

Clerks Report

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

1024-95a Finance

1

Bank Balance
As of 30th September 2024

Unity - 399	£21,912.03	Unity - 697	£28,104.90
Redwood	£TBC	Equals Money	£0.00
Total	£50,016.93 (To be updated with Redwood balance)		

2

Monthly Expenditure
To approve the below expenditure

Date	Net	VAT	Total	Description	Supplier	Bank	Tender	Power Used for Spend
01.10.2024	£18.00	£0.00	£18.00	Service Charge	Unity Bank	Unity Trust]	ONLINE	Administration of the council - Local Government Act 1972 s 112 (1)
01.10.2024	£420.00	£84.00	£504.00	External Audit	BDO LLP	Unity Trust	ONLINE	Administration of the council - Local Government Act 1972 s 112 (1)

To note the report was prepared before the 1st October and therefore Salaries and other items are to be confirmed.

Monthly Income
To note the below income

Date	Net	VAT	Total	Description	Customer	Bank
01.10.2024	£201.56	£0.00	£201.56	Interest	Unity Bank	Unity Trust - Savings
01.10.2024	£26,389.50	£0.00	£26,389.50	Precept	Dorset Council	Unity Trust - Day to Day
	26,591.06	0	26,591.06			

3. Equal's Prepaid Card

Over the past 12 months, there have been occasions where the Clerk needed to purchase small items, such as stamps. Since prior authorisation was not obtained, there were insufficient funds on the Equals Prepaid Card. As a result, the Clerk used personal funds to cover these expenses, which were subsequently reimbursed.

Financial Regulations: "5.15 Individual purchases within an agreed budget for that type of expenditure may be authorized by: • The Clerk, under delegated authority, for any items below £500 excluding VAT."

Recommendation: Allocate £200 to the Equals Prepaid Card for the Clerk's monthly use. Each time a purchase is made, it will be reported to the Council, and the Equals Card balance will be topped up to £200 as needed.

4. Notice of Conclusion of Audit.
BDO LLP have completed their review of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2024, and made no recommendations.
The Notice of Conclusion of Audit was published on the PAPC website from 18th September 2024 as required.

1024-95b Correspondence

1. DAPTC AGM Notification.
To discuss and agree away forward.

Recommendation: To discuss and agree a way forward.

1024-95c Tree Planting Puddletown Rec Update

The 420 Saplings are expected to arrive between 4th – 15th November.

The Puddletown CE VC First School have stated they would be able to send 8 – 10 children from years 3's and 4's on Wednesday 20th November in the afternoon, (specific time to be confirmed).

The Cricket Club have stated they will get a team of volunteers together and have suggested Friday afternoon (after school) so that the younger players can be included. The football club are yet to respond.

Recommendation: To discuss and agree a planting day and time.