

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on Monday 20th July 2020 at 7.00 pm.
Due to Covid-19 and following changes to the government rules during this period,
the meeting was held via Zoom video conferencing

Attendees:

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

Apologies:

Councillors	Peeks and Woods
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20/01A The Chairman advised the meeting would be recorded.

20/02A **Apologies as noted above**

20/03A **Declarations of Interest** - There were none.

20/04A **Approval of Minutes of the Finance & Administration Committee Meeting held on 16th March 2020**

It was **resolved** to approve the minutes. Proposed Cllr Aldridge, seconded Cllr Hooper.

20/05A **Matters from the Minutes – for the purpose of report only**

20/05.1A (Item 19/129A) Insurance Renewal – it was resolved to note the decision that had been made at Full Council, due to Covid-19, and that the insurance had been renewed with Zurich Insurance.

20/06A **Parish Office**

20/06.1A Window Cleaning – it was advised that Exmoor Windows has ceased trading and had passed on the Parish Council account to Eljet Exterior Cleaning. As the cost had not changed, it was unanimously **resolved** to continue to have the windows cleaned bi-monthly by Eljet Exterior Cleaning – proposed Cllr Hooper, seconded Cllr Howes.

20/07A **Budget**

20/07.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 31st May and 30th June 2020.

20/07.2A The provisions as at the 31st May 2020

Current Account	£ 98,054.12
Santander Time Deposit 18mths	£ 71,673.99
Nationwide Building Society	£ 50,407.45
Petty Cash	£ 40.79
	<u>£ 220,176.35</u>

The provisions as at the 30th June 2020

Current Account	£ 93,670.86
Santander Time Deposit 18mths	£ 71,673.99
Nationwide Building Society	£ 50,407.45
Petty Cash	£ 40.79
	<u>£ 215,793.09</u>

20/08A **Bank Reconciliation**

It was **resolved** to note that Cllr Payne would carry out the bank reconciliation for the month of March, April, May, June 2020

20/09A **Bank Signatories**

It had previously been resolved that Cllr Aldridge would be added as a signatory, the clerk would liaise regarding the relevant forms.

20/10A **Accounts for payment**

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

20/11A Correspondence

20/11.1A A letter of thanks for the replacement cheque had been received from West Somerset Advice

20/11.2A Notification had been received that employers can pay a homeworking allowance. A discussion took place after Cllr Hooper stated this should be reclaimed via the tax codes. After a proposal from Cllr Aldridge, seconded by Cllr Howes, it was **resolved** the clerk would contact HMRC for advice on how to claim the allowance, including back payment to the 23rd March 2020 when the office closed due to Covid-19 and if this was not possible to recommend to Full Council that staff are recompensed for working from home.

20/11.3A Notification had been received from Nationwide and Santander advising a reduction on business savings rates due to the Bank of England base rate change.

20/12A Review of Financial Regulations

Procurement Card - As reported at Full Council, the Chairman advised this had been put on hold until the office was re-open as he would be required to undertake a telephone interview and would require information that the clerk could provide from the office.

20/13A Review of Asset Register

There had been no update.

20/14A Health and Safety Contract

There had been no update.

20/15A Audit of Accounts 2019-2020

The clerk confirmed the accounts had been submitted to the internal auditor and the report should be back for the next Full Council meeting.

20/16A Parish Council Website

A request had been received from the EPC committee to make the website more attractive. Cllr Howes would look into this matter and report back with suggestions.

20/17A Matters for the next meeting to be held on Monday 21st September 2020

Meeting closed at 7.50 pm

Signed as a true and correct record Cllr Payne Dated 21st September 2020