

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 17th February 2020 at 7.00 pm at the Parish Office, Williton

Attendees:

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

Apologies:

Councillors	Hooper, Peeks and Woods
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19/99A The Chairman advised the meeting would be recorded.

19/100A **Apologies as noted above**

19/101A **Declarations of Interest** - There were none.

19/102A **Approval of Minutes of the Finance & Administration Committee Meeting held on 20th January 2010**

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

19/103A **Matters from the Minutes – for the purpose of report only**

19/103.1A It was noted that Full Council had agreed the upgrade of IT equipment

19/104A **Parish Office**

19/104.1A (Item 19/89.1A) Office Printer - The clerk advised on prices that had been received from one company. It was unanimously **resolved** to recommend to Full Council to accept the prices, if there was no further response from other companies. Proposed Cllr Aldridge seconded Cllr Howes.

19/104.2A Damp Course on Parish Office – as no damp appeared visible, it was resolved to monitor and obtain advice if a problem occurred.

19/104.3A The clerk advised a verbal report had been received advising asbestos was present in the bitumen adhesive under all flooring, but there was a low risk. The full report was awaited.

19/105A **Budget**

19/105.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 31st January 2020. This was discussed at length with the following observations made: Lengthsman budget – scrutinise in November; SCC ground maintenance – the clerk would look into the history of the council's donation towards cost.

19/105.2A The provisions as at the 31st January 2020

Current Account	£ 69,224.58
Santander Time Deposit 18mths	£ 71,602.39
Nationwide Building Society	£ 50,081.03
Petty Cash	£ 42.04
	<u>£ 190,950.04</u>

19/106A **Bank Reconciliation**

It was **resolved** to note that Cllr Payne would carry out the bank reconciliation for the month of January 2020

19/107A **Bank Signatories**

Cllr Payne had been added as a signatory. The Clerk had the papers for Cllr Howes to complete and submit.

Action: Cllr Howes

19/108A **Accounts for payment**

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

19/109A Correspondence

19/109.1A SALC VAT Course – it was **resolved** the Clerk would attend the course. Proposed Cllr Aldridge seconded Cllr Howes. Cllr Payne explained due to the time delay of requesting authorisation to attend courses, they were sometimes fully booked and suggested Personnel Committee be given the authority to authorise attendance. After a proposal from Cllr Aldridge, seconded by Cllr Howes, it was **resolved** to recommend to Full Council that staff and councillors can be authorised to attend courses if appropriate for their work, by agreement of Personnel Committee, by email, if it remains within budget.

A note of thanks had been received from WASPS

19/110A Insurance Renewal

Quotations would be sought on the current schedule, after the removal of the item headings 'paintings' and 'strimmer'.

19/111A Review of Financial Regulations

Members were presented with options regarding a Debit Card, Credit Card and Charge Card. After a proposal from Cllr Howes, seconded by Cllr Aldridge, it was unanimously **resolved** to recommend to Full Council an application for a charge card was submitted, the use of which would be in accordance with the Financial Regulations.

19/112A Review of Asset Register

Cllr Howes was thanked for her work to date. Cllr Aldridge would check the flood shed. Staff would check the office items.

19/113A Parish Office Hire Charges

After a proposal from Cllr Howes, seconded by Cllr Aldridge, it was unanimously **resolved** not to make any alterations to the current charges.

19/114A (Item 19/13C) Mobile Phone for Office Staff

Cllr Payne explained the request from Personnel Committee to purchase mobile phones. The reasoning behind being the landline would be answered between the hours of 10am and 12noon – outside of these hours it would be answered only when staff felt it would not impact on their work. Out of these hours and only during working hours, Councillors would be able to phone the mobile and receive a reply. The phones would also be used if staff attended courses.

After a discussion, it was unanimously **resolved** to recommend to Full Council the purchase of two pay as you go mobile phones, up to a value of £50.00. Proposed Cllr Howes seconded Cllr Aldridge.

19/115A Review of Grant Application Policy

Amendments had been made to the Grant Application Policy and the introduction of 'Guidance Notes and Conditions of Funding'. It was unanimously **resolved** to recommend to Full Council the amended application document and the new guidance notes. Proposed Cllr Howes seconded Cllr Aldridge.

19/116A Expenses and Mileage Allowance Form

It was **resolved** the Clerk would amend the current mileage form to include an expense re-imbursement form, which would be submitted for payment at the next available meeting.

19/117A Matters for the next meeting to be held on 16th March 2020

Meeting closed at 8.36 pm

Signed as a true and correct record Cllr Payne Dated 16th March 2020