

Shotley Parish Council  
RFO Report  
21/12/06

1. The Draft Precept presented at the last meeting has now been finalised and is ready for approval by the Council. All the necessary forms will be handed to the Chairman for signing purposes.
2. All queries from Lubbock Fine have been investigated and answered. The final report was sent by Special Mail Recorded Delivery at the end of November and the Auditors are still working on it. It took sixteen hours to complete this task and this amount is being claimed on this month's salary figure, hence it's increase.
3. Appraisals for both the Clerk and the RFO have taken place and consideration is to be given to the number of hours worked by each member of staff as both cases need to be re-assessed. Please see attached schedule for further details.
4. After disputing the charge from A.G.Alexander, the RFO has taken into account the fact that the Council had been supplied with a quote, even though it was not a detailed one, for the work carried out at the Ganges Playarea. Therefore, Invoice No. 8825 for £123.38 will be processed for payment at this meeting but in future we should request quotes that provide us with a detailed breakdown of any work to avoid this scenario re-occurring.

5. Our reserves are as follows:

Community Account	£1.510.45
Premium Account	£443.78
Tracker Account	£31.698.56
Sub-total	£33.652.79
Earmarked Reserves:	
Ganges Playarea Depreciation	(£2.500.00)
Kingsland Playarea Depreciation	(£2.500.00)
Grand Total	<b>£28.652.79</b>

This total does not include today's Accounts Payable.

6. Please note that I will be on Holiday for 1 week from 25/12/06.