**Agenda item 4**

**Progress Report – Finance and Corporate Governance Committee 7.7.20**

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| **Item** | **Progress** |
| **Risk assessments** | All new risk assessments being completed in new format. |
| **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 disposal certification received. |
| **Copier** | New contract signed |
| **Training** | Clerk attend February SLLC conference Booked to attend Public Events Training 23.7.20Groundsman to have tractor, trailer and flail training once new tractor delivered |
| **VAT** | 1st quarter VAT to be claimed |
| **Audit** | Papers submitted to Mazars 1.6.20, audit notices signed and in place on website for period of public inspection 15.6.20. Internal auditor sent screenshot. |
| **GDPR** | Staff continue to work to principals of GDPR. CCTV guidelines for third party viewers currently being drafted. |