

Progress Report – Finance and Corporate Governance Committee

Item	Progress
Risk assessments	All new risk assessments being completed in new format. Still awaiting response ref Town Hall flagpoles
BACS Payment of salaries	BACS payment provision set up by Town Council's bank
Training	Finance training booked for all councillors
Staff Training	Groundsman booked on refresher courses for equipment 12 th and 13 th Dec Groundsman Ladder Training completed Project Assistant to start CILCA in Autumn First Aid course to be organised for Clerk and Groundsman Clerk – Cybersecurity Basics course finished.
Policy Review	Complete
VAT	2 nd Quarter VAT claim to be submitted
GDPR	Staff continue to work to principals of GDPR.
Office 365	Sharepoint is up and running for councillors to access files should they wish to receive them this way
Cyber policy	Deferred.
Audit	Complete
Multi pay card application	Completed awaiting cards
CCLA Property Fund	Meeting still to be set up