



Welcome to
**Tormarton
Parish Council**

Parish Clerk's Report – April 2020

I commenced work on 1st April for the Parish Council and immediately tried to get to grips with the practices of the council and work out which areas needed some improvements made in the council's practices and controls.

Actions from the meeting of Tormarton Parish Council on 2nd March 2020:

10.1. Membership of the Small Councils Internal Audit Network

I have spoken to Deborah White from ALCA and when the COVID-19 outbreak is over there will be a meeting of those that are interested.

12.1. Defibrillator Training

The training has now been rearranged Saturday 22nd August, but we will continue to follow advise on whether it is practical to hold this event.

Other items that have been actioned:

- I have set up online banking for the council with NatWest however the mandate needs all councillors to sign it via email before the bank can action it.
- I have changed the format of the council's accounting system so it is much more transparent with regards to where the expenditure is going against the budget the council set.
- I have updated the council's website to include all of the council's policies, reports and assets. I have also included links to local information pages and the Parish newsletter.
- I have written 15 policies for the council to adopt in line with best practice for all Parish Council's.
- I have written a financial procedures document in line with best practice for business continuity should something unexpected happen.
- I have compiled the Annual Report with the wording from Cllr Stevens and published this on the council's website.
- I have streamlined all the documents and email's I inherited ensuring that only relevant documentation and emails were kept in line with GDPR.
- I have queried the council's insurance policy with BHIB, but have been told it was a three-year policy which expires in May 2021.

- I have responded to two planning applications in consultation with all councillors and these have been logged on the planning portal.
- I have completed and reconciled the end of year accounts and drafted them for approval ahead of the internal audit. There were some irregularities in last year's figures due to the council's accounting spreadsheet not being detailed enough but I have managed to reconcile and balance both years to the bank statements.
- I attended a virtual meeting with the Chairman, where I was informed about most local matters and how the council works.
- I have compiled an internal controls checklist for the council and this should be used each quarter to ensure that the council is following its financial regulations when it comes to payments.
- I attended a South Gloucestershire Clerk's network meeting on 20th April 2020 where we discussed virtual meetings and the changes in legislation.
- I have tried to compile an updated asset register as the council hasn't had it updated in a few years and best practice states that it should be updated annually.

Date	Hours	Detail
28/03/2020	1	Setting up email folders and payroll software.
29/03/2020	5.5	Sorting through PC files and paper files. Applied for online banking. Setting up the new budget sheet and accounting practices. Updated the website.
30/03/2020	4.5	Writing policies. Updating the website. Updating finance sheet.
31/03/2020	0.5	Compiling the annual report.
01/04/2020	1	Reconstructing the audit trail for 2019/2020.
02/04/2020	0.5	Emails and updating website.
06/04/2020	2	Emails and general administration for the council.
09/04/2020	2	Meeting with Cllr Stevens.
11/04/2020	1.5	Investigation into the council's assets.
14/04/2020	1.5	Emails and responding to planning applications.
15/04/2020	2	Agenda prep for Annual Meeting.
17/04/2020	2	Compiling the end of year accounts.
22/04/2020	4.45	Prep for the annual meeting and writing policies.
27/04/2020	2	Editing policies. Compiling the Clerk's report.
29/04/2020	2	Prep for the annual meeting
Total Hours for April	32.45	