

Clerk Report – 4 May 2020

1. Before finalising the end of year accounts went through all previous invoices to find all the VAT that OPC should have reclaimed from 2016 onwards. (This is the furthest point that OPC can reclaim to). The total for OPC to reclaim is £1338.39 and a VAT126 has been completed and supporting documents posted to HMRC. It should be noted that £660.00 of this VAT reclaim was from a grant award so will need to be returned to the funding source. ESC is checking this out for me. The OPC VAT reclaim balance is therefore £678.39 which does not appear in the 2020/21 budget.
2. Prepared the end of year accounts ready for the Internal Auditor and these are due to be collected on 8 May 2020.
3. Completed the application form to set up the three OPC bank accounts with Unity Trust Bank. Whilst setting up the Unity Trust Bank account a required document for submission was a Business Plan. I drafted and submitted the necessary document, and the Business Plan/Action Plan can be worked on in the future and used as a working OPC document.
4. Managed to arrange for ESC to pay the Precept into the new bank account.
5. Started the process for transferring Barclays current account money to be transferred to the new account.
6. Arranged for ESC to make payments on behalf of OPC – 3 payments. I have asked ESC for a statement so that the monies can be paid from Unity Trust Bank account (see payment schedule).
7. Chair and I attended virtual SALC session on 15 April 2020.
8. With the help of Cllr Jane Murray arranged for purchase and delivery of leaving gifts.
9. Prepared the draft Standing Orders and Financial Regulations.
10. On a regular basis forwarded on the coronavirus update emails.
11. Attended a couple of Zoom meetings with the OPC Website Group.