**Clerk’s reports and comments for the Council Meeting on 16th September 2020.**

**Reference is to the item number on the Agenda circulated.**

**7. Matters arising from the minutes of the meeting of 15th July 2020. (not raised elsewhere)**

Clerk has inspected BT cover outside post office. It has sunk but cover and tarmac

are intact. Can it be lodged in fix my street therefore as dangerous even though a trip hazard?

There has been discussions of JB with Village Hall Committee re projector and he may wish to update Council on those discussions..

**10 Financial Business**

10.1 Cash book showing all transactions to date has been sent by email to all Councillors.

The Income and expenditure report is set out as the worksheet in the cashbook for the second quarter that shows all payments up to 04.09.2020. The Clerk is unaware of any further payments due before 16.09.2020.

The Cash book entries are thereby repeated by reference to the excel sheet sent to Councillors and there seems no point in repeating the few entries since the July meeting in a separate table here.

There has been the usual payments of electricity, water and clerks salary by standing order. The Duchy have received six months of rent for the lease and the Village Hall payment for the march meeting which was overlooked has now been settled with apologies for the delay.

Colin Hales payment will become part of the asset register of the Council being the sum paid for the new picnic tables.

Two items though should be explained. The first is a payment to Netwise of £2. This is a small balance of their invoice to increase the capacity of the website which has now been paid following a small error on amount remitted.

A deposit of £216.90 was made by the Clerk on 13th August. This is the donation of the February Market which is posted to last year accounts as cash received but not yet banked. The figure paid in is £0.15 more than the receipt and therefore strictly speaking last year accounts should have had £0.15 more income shown. The Clerk proposes that this £0.15 as below £1 does not merit reopening accounts or publishing a revised AGAR. Accordingly as it was not known this money was available than £0.15 can be included as income for this year but the internal auditor will be made aware of the source of this £0.15.

10.2 Procedure put in place for independent verification of the invoices for payments. In line with auditor’s recommendation Councillor JT has kindly inspected the paper copies of invoices received and paid by the clerk. Further, the clerk is not on the bank mandate so only the Chairman or Vice Chairman can authorise payments from the Bank account. No cheques have been issued so all funds paid out have been monitored by the Clerk but authorised by a Council Member and inspected by a non-mandate council member.

10.2 Anticipated expenditure for which approval is sought: The time has come for the annual inspection of the playground of £80 plus VAT. Copy Acknowledgment of quote attached.

There was a resolution at last Council meeting for approval of a one-off payment of £40 for the supply of lighting in the slip by Mrs Carter. Council need to resolve to authorise the Clerk to issue a cheque for this amount.

10.3 AGAR has been published and the notice of right to challenge and inspect has been advertised for the correct statutory period. No requests or challenges have been received.

10.4 The exemption for external audit has been submitted and accepted by PFK Littlejohns.

10.5 Bank Mandate: Utility bank claims it will do everything smoothly upon receipt of application but experience suggests a bank switch can cause hiccups. The Clerk recommends that given there are still governance update to be actioned to complete the internal auditor’s recommendations that this issue is considered again in the January or even March meeting. The absence of the clerk from the Bank Mandate is not causing any headaches at this time and the Lloyds Bank account is functioning for the Council’s requirements.

10.6 Financial Risk Register, The precept and the budget for the year ahead can all be considered at the November Council meeting.

10.7 Clerk salary- tax treatment. The Clerk has now a second income from locum work. Tax and NI is being charged under than. The clerks personal allowance is being posted against the salary for this role and should avoid the need for any tax payments by the Council. NI should be the same but the clerk is checking with the Revenue on that point and will liase with the Vice Chair accordingly.

10.8 Vat reclaim will be submitted this month.

**11. Review of SO’s and FR’s**

Drafts have been circulated. These are based on the NALC models recommended by the Internal Auditor. There have been only minor deletions by the Clerk mostly to remove reference to forming standing committees. The only deletion of note is to remove a requirement to notify the county council of a council meeting. The Ward Councillor is notified as normal.

The Standing Orders are designed for large and small councils and many of the rules envisage management of a greater administrative structure other than one clerk who is also RFO. This is reflected also in the financial regulations.

JT has made one suggestion on the draft Financial regulations which is sensible.

**12. Freedom on Information Policy**. Draft publication sheet for the website attached. It envisages an annual statement by the Council. This needs to be discussed.

**13. Asset Register**: will be before Council for the November meeting

**18. The Clerk’s report- will be given to Council at the meeting. The issues that will be covered have been put in the Agenda.**

Alan Jenner

Parish Clerk

14.09.2020.