

LOCUM CLERKS REPORT

Firstly, I would like to sincerely thank Council for giving me the opportunity to work as your Locum Clerk/RFO.

I have spent the first few days learning about the Council, what work is needed currently, and what the priorities are. I have collated the following so far:

- Audit / AGAR / Cil on website & S106 / Asset Register value corrections / close month ends / address internal auditor report actions / Transparency Code requirements
- Compiling agendas/supporting info for upcoming scheduled meetings
- Office security
- I.T. security
- Resolutions list
- VAT account – incorrect name on account
- Victoria Hall
- 3-year strategic plan (or equivalent)
- Budget review / trading reserve
- Review of contracts
- Staffing – maybe an Intern/apprentice? Employment contract. Working environment.
- Events
- Princess Avenue
- Martins Law (bollards – need quotes for park)
- Email signatures
- Website blog
- Governance review
- Cemetery wall (do we own, needs a repair?)
- Cyber insurance?
- Grant income
- Electronic invoicing system
- Improve communications / relationship with residents - Resident's meetings / resident surveys / Councillor surgeries / Annual Parish Meeting / newsletter / blog etc.
- Poppy wreaths
- Email clean up
- Improve social media

Year End / Audit / Finances

The audit documentation is included on this meeting's agenda for Council approval. The deadline for approval/submission to the external auditor is 30th June so this will be my priority.

The internal auditor sent a draft report which the Acting RFO checked and returned. The auditor is unfortunately on annual leave this week so I have attached the draft as supporting information and asked the auditor to send me the final draft on Monday upon his return. Once received, I will circulate that to Council. I will address all the comments that the auditor has made.

With regards to financial information. I usually add all the financials to the Finance Committee agenda – balance sheet, trial balance, income & expenditure, bank reconciliations, bank balances, regular payments, payments made outside of meeting, internal transfers etc. Any

invoices that require Council approval will be added to the Full Council meeting agendas and will state the power to spend.

1-2-1s

I have met/spoke with three councillors to date. Once the immediate priorities are actioned I would like to arrange a 1-2-1 meeting with all Members so I can understand what other work you would like to see happen.

I really look forward to working with you all .

Samantha Haywood, Locum Clerk/RFO