

Wickham Market Parish Council – Clerk’s Report 17 January 2022

The first 60 days work has included:

1. **New Bank Mandate** is with Barclays for processing
2. **Systems access**, security and back up has been completed:
3. **Initial review of essential processes** associated with immediate internal financial control.
4. **Essential data archiving** in line with GDPR regulations to prevent some systems from locking out due to overuse of data storage. Handover included 15,000 electronic files in 570 folders. 12,000 of these files have now been archived. Handover also included an email file that was 15GB in size which has now been archived down to 6GB. There is still a huge amount more to do to comply with GDPR and data retention
5. **External Audit for 2020-21**. There is an outstanding Audit issue with PKF Littlejohn who are the external auditors. In order to respond to this issue I have had to:
 - 5.1. Complete a detailed review of all Governance processes that were in place for 2020-21 and demonstrate that they meet the minimum auditable requirements
 - 5.2. Complete a detailed review of the transaction history for receipts and payments for 2020-21 to demonstrate that public funds have been managed effectively
6. **Rialtas accounting system** has been reviewed. As it is not fit for purpose, an interim Microsoft Excel model has been written to manage the current year accounts. A more permanent solution will be implemented before the new financial year
7. **Budget Review for 2021-22** has been completed and a proposed Budget for 2022-23 created for approval
8. **Sizewell C Legal Deed of Obligation** has been reviewed with lawyers and a one page brief produced to explain what is required from Wickham Market Parish Council.
9. **Market Licenses reviewed and prepared for signature**
10. **Priorities for the next 60 days include**
 - 10.1. Complete review of all Governance documentation
 - 10.2. Review of maintenance contracts
 - 10.3. Review of leases and take advice on the most appropriate way forward
 - 10.4. Write a robust financial management and planning model
 - 10.5. Ensure that all documents that require Council authorisation are in place before March
 - 10.6. Complete any work required for 2020-21 Audit
 - 10.7. Prepare for 2021-22 Audit
 - 10.8. Prepare new councillors guide