

Staple Parish Council
SPC Meeting 8/1/25
Clerk's report – 8/1/24

Cash and banking

Parish Council Accounts	Bank Reconciliation	Page 1 of 1
Staple Parish Council		Printed: 08/01/2025
With effective date up to 08/01/25		
Showing Payments In and Payments Out		
Nominal code : 150	Nominal name : Bank current account	
Unreconciled entries		
<u>Date</u>	<u>Type</u>	<u>Reference</u>
<u>Reference 2</u>	<u>Debit</u>	<u>Credit</u> <u>R.</u>
09/10/2024	Expenditure	Dover DC
		Flyer printing
13/11/2024	Expenditure	Village Hall
		Grant Insurance
08/01/2025	Expenditure	HMRC
		HMRC
08/01/2025	Expenditure	Sophie Gaskain
		Clerk
		0.00
		1,620.00
Summary:	Balance on a/c 150	10,728.41
	Reconciled payments in	0.00
	Reconciled payments out	0.00
	Unreconciled payments in	0.00
	Unreconciled payments out	-1,620.00
	Predicted bank statement	12,348.41
	Entered bank statement value	12,348.41
	Difference	0.00

Budget/Precept request – need to send off by 24th January

Correspondence

Number	Date	Who From	About	Status
1	17/12/24	DDC	Precept Request	Forwarded – to complete
2	17/12/24	Deborah O'Brien	Audit	Forwarded to complete
3	Dec 24	Kent Police	Little Stour and Ashstone newsletter	Forwarded
4	20/12/24	Community Voice – Kent Police	Engagement van Jan 23 rd 11AM	Received – what action?
5	17/12/24	KALC	Parish council Support Scheme – focus on addressing isolation and loneliness	Received - Deadline 31 Jan
6	Jan 25	DDC Councillors Bartlett and Porter	Newsletter	Received

Planning to consider

None at the moment.

Other

- Logins:

I'm into the bank account and have changed the correspondence address.

I'm into HMRC, have issued Hannah a P45 and managed the payroll for Dec. I have also raised the quarterly cheque for HMRC – which goes in Jan, April, July, October.

- Digital
 - Cloud Storage – all info has been moved onto the onedrive cloud. At the moment we are within the storage minimum so no charge
 - Website updates– I'm in and starting to understand how one.com works...
 - I have sent Roger a SPC email.

- Policies / Documents

Standing Orders		Found – but needs to be updated to 2023 version KALC
Financial Regulations		?
Councillor code of conduct		
Data		
Statement of Internal Controls		
Biodiversity		
Risk Assessment		
Asset Register		
Roles and Responsibilities of Councillors		

Should I focus on the standing orders and financial regs for next month? Can prepare a draft of both to consider.

- Audit
 - Ms O'Brien is happy to audit us. Stand by your beds! I have the letter to sign.