

Chariman's Report

It's been a very busy month with the lead up to year end and me covering for the Parish Clerk. Quite a lot of activities carried out to get us to a good place prior to the appointment of a new clerk:

- Mock Internal Audit preparation and participation on 20th March with Simon White of EBC which went well – only a few actions for us:
 - All Lloyds credit card statements and Vodafone bills for the year needed to be stamped and approved as these are the only DDs coming out of the bank account at present
 - We had to put together a current list of bank account signatories
 - We need to review the risk assessment framework
 - We need to obtain statements from EBC for the precept payments we have had this year – Simon to advise who the contact is at EBC
- All ready for the year end – lot of work to get there including:
 - Review and completion of VAT return
 - Review of Cost centre payments to ensure everything was marked against the correct cost centre
 - Review of Asset Register
 - Accruals/Adjustments
 - Review of draft AGAR
 - Left to do:
 - VAT for March and submission
 - Reconciliation of bank accounts for March
 - Check all accruals/adjustments
 - Run all reports for the year end
 - Prepare the Accounts folder for 22023-24 which will include Balance Sheet, Income & Expenditure, AGAR, Trial Balance, Nominal Ledger, Accruals, Reconciliations
- While completing the asset register:
 - It was clear that assets are understated at on AGAR at £3,784
 - This has been adjusted to the new figure of £25,967.89 which was the Purchase Value of the assets.
 - Assets are not depreciated as on other balance sheets but stated at Purchase Price for Parish Council Accounts.
 - Assets are also valued at £34,335.72 replacement value for insurance purposes
- While completing the VAT it became clear that the April to June 2023 submission had not been completed before 31st Dec 2023 which is an HMRC deadline and this may mean that HMRC will withhold £315.33 in VAT refunds. We will wait to see what HMRC do about this as they may pay it.
- Medisol BV who supply batteries for the Defibrillator at the Hare & Hounds needed to be paid and we have no means to pay them other than by BACS at the moment as they do not accept cheques
 - They gave us a deadline of end of March 2024 to pay.
 - We were not able to pay by BACS as you need a raiser of the payment and 2 separate signatories on the bank account which we do not have as we only have 2 people on there.
 - So I have paid them from my own personal account and will reclaim as an expense once we have more signatories on the Unity account as we only have myself and Cllr Hadleigh Moon at present so I cannot sign off the cheque to myself
- Monthly reconciliation and finances for February
- Met with Young adviser to the council for a cup of tea, she came up with some great ideas, mainly related to Environmental activities so I will bring those to the environment committee – could Hadleigh please add to the agenda?
- Preparation of Questions from the public for Planning meeting
- Organising Planning extensions for the month
- A day of interviewing and deliberations on 18th March alongside Cllrs Bray and Collon to hire a new clerk
- Also preparation for this meeting including agenda, appendices such as Brian Rhodes ballot papers etc
- Preparation of a set of objectives for a new clerk which we will hear more about later
- I want to thank the other councillors who have stepped in and helped with the workload which has been substantial while we have not had a clerk - particularly Gil Bray and Michael Collon who have been unswerving in their support

Updated Actions List

ACTIONS:	DESCRIPTION	CLLR	STATUS
Item 4:1	to discuss with Vanessa and contact Ian Burrows at EBC	Cllr Holt	Pending Date from VR
Item 9	to contact Adam Chalmers regarding the Elmbridge draft local plan.	Cllr Holt	Complete
	to contact Steve Wells regarding the above	Cllr Holt	Complete
Item 11	to contact the Young Advisor and send an Agenda.	Cllr Holt	Complete
Item 14:6	A draft Agenda to be produced by for the Annual Village Meeting	Cllr Holt	Complete
Item 14:7	to send details of PC Hallam to Cllr Holt	Assistant to the Chair	Complete
Item 16	to contact Ian Burrows regarding the Parade Sign to request possible assistance with the erection of this and a quote.	Cllr Bray	To report at next meeting
Item 18	to add the Civility and Respect Pledge to the CPC Website	Cllr Holt	Complete
Item 21	to supply Cllr Freeborn with the January Bank statements.	Cllr Holt	Complete
Item 25	to update the Risk Assessment for the Claygate clean up days.	Cllr Holt	Complete
Item 26	to contact EBC regarding collecting the rubbish from Clean up days.	Cllr Holt	Pending next date
Item 27:1	to contact Katherine Rumsey regarding our plot at the Flower Show	Cllr Herbert	In progress
Item 27:2	to supply relevant material for the stand at Claygate Flower Show	Parish Clerk	In progress
Item 30	to contact Community action regarding the Pension for the Clerk	Cllr Holt	Complete
Item 33	to apply for a grant to EBC for the Remembrance Marching	Cllr Holt	Complete