

Progress Report – Finance and Corporate Governance Committee

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.
Training	Groundsman's Training on Tractor and Trailer Driving and Tractor Mounted Mower completed
VAT	3rd quarter VAT to be claimed awaiting final bank statements
GDPR	Staff continue to work to principals of GDPR. CCTV guidelines for third party viewers currently being drafted.
Staffing Review	Complete application pack on agenda Assistant Clerk job description and title to change from 1.4.21 as agreed at November Town Council meeting.
Covid-19	Staff continue to follow guidelines Assistant Clerk currently working from home predominantly