

WORTWELL PARISH COUNCIL

CLERK AND RFO REPORT

July 2023

Clerk matters attended to during the period 27/6 to 31/7

1. Asset register play equipment values reviewed and Clerk adjusted values with Insurance Company. Annual renewal completed but there may be an upwards adjustment following the asset review. Clerk will report at next meeting.
2. Following authorisation at the last meeting to switch banking arrangements from Barclays, the clerk has begun the process by collating information and triggering a start up process for opening new accounts with Lloyds. Initially a current account will be opened then further accounts for the two charities and the reserves savings account will be added. All before closing any accounts at Barclays.
3. Street lighting for Electric Charging – will now be ‘wrapped’ into the VESPA project.
4. EV Charging now ‘wrapped’ into the VESPA project
5. VESPA – a number of meetings, conversations and discussions have taken place. See VESPA strawman proposal and notes for further details.
6. Pot Hole was reported to Highways and now chased as at time of writing still unresolved

RFO Report

1. Public Rights Notice period expired on 14/7 The clerk confirmed that no questions or requests were received and that the notice has been archived.
2. External Audit has been completed and papers were submitted to PKF Littlejohn for the completion of the Annual Audit for 2022/2023 financial year We await their external audit response and certificate
3. Accounts for payment presented for approval
4. Payroll returns completed: PAYE NI NEST
5. Cashbook balanced against budget and reserves. Next quarterly council review to be signed off at October meeting.
6. The Q1 Internal Control Check and Bank Reconciliation was completed in July by Robert Hadingham and will be presented by him to the July PC meeting.