

Clerk's Report to Shottisham Parish Council Meeting of January 2025

Clerk's actions

1. The clerk has updated the draft budget for the parish council in readiness for the precept calculation due to be sent to ESC in January.
2. The clerk has spoken to Santander about switching bank accounts over to Unity Banking.
3. An application form has been completed by the clerk and sent off to Unity Banking with all the supporting evidence required.
4. An email was received from Unity Trust Bank on the 18th December confirming that a new online bank account has now been set up with them.
5. An email was sent to Unity Trust Bank on the 7th January to find out when the switch over bank accounts from Santander would take place.
6. The clerk checked to confirm that all signatories now have access to the online bank account with Unity Trust Bank.
7. Unity Trust Bank contacted the clerk on the 10th January and agreed to start the switch over from Santander Bank on 21st January, which should be completed by the 28th January.

Financial Report:

1. At close of business on 02/01/2025 the current account stood at £6,412.93
2. Cheques signed before the meeting on the 14/01/2025 include:
 - a. Playdale Ltd (trim trail balance) £2415.77
 - b. Shottisham Parish Council (Unity bank deposit) £500.00
 - c. Ray Kay (councillor's expenses) £28.00
3. The clerk's wages for this month were £350 which includes £70 which will be paid to HMRC for the 20% income tax accrued.
4. The clerk's expenses for the last six months come to £80.03 and includes:
 - a. 2 books of second class stamps £13.60
 - b. large padded envelopes £2.49
 - c. Microsoft 365 subscription £59.99
 - d. Postage £3.95
5. An invoice for £40 has been received from Shottisham WI for the Trust Hall for November's meeting.
6. An invoice for £40 has been received from the Information Commissioner for inclusion on the Data Protection Register for 2025-26.