



Welcome to
**Tormarton
Parish Council**



Parish Clerk's Report – May 2020

Actions from the Annual Meeting Tormarton Parish Council on 4th May 2020:

04/05/2020 – No 4. To consider the adoption of the Virtual Meeting Policy

Policy has been uploaded to the website.

04/05/2020 - No 13. To consider the adoption of the following policies

a. Financial Regulations (Updated NALC template)

n. Grant Awarding Policy

Policies have been uploaded to the website.

04/05/2020 – No 14. To resolve to adopt the Supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until May 7th, 2021 or the repeal of legislation whichever is earlier.

Policy has been uploaded to the website.

04/05/2020 – No 15. To consider an action plan for Tormarton Parish Council for the next financial year and agree any actions

Action plan has been emailed to all councillors for comment and is to be considered further at the June meeting.

04/05/2020 – No 16. To review Tormarton Parish Council's asset register and agree any actions.

I have spoken to the auditor about the register and he has recommended that all items that have been 'donated' to the Parish Council should reflect the value of £1.

04/05/2020 – No 19. Tormarton Parish Council Finance:

a. To consider approving the annual accounts for 2019/2020 and to receive an update on financial practices from the Clerk.

A slight amendment will be presented to the Council at a future meeting which shows the balance transfer of £1000 removed as it was neither a payment or receipt and should not have been included in the annual accounts.

i. To approve the financial procedures document

I have met with Cllr Stevens and we have produced a document which has been made more concise and easier to read for all. This has been uploaded to the website.

Other items that have been actioned:

- I am still pursuing the online banking situation with NatWest as we still do not have online access.
- I have sought advice on the council's VAT situation in relation to the Pond Committee and hope to have an update sometime in June to present to the council.

- I have received the Internal Audit Report, to which I will add my comments to and issue before the meeting on June 1st.
- I have agreed with Cllr Stevens, as per Financial Regulations, to engage Derek Kemp of DCK Accountancy to advise via letter on the VAT situation in relation to the Pond Committee, which will give the council a definitive answer.
- I have re-shaped the 'Cashbook' for financial year 2020/2021 and reflected this in the monthly summary of accounts.

Date	Hours	Detail
01/05/2020	1	Finessing accounts and bank reconciliation for April
04/05/2020	3	Annual Council Meeting
06/05/2020	2.5	Agenda for Extraordinary meeting, emails, updating website and organising the internal audit
11/05/2020	3	Minutes of the Annual Meeting and Extraordinary Meeting
12/05/2020	1	Pond Deed research and audit
13/05/2020	1	Meeting with Cllr Stevens. Actions from the minutes.
18/05/2020	1	Actions from minutes. Agenda prep and website maintenance
19/05/2020	1	Emails, VAT advice and agenda prep.
21/05/2020	3	Meeting prep. Meeting with Cllr Stevens and Audit report.
27/05/2020	2	Agenda prep and Clerk's report.
Total Hours for May	18.5	