

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 16th March 2020 at 7.00 pm at the Parish Office, Williton

Attendees:

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

Apologies:

Councillors	Peeks
--------------------	-------

19/118A The Chairman advised the meeting would be recorded.

19/119A **Apologies as noted above**

19/120A **Declarations of Interest** - There were none.

19/121A **Approval of Minutes of the Finance & Administration Committee Meeting held on 17th February 2020**

It was **resolved** to approve the minutes. Proposed Cllr Howes, seconded Cllr Payne.

19/122A **Matters from the Minutes – for the purpose of report only**

19/122.1A (Item 19/116A) Expenses and Mileage Allowance Form – accepted. Proposed Cllr Howes, seconded Cllr Hooper. Unanimously **resolved**.

19/123A **Parish Office**

19/123.1A It was agreed to display Hanging Baskets again this year. Proposed Cllr Woods, seconded Cllr Hooper, unanimously **resolved**.

19/123.2A It was **resolved** touch-up painting would take place at a time to be decided as the work would be done in-house.

Due to the Coronavirus outbreak a discussion took place regarding the information given at a televised conference just before the meeting from Central Government advising avoid non-essential contact and the email received from SALC late this afternoon advising “*One action I would urge all councils to consider at the moment is to put in place the necessary delegations to ensure that the day to day activities of the council (especially payments) can continue in the event of formal meetings having to be cancelled. The simplest way of doing this, is to resolve at a meeting to delegate all such financial and administrative matters to the clerk in consultation with the chairman and vice chairman*”.

The clerk advised she had phoned SALC before this meeting to ask how to act on their advice of delegating powers to the Clerk in conjunction with the Chairman and Vice Chairman. SALC asked if there was anything of the agenda that could cover this event – I explained it was FAC and that it could go under the ‘Parish Office’ item. His response was ‘not textbook, but in these exceptional circumstances it was advisable’ and would suggest ‘get it through tonight’. Justin stressed I must pass on that delegation to the Clerk in conjunction with the Chairman or certain members would mean that the Clerk has the final say as the legal officer. The clerk informed members of this at the meeting.

Holding an extra ordinary meeting on Friday 20th March was offered, however, four members present advised they would not attend this meeting, which would result in it being inquorate.

Therefore, the following was resolved:

- To suspend all meetings until further notice
- Delegation was given to the Clerk in conjunction with the Chairman and Vice-Chairman, on the understanding that the Clerk had the final decision.
- Cheques could be posted to Councillors for signing if necessary
- These measures would stay in place until further advise was received
- To follow advise from SALC

Proposed Cllr Payne, seconded Cllr Howes and unanimously **resolved**

In addition, due to the advice and exceptional circumstances, it was further resolved that all Parish Council events and Trustee meeting and events at the Pavilion would be cancelled, however, bingo would carry on 17th March as items had been purchased, but this would be the last one until further notice.

19/124A Budget

19/124.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 29th February 2020.

19/124.2A The provisions as at the 29th February 2020

Current Account	£ 63,723.74
Santander Time Deposit 18mths	£ 71,602.39
Nationwide Building Society	£ 50,081.03
Petty Cash	£ 40.79
	<u>£ 185,447.95</u>

19/124.3A After a proposal from Cllr Woods, seconded by Cllr Howes, it was unanimously **resolved** to agree the allocation of following be added to provisions, to be carried over to the next financial year.

- Parish Signage £1,499.00 to be added for Finger Posts
- Community Enhancements £3,000.00 to be added to the Community Project
- £7,000.00 from budget underspend to be added to the Community Project

19/125A Bank Reconciliation

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

19/126A Bank Signatories

Cllr Aldridge would be added as a signatory.

19/127A Accounts for payment

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

19/127.1A Payment of WWMRG Subsidy would be made, less the cost for the pavilion insurance.

19/127.2A A request had been received from Cllr Peeks to purchase postage stamps due to the price increase due on 23rd March 2020. After a proposal from Cllr Hooper, seconded by Cllr Howes, it was **resolved**, with one against, to purchase 200 second class stamps.

19/128A Correspondence

19/128.1A Santander Business Banking – changes to terms and conditions of account - noted

19/129A Insurance Renewal

Only one quotation had been received to date, this would be discussed when further prices were received.

19/130A Review of Financial Regulations

Full Council had agreed to the application of a Charge Card. A letter of application had been submitted to Lloyds Bank and a reply was awaited.

19/131A Review of Asset Register

Cllr Payne had completed the check of items in the flood shed. Staff would check the office items.

19/132A Health and Safety Contract

It was resolved to obtain prices regarding a new contract for a health and safety consultant.

19/133A Review of Grant Application Policy

This document was awaiting agreement from Full Council

19/134A Audit of Accounts 2019-2020

The Clerk advised due to the coronavirus outbreak; NALC were consulting with Central Government regarding an alteration to the submission date. Further information would be forwarded to members when available.

19/135A Matters for the next meeting - TBC

Meeting closed at 7.47 pm

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