



## **Clerks Report**

### **September 2018**

#### **7.1 Budgeting Workshop**

The Clerk reported that she attended a Budgeting Workshop at the Suffolk Association of Local Councils (SALC) on Wednesday 12<sup>th</sup> September. This has provided her with knowledge on how to complete the forthcoming budget for Kelsale-cum-Carlton Parish Council. She will commence work on this immediately.

#### **7.2 Financial Regulations - amended**

After the above training the Clerk reviewed the current Financial Regulations comparing them against the 2016 National Association of Local Councils (NALC) Model Financial Regulations. As a result, an amended version of the Financial Regulations has been completed and circulated to councillors in advance so that they can be approved and ratified at the meeting. Items of note included in the amended regulations are:

- Budget reporting is to be undertaken 'at least' quarterly to ensure robust internal financial controls. The Clerk fulfilling her role as Responsible Financial Officer (RFO) has taken the decision to provide quarterly reports going forward.
- Internal control audits to be carried out 'at least' twice a year. The Clerk has taken the decision as RFO to arrange twice yearly internal control audits, which will be reported to the council at full meetings in April and October.
- No cheques to be signed between meetings. All cheques to be signed at the meeting when payments are approved.
- Laptop back-up files to be stored off site for extra security. An arrangement for this will need to be made.

The Clerk requests suggestions from Councillors regarding new projects for the village going forward to be included in the forthcoming budget.

#### **7.3 Clerks Salary Review**

The Clerk kindly reminds the council that a salary review will need to be undertaken during October before the next meeting and before work on the budget can be completed.

#### **7.4 Resolution of problems with Barclays Bank**

The Clerk reported that she had been experiencing serious problems with Barclays Bank since starting her work with the council at the end of March this year. As a result, it was necessary to raise a formal complaint which Cllr Galloway had kindly agreed to do on her behalf. Both the Clerk and Cllr Galloway are pleased to announce that these

problems have now been resolved and the bank have agreed to pay the council £300 to compensate for the amount of time and effort expended.

### 7.5 Standing Orders 2018 – amended.

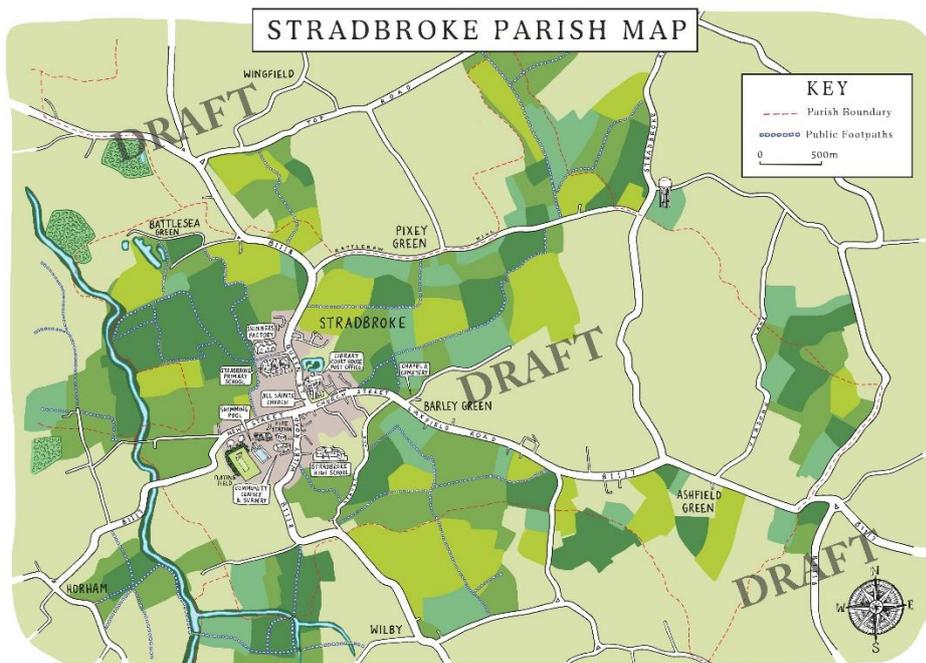
The Clerk reported that she has amended the Kelsale-cum-Carlton Standing Orders to bring them into line with the recently published Model Standing Orders from NALC. They contain extra information regarding the General Data Protection Regulations which came into force earlier in the year. The amended Standing Orders have been circulated to councillors in advance so that they can be approved and ratified at the meeting.

### 7.6 Applying for grants to fund the prospective weight limit signs on Rendham Road

The Clerk reported that she had contacted District Councillor Dunnett initially to ask for advice regarding securing funding to help pay for the weight limit signs on Rendham Road. He had suggested that she approach County Cllr Smith for a contribution. Unfortunately, the Highways fund held by County Cllr Smith is fully committed for the current fiscal year. The Clerk is now appealing for suggestions on whom to contact for funding going forward.

### 7.7 ‘Images by Hand’ – hand drawn maps

The Clerk reported that she had been approached by a company called ‘Images by Hand’ asking if the parish council would like to purchase a map to be used for promoting tourism, giving residents a clear understanding of public footpaths, local businesses, landmarks and boundaries. The cost would be £500 to include 3 years free updates. See example below:



## **7.8 Purchase of postcard**

The Clerk reported that she had been approached by a member of the village asking if the parish council would like to purchase a unique postcard to add to the parish records. The postcard can be viewed at the link below:

<https://www.hipostcard.com/listing/england-kelsale-saxmundham-vintage-motorcycle-with-sidecar-animated/16474364>

The postcard will cost in the region of £12 plus £1.50 p&p.