



Pebmarsh Parish Council



Chairman: Cllr M Sharp

Clerk: Mrs S Boydell

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Clerk's Report – Parish Council Meeting 29th May 2024

Minutes - Clerk prepared and circulated the minutes of the last meeting to present to the full council for agreement.

Website & Facebook – The Clerk has been uploading relevant posts to the website and Facebook page. The contact details section has been updated.

Emails & Phone Calls – The Clerk has liaised with Councillors and Parishioners regarding various subjects and issues with the result being either resolution or signposting.

Event Calendar – No new updates have been made to the planner.

End of Year Accounts – The Clerk has completed the end of year accounts

Internal Audit – The Clerk has met with the internal auditor, who has completed the internal audit for 2023/24, it was noted that due to the grant for the climbing wall, the total income exceeded £25,000, therefore the PC will not be able to apply for exemption from external audit this year.

ANNUAL CALENDAR (meetings will be added if required)	
December	<ul style="list-style-type: none"> Parish Council Meeting Review of Contractors Overview of Budget and Budget Review – agree precept
January	<ul style="list-style-type: none"> Submit demand for precept to Braintree District Council VAT reclaim
March	<ul style="list-style-type: none"> Parish Council Meeting Annual Parish Meeting
April	<ul style="list-style-type: none"> Internal Audit
May	<ul style="list-style-type: none"> Parish Council Meeting & Annual General Meeting Approve Accounts and Internal Audit Election of Chairman General Power of Competence (on election years) Review / Renew Insurance Policy Budget Monitoring Review Governance Documents-Standing Orders, Financial Regulations Review Risk Assessments (Operational and Financial Risk Assessment & Health & Safety Policy and Risk Assessment). Review Asset Register
July	<ul style="list-style-type: none"> Parish Council Meeting Clerk Annual Appraisal / Review Review Emergency Plan Review Governance Documents-Code of Conduct, Data Protection Policy, Subject Access Request Policy, Internal Controls Policy, Retention of Documents Policy
September	<ul style="list-style-type: none"> Parish Council Meeting Review Councillor Individual Roles Review Privacy Policy