

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 18th November 2019 at 7.00 pm at the Parish Office, Williton

Attendees:

Councillors	Payne (Chairman), Hooper and Howes
Public	None
Other	Mrs M Francis, Cllr Woods

Apologies:

Councillors	Aldridge
--------------------	----------

19/71A The Chairman advised the meeting would be recorded.

19/72A **Apologies as noted above**

19/73A **Declarations of Interest** - There were none.

19/74A **Approval of Minutes of the Finance & Administration Committee Meeting held on 21st October 2019**

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

19/75A **Matters from the Minutes – for the purpose of report only**

19/75.1A (Item 19/62.2A) It was **resolved** to note the step ladder had been purchased

19/75.2A It was **resolved** to note the Grievance and Disciplinary Policy and Procedure had been adopted by Full Council with no amendments

19/75.3A (Item 19/53A) It was **resolved** to note the amendments had been made to the website in conjunction with the Accessibility Regulations 2018.

19/76A **Parish Office**

19/76.1A PAT Testing – it was **resolved** to note the PAT testing had been completed on 14th November 2019.

The Clerk reported the security lights on the outside of the building were not working, after a proposal from Cllr Howes, seconded by Cllr Hooper, it was **resolved** to have them checked and repaired by the Electrical contractor.

19/77A **Budget**

19/77.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 31st October 2019

19/77.2A The provisions as at the 31st October 2019

Current Account	£	90,020.89
Santander Time Deposit 18mths	£	71,602.39
Nationwide Building Society	£	50,081.03
Petty Cash	£	30.96
	£	<u>211,735.27</u>

19/77.3A Budget Considerations 2020/2021 – The budget was discussed and alterations made for recommendation to Full Council at the December meeting.

19/78A **Bank Reconciliation**

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

19/79A **Accounts for payment**

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

19/80A Correspondence

19/80.1A Somerset County Council – a letter had been received to advise they had implemented electronic invoicing and requested future invoices were emailed as PDF's.

The Clerk had received price to place the advert regarding the Tender for Grounds Maintenance and Spraying contracts 2020-2021 in both the local papers. It was **resolved** to place the advert in the West Somerset Free Press and contact companies direct to obtain prices.

19/81A Review of Financial Regulations

No update received regarding card/procurement card

19/82A Review of Asset Register

This would be undertaken by Cllrs Howes, Hooper and Payne, with the Clerk completing items within the office. The Clerk would forward the asset register.

19/83A Matters for the next meeting to be held on 20th January 2020

Meeting closed at 8.00 pm

Signed as a true and correct record Cllr Payne Dated 20th January 2020