

## Clerk's Report to Shotttisham Parish Council Meeting of September 2025

### Clerk's actions

1. The clerk updated the Internal Control Statement for 2026 to reflect the enhanced model provided by SALC on the 18<sup>th</sup> August to ensure Shottisham Parish Council aligns with the latest governance requirements.
2. The clerk requested and received a credit note of £38.02 from Nurture Landscapes for an overcharge on the last three bills.

### Financial Report:

1. At close of business on 31/08/2025 the current account stood at £1,207.46
2. At the close of business on the 31/08/2025 the savings account stood at £10,078.97
3. Online payments authorised between meetings includes:
  - a. An invoice for £513.22 received from Nurture Landscapes for 3 months grass cutting.
  - b. An invoice for £171.07 received from Nurture Landscapes for July's grass cutting.
4. Online payments requiring authorisation includes:

a. Clerk's wages Aug/Sept	£280.00
b. HMRC (20% clerk's wages)	£70.00
c. Clerk's expenses (ink cartridges)	£23.77
d. Shottisham WI Trust Hall	£40.00
e. Nurture Landscapes (August)	£133.05