

## **CLERK'S REPORT FOR COUNCIL MEETING 11<sup>th</sup> MAY 2023**

### **WEB SITE**

The web site is still not as up to date as I would like. AGAR is still to be entered and Minutes and Agendas archived. I am still working on this but may need some expert training through LALC.

### **ACCOUNTS**

Internal Auditor has now examined the accounts and given her report, stating the many omissions and errors, a copy of which together with my notes has been given to all councillors. Financial Accounting will now be done in accordance with policies and procedures with a three month financial statement tying accounts to budgets.

VAT re-claim schedule is being put together. The year 2019-2020 is difficult to correlate to VAT numbers as there are no records of invoices for that year. I am getting help from someone else to tie these up. I am also having difficulty in setting up the account with HMRC as the Unique Reference Number has been lost. It may be that another account has to be set up – I am working on this.

PAYE has been set up and payroll done but I am unable to submit the information to HMRC as the identity ID and password was set up by the previous clerk and I am unable to access it – will try to get this sorted over the next week or so.

### **BANK ACCOUNTS**

Still no bank accounts properly set up with Barclays and Lloyds despite several lengthy phone calls to them by myself and the Chairman. I am currently holding £176 from the Playpark income. If the Lloyds account is not resolved shortly, I will pay this money into the HPC account at Barclays. I need to be able to access accounts on line so that I can get older information and reconcile bank statements but this is proving a lengthy process to complete.

### **ELECTIONS**

This process is now completed. Councillors will be asked to sign the appropriate paperwork at the AGM. Councillor training will be looked into.

### **CLERK'S TIME**

I am still putting in an average of 11 hours per week extra to the 10 hours agreed. I will continue to do this until everything is sorted. Getting everything resolved via the internet and phone calls is proving to be a very time consuming process. I would suggest that until this is done, there can be no advert placed for a permanent clerk.

Kath Hayes  
Interim Clerk  
08/05/2023