

## **CLERKS REPORT 26/05/2021**

### **VAT Claim**

A refund of £729.57 has been received.

### **Badger Building**

I have been in contact with Badger Building concerning a few issues at the site on the Main Road. A telephone call was not very successful as there was only someone from the accounts department in the office. I have sent several emails, the last one requesting a site visit, which I am happy to attend. I feel this is the only way to obtain answers to our queries.

### **Internal Audit**

All the paperwork was submitted to SALC for the internal audit and a report has been completed and circulated to you all. As you will see in the report there was a need to change the AGAR form figures, as staff costs are not including car allowance, working from home allowance, and training. I have changed the figures and the amended version has been circulated for approval and signing this evening. I will then collate the paperwork to send to the external auditors PKF Littlejohn.

### **Abandoned car.**

I received notification that there appears to be an abandoned car in the car park. I had never dealt with this before, so I contacted the Police, who informed me that it was the district council that deals with this. Having phoned East Suffolk Council I was then informed that I need to complete an online form, which is dealt with by Norse. I have asked a resident in Bridge Street to keep an eye on the vehicle to see if it is removed.

### **Village Hall**

I would like to thank the Village Hall Committee, especially Mary, for allowing us to meet in the hall this evening, as I am aware they were not intending to open the hall until the 21<sup>st</sup> June. Thank you, Simon, for assisting with setting up the room.

### **Insurance renewal**

You will see that we have the insurance renewal on the agenda. We are about to enter the second year of a three-year agreement, which will expire in June 2023. The cost of the renewal is £406.65, which is an increase of 51p from last year. I have been in contact with BHIB and Came & Company and they will forward a quote to us in 2023 for the June renewal.

### **Signs**

An email of thanks was received from a resident of East View. Having spoken with Alan there is an update on the signs for the Low Road. Leiston Press can make three signs with attachments on to make the fitting of the signs to the existing posts easier. This will cost more money, a total of £162, not £91 as the first quote stated.