

Drinkstone Parish Council: Clerks report

1. Update on progress:

- Handover with Hilary complete, Jane is sole Clerk from 31st May 21
- 2 modules of SALC training course complete. The 4 remaining modules will be in Sept 2021.

2. Drinkstone Parish Council Planning Calendar and achievement of tasks

- The calendar below summarises the key events for Parish Clerk
- These events require consultation and sign-off with the councillors

	Required task	Completed	Meeting Date
May 21	Annual Council meeting - elections	Y	4 th May 21
	Annual review of policies	Y ish	
	Approve end of year accounts	Y	
	Internal audit	Y	
	Review asset register	Y	
June 21	Receive finds internal audit		7 th Jun 21
	Apply external audit exemption – AGAR part 2		
	Submit annual return		
July 21	Review risk assessment and check insurance		No meeting
	Annual check of play equipment		
	VAT return		
	Display audit for mandated public review		
August 21	Updated excel finance file		3 rd Aug 21
	Sort all the files out – doc retention		
	Holiday		
September 21	Advertise half year accounts		No meeting
	Prep draft budget ready for Oct meeting		
October 21	Finalise budget and sign off at meeting		5 th Oct 21
	Meeting calendar to be agreed		
	VAT return		
	Poppy wreath for memorial day		
November 21	Finalise budget and develop draft precept		No meeting
December 21	Finalise budget and agree precept		7 th Dec 21
January 22	Ensure precept submitted		10 th Jan 22
	VAT return		
	Check procedures for elections		
	Annual document retention review		
Feb 22	Get date for AGM sorted		No meeting
	Chase debts prior to end of year		
March 22	Insurance cover review		7 th Mar 22
	Election prep for AGM		
	Prepare end of year accounts		
April 22	Finalise end of year accounts		TBC
	End of year returns for tax, NIC, and VAT		
	Prepare internal audit documents		
	Confirm arrangements for AGM		

3. Gmail account back up contact details

Most Councillors gmail accounts have the Clerk e-mail address as the back up number on their phone. Would the Council like to keep this or have the back up number as their personal mobile? The advantage of the latter is the Councillor does not have to contact me to change settings or connect to new device on g-mail account. Would you like to keep it as is or change it? If change it would you like me to show you how to do it?

4. Parish Clerk Mobile phone

I plan to use my mobile phone (07903 050930) for Parish Clerk work. I will keep the old Parish Clerk phone charged and check for messages periodically. The old phone is on a pay as you go contract.

5. Bank accounts

- I have access to the unity Trust account and can access online. Access for Lloyds has not yet come through.
- It looks like Emily has only be given a view account by Unity Trust and not signatory authority. I will chase why this has happened.