

Clerks Report – Updated Tuesday, October 8, 2024

All recommendations in this report are made by the Clerk unless stated otherwise.

1024-60a Action Log

To note and discuss any urgent item not listed below.

a1 Pest Control. To discuss and agree away forward.

1024-60b Financial Matters

b1 Bank Balance 30th September 2024
00289201 – Lloyds £37,219.13 00162368 – Lloyds £5,453.91
80031534 – Redwood £65,680.06 Equals Money £180.01
Total £108,533.11

b2 Expenditure & Income
To discuss and approve the monthly expenditure and note the income. (August and September)

Expenditure

Date	Net	VAT	Total	Description	Supplier	Bank	Tender
08.10.2024	£1,354.22	£0.00	£1,354.22	Insurance	Clear Councils - Insurance	Lloyds	ONLINE
08.10.2024	£80.40	£4.02	£84.42	West Street Toilets - Electricity	Ecotricity	Lloyds	ONLINE
08.10.2024	£344.85	£0.00	£344.85	Caretaker Hours	Tim Lee (Tim Lee)	Lloyds	ONLINE
08.10.2024	£77.65	£0.00	£77.65	Pension	NEST	Lloyds	DIRDEBIT
08.10.2024	£1,300.83	£0.00	£1,300.83	Wages	Michelle Harrington	Lloyds	ONLINE
08.10.2024	£180.04	£0.00	£180.04	National Insurance & Income Tax	HMRC	Lloyds	ONLINE
02.10.2024	£315.00	£63.00	£378.00	External Audit	BDO LLP	Lloyds	ONLINE
02.10.2024	£14.00	£0.00	£14.00	NNDR	Dorset Council	Lloyds	DIRDEBIT
02.10.2024	£586.62	£117.32	£703.94	West Street Toilet Cleaning	J D Facilities	Lloyds	ONLINE
02.10.2024	£273.60	£54.72	£328.32	Scribe - Cemetery	Scribe - Starboard Systems Ltd	Lloyds	ONLINE
16.09.2024	£16.66	£3.33	£19.99	Shelving Gods Acre Shed	Lidl	Equals Money	ONLINE
19.09.2024	£40.00	£0.00	£40.00	Training - Councillor	DAPTC	Lloyds	ONLINE
19.09.2024	£83.53	£0.00	£83.53	Playground Rent	Woolley & Wallis	Lloyds	ONLINE
12.09.2024	£325.00	£0.00	£325.00	Donation	Swanage Defibrillator Community Partnership	Lloyds	ONLINE
£4,992.4		£242.39	£5,234.79				

All invoices listed have been examined, verified and certified by the Clerk as RFO.

Note 1: Explanation of payments: Clerks Hours 84hrs, (80hrs contracted hours, + 2hrs Additional Hours & 2hrs Gods Acre), £60 for monthly expenses, plus £17.10 Mileage (Gods Mileage marking grave) Hourly pay rate @ £16.30.

Recommendation: To approve all payments as listed in the Finance Summary + any regular payment not invoiced to date. Current Gross figure at time of printing = £5,234.79

Income

Date	Net	VAT	Total	Description	Bank	Customer
27.09.2024	£27,589.50	£0.00	£27,589.50	Precept	Lloyds	Dorset Council
12.09.2024	£33.25	£0.00	£33.25	Administration Equipment Usage	Lloyds	Puddletown Area Parish Council
30.09.2024	£198.44	£0.00	£198.44	Interest	Redwood Bank	Redwood Bank
	27,821.19	0	27,821.19			

1024-60c. Notice of Conclusion of Audit

To note BDO LLP have completed their review of the Annual Governance and Accountability Return (AGAR) for the years ending 31 -March 2024, and made no recommendations. The Notice of Conclusion of Audit was published on the CCPC website from 12th September 2024.

1024-60d Parish Safety

c1 Internal Weekly Playground safety report

a. Internal weekly report.

c2 Defibrillator monthly safety report:

In the last month, safety checks have been carried out on the defibrillators with no urgent items to report.

1024-60e Caretakers report

This month the Caretaker has carried out play park inspections, cleaned the square, cleaned the slide, cleared the car park sump & cleared the ivy from the bus shelter.