

### Progress Report – Finance and Corporate Governance Committee

Item	Progress
<b>Risk assessments</b>	All new risk assessments being completed in new format. Finance Risk Assessment updated to include internal audit recommendations
<b>BACS Payment of salaries</b>	BACS payment provision set up by Town Council's bank awaiting notification from Shropshire Council on when it will be used for payroll.
<b>Training</b>	New training programme to be planned for 2022 Planning, Finance, General Councillor
<b>Policy Review</b>	Draft received awaiting amendments
<b>VAT</b>	3rd quarter VAT to be claimed
<b>GDPR</b>	Staff continue to work to principals of GDPR. CCTV guidelines for third party viewers currently being drafted.
<b>Office move</b>	Completed
<b>Office 365</b>	Sharepoint is up and running for councillors to access files should they wish to receive them this way
<b>Cyber policy</b>	Deferred until new it equipment installed after office move.
<b>Covid-19</b>	Staff continue to follow guidelines regular lateral flow tests and risk assessments for office working.