

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 15th February 2021 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 Johnson
Public	None
Other	Mrs M Francis

Apologies:

Councillors	Howes and Peeks
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20/80A The Chairman advised the meeting would be recorded.

20/81A **Apologies as noted above**

20/82A **Declarations of Interest**

There were none

20/83A **Approval of Minutes of the Finance & Administration Committee Meeting held on 18th January 2021**

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

20/84A **Matters from the Minutes – for the purpose of report only**

There were none

20/85A **Parish Office**

The Clerk advised a health and safety check of office chairs and equipment would be undertaken before the staff returned to the office. After a proposal from Cllr Hooper, seconded by Cllr Payne, it was unanimously **resolved** to replace if necessary and if within budget.

20/86A **Budget**

20/86.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 31st January 2021.

20/86.2A The provisions as at the 31st January 2021

Current Account	£ 50,614.25
Santander Time Deposit 18mths	£ 71,673.99
Nationwide Building Society	£ 80,407.45
Petty Cash	£ 23.47
	<u>£ 202,719.16</u>

20/87A **Bank Reconciliation**

It was **resolved** Cllr Payne would carry out the bank reconciliation for the month of January 2021.

20/88A **Accounts for payment**

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

Action: Clerk

20/89A **Correspondence**

20/89.1A Section 137 Expenditure: The Limit for 2021/22 – The Ministry of Housing, Communities and Local Government had advised that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2021-22 was £8.41 per elector.

20/89.2A Information Commissioner's Office – Registration Certificate had been received, which covered the CCTV. Noted.

20/90A **Parish Council Website**

20/90.1A There was no update.

20/91A Insurance Renewal

It was noted the current policy was in a long term agreement, which would finish on the 1st June 2022.

20/92A Operation London Bridge

20/92.1A It was unanimously **resolved** the Clerk and if possible, the Assistant to the Clerk, would attend the SLCC training to be held on the 2nd March 2021. Proposed Cllr Hooper, seconded Cllr Payne.

20/92.2A The Clerk presented policy examples from two councils. It was agreed a protocol policy should be in place. It was noted Cllr Payne would prepare a draft document and present to the next FAC meeting for agreement before recommendation to Full Council.

20/92.3A A holding page for the Parish Council website was considered – it was unanimously resolved to forward the decision with no recommendation to Full Council.

20/93A Hinkley Point C

20/93.1A The Chairman confirmed he and the clerk had attended the HPC zoom meeting as recommended by Cllr Davies regarding potential funding. The Chairman had been advised there would be no new funding, only that which was existing. It was agreed to ask EPC to look into the funding for replacement of the Spring Rockers in the Play Area.

20/94A Citizens Advice West Somerset

20/94.1A A draft Service Agreement had been received. It was agreed to reply with an amended document, considering Cllr Johnsons comments, based on a one-year agreement and funding to coincide with the precept payments. If the alterations were acceptable, the document would be submitted to Full Council to consider agreement.

20/95A Matters for the next meeting to be held on Monday 15th March 2021

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

Meeting closed at 7.58 pm

Signed as a true and correct record Cllr Payne Dated 15th March 2021