**Temple Guiting Parish Council**

Clerk’s Report for

**Wednesday 7thJune to 2nd August 2017**

(Points numbered according to the minutes of the last meeting.)

7 a) Clerk has provided list of expected payments for the year against budget and actual balances. Projects postponed.

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 c/d) Documents sent to external auditors.

e) Further quote for insurance received. Insurance renewed with Community First as no significant difference in price.

8 Clerk has investigated meeting with the Head Mistress/Parent Teacher Association for Temple Guiting School. A new head will arrive in September and a new leader of the PTA will shortly be appointed. Clerk will arrange meetings when the new personnel are in place and the local police officer regarding speeding and parking around the school.

 Clerk has sent a claim for a £3,355.91 VAT refund.

Further suitable internal controls are to be discussed at the meeting on 2nd August.

10 Documents have been checked and amended with the new meeting frequency.

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