

WILLITON PARISH COUNCIL
Minutes of the Finance and Administration Committee Meeting
held on 20th January 2020 at 7.00 pm at the Parish Office, Williton

Attendees:

Councillors	Payne (Chairman), Howes and Peeks
Public	None
Other	Mrs M Francis

Apologies:

Councillors	Aldridge and Hooper
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19/84A The Chairman advised the meeting would be recorded.

19/85A **Apologies as noted above**

19/86A **Declarations of Interest** - There were none.

19/87A **Approval of Minutes of the Finance & Administration Committee Meeting held on 18th November 2019**

It was **resolved** to approve the minutes.

19/88A **Matters from the Minutes – for the purpose of report only**

The Clerk reported the asbestos inspection on the Parish Office had been undertaken and awaited the final report.

19/89A **Parish Office**

19/89.1A It was resolved to obtain three quotations for the Ricoh printer – one to include full maintenance and one for toner only.

19/89.2A The quotation for upgrading the Office IT equipment was discussed. After a proposal from Cllr Howes, seconded by Cllr Peeks, it was unanimously **resolved** to recommend to Full Council that the I5 processor quotation was accepted as this would provide faster operations.

19/90A **Budget**

19/90.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 30th November and 31st December 2019

19/90.2A The provisions as at the 30th November 2019

Current Account	£ 79,830.61
Santander Time Deposit 18mths	£ 71,602.39
Nationwide Building Society	£ 50,081.03
Petty Cash	<u>£ 30.96</u>
	<u>£ 201,544.99</u>

The provisions as at the 31st December 2019

Current Account	£ 75,699.97
Santander Time Deposit 18mths	£ 71,602.39
Nationwide Building Society	£ 50,081.03
Petty Cash	<u>£ 30.96</u>
	<u>£ 197,414.35</u>

19/90.3A It was resolved to note the Precept had been submitted and a receipt of confirmation received.

19/91A **Bank Reconciliation**

It was **resolved** to note that Cllr Payne would carry out the bank reconciliation for the months of November and December 2019.

19/92A **Bank Signatories**

It was **resolved** to add Cllr Howes as a signatory to the Parish Council account to increase the signatories to four.

19/93A Accounts for payment

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

19/94A Correspondence

19/94.1A (Item 19/32A) A letter had been received from WASPS confirming their withdrawal of their affiliation from Parkinson's UK and a revised request for funding for £280.00. The previous grant application of £350.00, which had been agreed at Full Council, was currently held in the provisions. After a proposal from Cllr Peeks, seconded by Cllr Howes, it was **resolved** to release the reserve, granting £280.00 to WASPS with the remainder reallocated back to general reserves.

19/94.2A A note of thanks had been received from the RBL Poppy Appeal donation box; the sum of £81.15 had been donated.

19/95A Insurance Renewal

Three quotations would be sought for the renewal of the Insurance

19/96A Review of Financial Regulations

There was no update regarding the card/procurement card

19/97A Review of Asset Register

A copy of the Asset Register would be forwarded to Cllr Howes.

19/98A Matters for the next meeting to be held on 17th February 2020

Review of Grant Application Policy

Expenses and Mileage allowance form

Mobile phone/s for Clerk and/or Assistant Clerk

Meeting closed at 7.53 pm

Signed as a true and correct record Cllr Payne

Dated ... 17th February 2020