



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

16th September 2020

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **21st September 2020, at 7.00 pm**, at Parish Council Office, Williton for the purpose of transacting the following business. If there are items from the public the meeting will commence at 7.15pm. *The Local Authorities (Coronavirus) (Flexibility of Local Authority meetings) (England) Regulations 2020*

Members of the press and public are invited to address the Council 15 minutes prior to the commencement of the meeting at approximately 7.00pm, providing the notice period has been complied with. Please see Public Participation Notice.

Covid-19: changes to how we hold Parish Meetings

- Following changes to government rules, Williton Parish Council will use video conferencing for the purpose of this Parish Meeting.
- Councillors will use "Zoom" to take part in the meetings and vote on agenda items.
- Members of the Public who wish to attend the meeting via video conferencing, or wish to submit statements, questions, and petitions ahead of the meetings please contact the Parish Clerk at clerk@willitonpc.org.uk

Williton Parish Council is inviting you to a scheduled Zoom meeting.

Topic: Finance and Administration September 2020 Meeting
Time: Sep 21, 2020 07:00 PM London

Join Zoom Meeting

<https://zoom.us/j/95457308827?pwd=ZlJlSUxSS1FaZ0F1RzlhUWVhkd09Uz09>

Meeting ID: 954 5730 8827
Passcode: 555907

Yours sincerely

Michelle Francis
Clerk to Williton Parish Council

A G E N D A

- 20/18A To advise the recording of the meeting - Chairman**
- 20/19A To note apologies for absence and approve reason, where appropriate**
- 20/20A Declarations of Interest**
- 20/21A Minutes of the Finance and Administration Committee meeting held on 20th July 2020 for approval**
(sent with Parish Council papers)
- 20/22A Matters from the Minutes – for the purpose of report only**
- 20/23A Parish Office**
20/23.1A Office Cleaning – notification of hourly rate increase – to consider and agree acceptance of new price
20/23.2A Covid-19 update regarding office procedures
20/23.3A Replacement of shredder (attached)
- 20/24A Budget**
20/24.1A Detailed Receipts and Expenditure Analysis as at 31st July and 31st August 2020 (attached)
20/24.2A Summary of Provisions as at 31st July and 31st August 2020 (attached)
- 20/25A Bank Reconciliation for July and August 2020** (to be carried out at meeting)
- 20/26A Bank Signatories – update**
- 20/27A Accounts for payment** (to be forwarded before the meeting)
- 20/28A Correspondence**
20/28.1A NALC National Salary Award 2020-2021 – to be discussed under item 20/37A
20/28.2A SLCC Membership Renewal
20/28.3A Eljet Exterior Cleaning – copy of public liability insurance from window cleaning company



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- 20/29A** (Item 20/11.2A) **Working from home allowance** – To discuss response from HMRC (forwarded 16.09.2020)
- 20/30A** **Review of Financial Regulations** – no update regarding procurement card
- 20/31A** **Review of Asset Register** (forwarded 16.09.2020)
Recommendation to produce an asset register and inventory list for item with values under £50
- 20/32A** **Parish Council Website**
20/32.1A Update regarding Accessibility Regulations – to note agreement for Clerk to attend training on transferring data to meet regulations
20/32.2A Update regarding consideration of alterations to website and addition of information
- 20/33A** **Training Sessions**
20/33.1A The Councillor as an Employer – for consideration for members of personnel and clerk to attend – next training date 22nd October 2020, via zoom, subject to availability
20/33.2A GDPR (General Data Protection Regulations) Explained – for consideration for clerk to attend – next training date 9th November 2020, via zoom, subject to availability
- 20/34A** **Matters for the next meeting – to be held on Monday 19th October 2020**
Draft Budget 2021-22
Review of Risk Management
- 20/35A** **To pass a resolution to exclude members of the press and public from the remainder of the meeting due to commercial sensitivity**
- 20/36A** **Renewal of Health and Safety Contract** – to consider quotations for recommendation to Full Council (attached)
- 20/37A** **NALC National Salary Award 2020-2021** – formal recommendation to Full Council for approval and backdated to April 1st, 2020 (forwarded 16.09.2020)
- 20/38A** **Leased Office**