

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 19th October 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
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20/39A The Chairman advised the meeting would be recorded.

20/40A **Apologies as noted above**

20/41A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Payne	20/45.3A	Personal, Williton Window Treasurer	Did not take part in the Williton Window budget line
Cllr Aldridge	20/45.3A	Personal, District Rep for West Somerset Advice Bureau	Did not take part in the West Somerset Advice Bureau budget line

20/42A **Approval of Minutes of the Finance & Administration Committee Meeting held on 21st September 2020**

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

20/43A **Matters from the Minutes – for the purpose of report only**

There were none.

20/44A **Parish Office**

The boiler had been replaced.

The Assistant to the Clerk had handed in her resignation and a personnel meeting had been scheduled for the following day.

20/45A **Budget**

20/45.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 30th September 2020.

20/45.2A The provisions as at the 30th September 2020

Current Account	£ 120,391.33
Santander Time Deposit 18mths	£ 71,673.99
Nationwide Building Society	£ 50,407.45
Petty Cash	£ 40.79
	<u>£ 242,513.56</u>

The Clerk advised the current account exceeded the Financial Services Compensation Scheme limit which was £85,000.00. After a proposal from Cllr Hooper, seconded by Cllr Aldridge, it was unanimously **resolved** to recommend to Full Council that the sum of £30,000.00 was transferred into the Nationwide Building Society account. **Action: Clerk**

20/45.3A Budget Considerations 2021/2022 – The budget was discussed and alterations made for further discussion at the November meeting. **Action: Clerk**

20/46A **Bank Reconciliation**

Resolved that Cllr Payne would carry out the bank reconciliation for the month of September 2020.

Action: Cllr Payne

20/47A **Bank Signatories**

Confirmation had been received from Lloyds Bank that Cllr Aldridge had been added as a signatory.

- 20/48A Accounts for payment**
It was unanimously **resolved** to agree the payments on the attached list. Proposed Cllr Aldridge; seconded Cllr Howes, with one abstention. **Action: Clerk**
- 20/49A Correspondence**
There was none
- 20/50A Review of Risk Management**
After a proposal from Cllr Payne, seconded by Cllr Hooper, it was unanimously **resolved** to recommendation adoption to Full Council, after including a risk regarding disease such as covid-19. **Action: Clerk**
- 20/51A Parish Council Website**
- 20/51.1A Cllr Howes gave a verbal update on how the website would benefit from a few slight changes. A report would be presented to the next FAC meeting. **Action: Cllr Howes**
- 20/52A Matters for the next meeting to be held on Monday 16th November 2020**
Review of Financial Regulations – when update can be given regarding procurement card

Meeting closed at 8.05 pm

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