**Clerks Annual Summary May 2019**

2018 was a transitional year for NMPC, the experienced, long-standing Clerk left, and it was three months before a new Clerk and Responsible Financial Officer was appointed.

The new Clerk arrived as the position of Chair of Finance became temporarily vacated.

It has been a busy few months whilst I have acclimatised myself to the practises and procedures used in Parish accounting and the complexities of this varied and interesting role.

The internal audit is underway. Due to the period without a clerk and the transition to a new clerk this means that there is more audit work than usual needed this year. I am expecting that there will be some recommendations that will be helpful moving forwards.

As well as looking after the accounts I have been busy reviewing the current Parish policies and procedures in line with HAPTC guidance. There is a programme of review now in place and this will continue to be followed until all required policies and procedures are in place and adopted.

I am working through an annual to-do plan but budgets, followed by elections and now audit have put a temporary halt to progress.

The new website is currently with a designer and going forward it is my intention to get that up and running, along with our social media, as soon as it is feasible. The statutory and accounting demands are currently taking precedence.

As well as raising our Parish profile I am keen to explore ways to work with our newly-elected council in improving engagement with our local community, particularly as we come to assess our 3-year spending plans with our newly-elected council.

I am just about to start working towards obtaining my Cilca, Certificate in Local Council Administration, this will have direct benefits to NMPC and I will be concentrating on my submissions once the audit has been signed off.

I would like to thank the Councillors, Warden, PCSO’s and residents for supporting me and making me so welcome in my first few months.

*Nikki Bugden*

Nikki Bugden

Responsible Financial Officer &

Parish Clerk