**Agenda item 4**

**Progress Report – Finance and Corporate Governance Committee 14.1.20**

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| **Item** | **Progress** |
| **Quality Council** | Not currently being progressed due to staff workload. |
| **Risk assessments** | Transfer of generic risk assessments onto new format ongoing. |
| **BACS Payment of salaries** | BACS payment provision set up by Town Council’s bank awaiting notification from Shropshire Council on when it will be used for payroll. |
| **Computer Hard Drives** | 4 Hard Drives Collected by Severn Business Solutions awaiting disposal certification. |
| **Training** | Finance training for Councillors held 21.10.19  Clerk not booked onto February conference due to overspend of staff training budget and work commitments during date of conference. |
| **VAT** | 3rd quarter VAT to be claimed. Council now set up for Making Tax Digital. |
| **GDPR** | Staff continue to work to principals of GDPR. CCTV guidelines for third party viewers currently being drafted. |