11.78