**Progress Report – Finance and Corporate Governance Committee 6.10.20**

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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. |
| **Copier** | installed |
| **Mobile** | Received however 12 month contract no longer on offer for price quoted so 24 month contract taken out slightly cheaper rate and no purchase cost for phone  |
| **Training** | Clerk booked to attend SALC’s contracts training 3.12.20 |
| **VAT** | 2nd quarter VAT to be claimed |
| **Audit** | Completed |
| **GDPR** | Staff continue to work to principals of GDPR. CCTV guidelines for third party viewers currently being drafted. |
| **Staffing Review** | Review started interviews being conducted with staff and selected councillors by Shropshire Council |
| **Covid-19** | Staff continue to follow guidelines |