

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 16th September 2019 at 6.30 pm at the Parish Office, Williton

Attendees:

Councillors	Payne (Chairman), Hooper, Nye (arrived at 6.37pm) Peeks, Perrett and White (arrived at 6.45pm)
Public	None
Other	Mrs M Francis

Apologies:

Councillors	Aldridge and Howes
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19/39A The Chairman advised the meeting would be recorded.

19/40A **Apologies as noted above**

19/41A **Declarations of Interest - There were none.**

19/42A **Approval of Minutes of the Finance & Administration Committee Meeting held on 15th July 2019**

After a proposal from Cllr Perrett, seconded by Cllr Payne, it was **resolved** to approve the minutes.

19/43A **Matters from the Minutes – for the purpose of report only**

There were none.

19/44A **Parish Office**

19/44.1A (Item 19/33.1A) Repair to Parish Clock – The Clerk reported the clock had been repaired, the invoice had been received for payment; upon receipt of payment the parts would be returned and re-instated by an electrician.

19/44.2A (Item 19/33.1A) The Clerk advised the carpet cleaning had been undertaken.

19/45A **Budget**

19/45.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 31st July and 31st August 2019.

19/45.2A The provisions as at the 31st July 2019

Current Account	£ 64,074.55
Santander Time Deposit 18mths	£ 71,602.39
Nationwide Building Society	£ 50,081.03
Petty Cash	£ 38.05
	<u>£ 185,796.02</u>

The provisions as at the 31st August 2019

Current Account	£ 55,991.29
Santander Time Deposit 18mths	£ 71,602.39
Nationwide Building Society	£ 50,081.03
Petty Cash	£ 12.91
	<u>£ 177,687.62</u>

19/46A **Bank Reconciliation**

It was **resolved** to note that Cllr Payne would carry out the bank reconciliation for the month of July and August 2019.

19/47A **Accounts for payment**

It was unanimously **resolved** to note the payments on the attached list. Proposed Cllr Peeks; seconded Cllr Hooper.

19/48A **Correspondence**

19/48.1A An introductory letter regarding Internal Audit Services had been received from IAC Audit & Consultancy Ltd had been forwarded. The Clerk was requested to obtain a quotation and report back to the next meeting.

- 19/48.2A SALC – VAT for Local Councils Course – It was noted this course was now full. It was resolved the Clerk would obtain clarification from the VAT office and SALC regarding the threshold of when vat should be charged on bookings.
- 19/49A Renewal of Contract for Phone Line and Broad Band**
After a proposal from Cllr Peeks; seconded by Cllr Hooper, it was unanimously **resolved** to enter a 24-month contract with British Telecom for line rental, unlimited calls and fibre broadband bundle, with a free hub and free 4G assure back up for a cost of £55.99 per month.
- 19/50A Review of Financial Regulations**
It was resolved to accept the changes as per recent changes from NALC. The options regarding payment of goods, such as credit/procurement card would be looked into.
- 19/51A Review of Asset Register**
This item was deferred
- 19/52A Review of Risk Management**
After a proposal from Cllr Hooper, seconded by Cllr Peeks, it was **resolved** to recommend to Full Council the adoption of the Risk Management
- 19/53A Website**
After a proposal from Cllr Peeks, seconded by Cllr Hooper, it was unanimously **resolved** to accept the cost of £80.00 + vat for Function 28 Ltd to make the necessary amendments to the website to comply with the NALC L09-18 The Public Sector Bodies (Website and Mobile Applications) (No 2) Accessibility Regulations 2018.
- 19/54A Matters for the next meeting to be held on 21st October 2019**
Budget
Debit card and other points on Financial regulations
- 19/55A To pass a resolution to exclude the Press and Public from the remainder of the meeting due to personnel matters**
Proposed Cllr Hooper, seconded Cllr Peeks – unanimously **resolved**.
- 19/56A Staff Hours**
After a proposal from Cllr Hooper, seconded by Cllr Peeks, it was unanimously **resolved** to allow the Clerk an extra 20 hours per 4 weeks, due to the extra work regarding the pavilion, until the Personnel meeting met to discuss further.

Meeting closed at 7.35 pm

Signed as a true and correct recordCllr Payne Dated21st October 2019.....