



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

11th November 2020

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **16th November 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

Topic: Finance and Administration November 2020 Meeting

Time: Nov 16, 2020 07:00 PM London

Join Zoom Meeting

<https://zoom.us/j/95471133426?pwd=ek9hUnZ0ZjZjM3BMVDBBM1ZhSVIRUT09>

Meeting ID: 954 7113 3426

Passcode: 021402

Yours sincerely

Michelle Francis
Clerk to Williton Parish Council

A G E N D A

- 20/53A To advise the recording of the meeting - Chairman**
- 20/54A To note apologies for absence and approve reason, where appropriate**
- 20/55A Declarations of Interest**
- 20/56A Minutes of the Finance and Administration Committee meeting held on 19th October 2020 for approval**
(sent with Parish Council papers)
- 20/57A Matters from the Minutes – for the purpose of report only**
- 20/58A Parish Office**
 - 20/58.1A PAT Testing - update
 - 20/58.2A Gas Supply – to consider undertaking a new contract due to price increases (current contract ends July 2021)
 - 20/58.3A Staff Recruitment – verbal update
 - 20/58.4A Computer Supplies – to consider full council recommendation to purchase two laptops (to be forwarded)
 - 20/58.5A Extra email capacity on desktop computers – to consider (to be forwarded)
- 20/59A Budget**
 - 20/59.1A Detailed Receipts and Expenditure Analysis as at 31st October 2020 (attached)
 - 20/59.2A Summary of Provisions as at 31st October 2020 (attached)
 - 20/59.3A Draft Budget Considerations for 2021/2022 (attached)
- 20/60A Bank Reconciliation for October 2020** (to be carried out at meeting)
- 20/61A Accounts for payment** (to be forwarded before the meeting)
- 20/62A Correspondence**
 - 20/62.1A Santander Business Banking – reducing interest rate on Business Maturity Account from 0.05% to 0.01% as from 01.01.2021



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20/63A HR Consultant

20/63.1A (Item 20/35) To consider options available regarding a new HR Consultant company and appraisal training (attached)

20/64A Parish Council Website

20/64.1A Update regarding consideration of alterations to website and addition of information

20/65A Christmas in Williton

To discuss Christmas Trees and Christmas Event due to new covid-19 restrictions during second lockdown

20/66A Matters for the next meeting – to be held on Monday 18th January 2021

Review of Financial Regulations – when update can be given regarding procurement card