

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

Clerk's actions

1. Uploaded updated versions for 2026 of the Standing Orders, Financial Regulations and Asset Register to the Council Documents folder on the Shottisham Village website.
2. Uploaded all the documents required for publication on a publicly available website into the Annual Accounts folder, as required by the Annual Governance and Accountability Return 2025/26 including:
 - Certificate of Exemption
 - Annual Internal Audit Report 2025/26
 - Accounting Statements 2025/26
 - Analysis of Variances
 - Bank reconciliation
 - Notice of the period for the exercise of Public Rights
3. Sent a copy of the Exemption Certificate to PFK Littlejohn LLP by email and received notification from them confirming that they have received and logged the notification of exempt status for the year ended 31 March 2026.

Financial Report:

1. At close of business on 30/06/2026 the current account stood at £557.20
2. At close of business on 30/06/2026 the savings account stood at £13,784.01
3. Online payments requiring authorisation include:

a. Clerk's wages June/July	£320.00
b. HMRC (20% clerk's wages)	£80.00
c. Shottisham WI Trust Hall	£40.00