

Clerk's Report to Shottisham Parish Council Meeting of May 2026

Clerk's actions

1. Prepared all the documents for audit and had the internal audit approved on the 21st April 2026.
2. Updated the Standing Orders and Financial Regulations for Shottisham based on the latest models, confirmed from NALC for 2026.
3. Cancelled the grass-cutting contract with Nurture Landscape on the 9th April after getting no response from them when asking them to renew our contract for this year.
4. Arranged to meet up with Rob Thirkettle at the playground to arrange for him to take over the grass cutting contract from Nurture Landscape, who have not responded to the request for a quote this year.
5. Discussed the findings of the RoSPA report with Rob Thirkettle and he has agreed to take on some of the minor repairs to the playground on a monthly basis.

Financial Report:

1. At close of business on 30/04/2026 the current account stood at £7,337.24
2. At close of business on 30/04/2026 the savings account stood at £7,730.72
3. Online payments authorised between meetings include:
 - a. 3 hours grass cutting at recreation ground £120.00
4. Online payments requiring authorisation include:
 - a. Transfer to savings account £6,0000.00
 - b. Clerk's wages Apr/May £320.00
 - c. HMRC (20% clerk's wages) £80.00
 - d. Shottisham WI Trust Hall £40.00
 - e. SALC £126.04
 - f. Trevor Brown (audit) £200.00