

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 18th January 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, Denton, Hooper, Howes and Johnson
Public	One
Other	Mrs M Francis

Apologies:

Councillors	Peeks
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20/67A The Chairman advised the meeting would be recorded.

20/68A **Apologies as noted above**

20/69A **Declarations of Interest**

There were none

20/70A **Approval of Minutes of the Finance & Administration Committee Meeting held on 16th November 2020**

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

20/71A **Matters from the Minutes – for the purpose of report only**

It was noted the Laptops and extra email capacity were in place

20/72A **Parish Office**

The Chairman advised the new assistant to the clerk, Karen Brown, had commenced employment on 11th January 2021.

20/73A **Budget**

20/73.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 30th November and 31st December 2020.

20/73.2A	The provisions as at the 30 th November 2020	
	Current Account	£ 95,051.86
	Santander Time Deposit 18mths	£ 71,673.99
	Nationwide Building Society	£ 50,407.45
	Petty Cash	£ 34.96
		<u>£ 217,168.26</u>

The provisions as at the 31 st December 2020	
Current Account	£ 59,604.13
Santander Time Deposit 18mths	£ 71,673.99
Nationwide Building Society	£ 80,407.45
Petty Cash	£ 23.47
	<u>£ 211,709.04</u>

A discussion took place regarding the current provisions. After a proposal from Cllr Hooper, seconded by Cllr Howes, it was unanimously **resolved** to recommend to Full Council, the removal of the Street Lighting provision.

20/74A **Bank Reconciliation**

It was **resolved** Cllr Payne would carry out the bank reconciliation for the months of November and December 2020. **Action: Cllr Payne**

20/75A **Accounts for payment**

It was unanimously **resolved** to agree the payments on the attached list. Proposed Cllr Hooper; seconded Cllr Howes. **Action: Clerk**

The Clerk would investigate online banking and being able to access statements online **Action: Clerk**

20/76A Correspondence

20/76.1A Bank statement from Nationwide Building Society

20/77A Parish Council Website

20/77.1A Cllr Howes advised she had asked Cllr Nye to submit recommendations regarding improvements to website. Cllr Aldridge requested a list of all businesses was included on the site, in conjunction with the Safer High Street grant. The Data Protection policy was currently being reviewed.

20/78A (Item 20/199) Terms of Reference

20/78.1A The current terms of reference were discussed. It was noted committees had the power to spend within their designated budget. After a discussion it would be recommended to Full Council upon the scheduled re-adoption in May, that item 12 on EPC was moved to FAC to include make recommendation to Full Council; item 23 on FAC and item 8 on Personnel were adopted. Proposed Cllr Hooper, seconded Cllr Howes, unanimously **resolved**.

20/79A Matters for the next meeting to be held on Monday 15th February 2021

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

Insurance Renewal

Cloud based system

Meeting closed at 7.32 pm

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