

## **WORTWELL PARISH COUNCIL**

### **CLERK AND RFO REPORT**

**September 2023**

#### **Clerk matters attended to during the period 31/7-25/09**

1. Asset Register – noted on AGAR report – despite note advising update PKF have passed a note on the Audit. The register is not yet complete and will be reported on at the next meeting.
2. Following authorisation at the June meeting to switch banking arrangements from Barclays, a current account has been opened with Lloyds together with a new Business Reserves account. Two additional accounts have been opened to serve the Old Playing Field charity and the Wortwell Parish Lands Charity. Notes:
  - a. Barclays have without any reason seen fit to write and tell us the WPL account has now been closed due to the failure to return paperwork (long standing complaint issue as all paper work has been returned on numerous occasions and various Trustee have visited Barclays in person including a 2 ½ hour meeting with the Business adviser at Barclays in Norwich with the Chairman and Clerk – all attempts to get them to set things up correctly failed) £4K plus of our money is sitting now in an account we cannot access; Council to decide next steps. Meanwhile we have a pending Water Bill to pay on the allotments account. Council to advise.
  - b. Lloyds accounts are and the next precept payment will go directly to Lloyds from SNDC but currently funds remain in the Barclays current account. Clerk to transfer balance once monthly standing orders are passed on the 1<sup>st</sup> of the month. Council to approve.
  - c. Switching is only available for personal current accounts not Business accounts. Clerk will begin process of moving standing order payments across and advising suppliers of our new banking arrangements: Council to approve.
3. Matters arising from previous meeting:
  - a. Pothole outside Says Farm 900239229 has been resolved
  - b. Dog bin has been placed at the outer 30 mph warning sign in Low Road and added to the regular round of collections
  - c. Richard Bond has been busy harvesting and has not had opportunity to repair/replace style. His view is that he will place a new gate there instead. Estimated date end of October.
4. VESPA The bid for funding for the feasibility study has been approved and the study is underway. Risk report has been submitted to the Pride in Place Community Team who will work with the Project Manager and their team on regular updates. Study results due end of November 2023.
5. Maintenance: August jobs completed but exceeded time budget of 10 hours per month by 6 ½ hours. LL has met with Kevin Vincent (KV) to agree next round of jobs in September/October. Caution is needed to avoid exceeding the narrow budget available in this area.

#### **RFO Report**

1. AGAR Some questions arisen and disputed by Internal Auditor and Clerk but they will come as notes as in the opinion of PKF Littlejohn internal transfers should not be included in

receipts and payments. We had taken the view of Transparency they are sticking to the rules of Statements of Accounting Principles. This will be noted separately in the current year's accounts to maintain transparency but will not be included in future AGAR returns.

2. Accounts for payment presented – see appendix
3. Payroll returns completed: PAYE NI NEST
4. Cashbook balanced against budget and reserves. Next quarterly council review to be signed off at October meeting.
5. The Q2 Internal Control Check and Bank Reconciliation is due to be conducted in October. Confirm Councillor responsible. (RH or JW)
6. Phase one of 2024/25 Budget to be agreed – Finance committee delegated to bring to next meeting In October with draft figures. Date to be arranged: JW