

Clerk Report for Council Meeting of the 23rd July 2019

This report is to provide information to the Council on the activities undertaken by the Clerk since the last meeting.

- Responded to VAT Department request for Bank Payment details for VAT reclaim lodged by previous Clerk
- Posted the Bank Mandate forms after adding their details
- Submitted the Internal Audit
- Submitted the AGAR Exception from External Audit to PKLittleJohn
- Received issues about potentially hazardous parking on Lower Farm Road and reported to Safer Neighbourhood Team. Has site meeting with them.
- Attended a course on Risk Management and Financial Controls
- Invited Peter Watson to attend meeting, suggesting he present his views on the VAS to be bought, with suitable alternatives for consideration by Council.
- Sent thank you letter to Mr Charlick, the glazier, for the pro bono work on the telephone kiosk.
- Action Clerk pay change with SALC payroll
- Sent £50 donation to SARS and received their acceptance
- Placed information in 4 Parishes magazine regarding Councillor Vacancies
- Approached School regarding placing a similar advert in their next newsletter.
- Designing new spreadsheets for better tracking of financials.
- Reviewed the Internal Audit, and produced report.
- Informed Midsuffolk of Co-options
- Added Co-opted Councillors to MidSuffolks Register Of Interests System, and requested electronic completion for Cllr Free. Provided Cllr Last with paper copy of form to complete, and return to Clerk for submission.
- By email reminded Cllr Free and Cllr Last (though possibly he did not receive this) when they should (have) complete(d) the ROI by, and that it is a legal requirement to complete
- Reported to MidSuffolk that ROIs have not been submitted.
- Replied to MidSuffolk with amended litter bin count for their invoice – not yet received said invoice.