

Clerk's Report to Shotttisham Parish Council Meeting of November 2025

Clerk's actions

1. A new set of defibrillator pads were ordered from Four Square Healthcare to replace the old set going out of date.
2. Set up online payment authorisations for invoices requiring payment between meetings.
3. Contacted signatories and requested authorisation for online payments.
4. Prepared the 2026/27 draft budget for discussion at the next meeting.
5. Included a recommendation in the budget for an increase in the clerk's salary from May 2026.
6. Received an update from Microsoft who are planning to increase our Microsoft 365 subscription from £59.99 to £84.99 a year as from 14th February 2026. Recommend that we purchase a copy of Office 2024 and cancel our annual subscription.

Financial Report:

1. At close of business on 31/10/2025 the current account stood at £736.18
2. At the close of business on the 31/10/2025 the savings account stood at £9,135.98
3. Online payments authorised between meetings includes:
 - a. An invoice for £75.19 from Four Square Healthcare for defibrillator pads.
 - b. An invoice for £124.80 from Playsafety Ltd for the RoSPA report.
 - c. An invoice for £421.40 from Business Services at CAS Ltd for insurance policy.
 - d. An invoice for £120.00 from Suffolk Cloud for the website.
 - e. An invoice for £171.07 received from Nurture Landscapes for September's grass cutting.
4. Online payments requiring authorisation includes:

a. Clerk's wages Oct/Nov	£280.00
b. HMRC (20% clerk's wages)	£70.00
c. Shottisham WI Trust Hall	£40.00
d. Nurture Landscapes (October grass cut)	£171.07