

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 15th March 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	None
Other	Mrs M Francis

Apologies:

Councillors	Peeks
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20/96A The Chairman advised the meeting would be recorded.

20/97A **Apologies as noted above**

20/98A **Declarations of Interest**

There were none

20/99A **Approval of Minutes of the Finance & Administration Committee Meeting held on 15th February 2021**

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

20/100A **Matters from the Minutes – for the purpose of report only**

20/100.1A (Item 20/92.2A) Operation London Bridge holding page – to note Full Council declined this option

20/100.2A (Item 20/92.1A) Operation London Bridge training – to note staff had not attended due to the course being oversubscribed

20/100.3A (Item 20/94A) Citizens Advice West Somerset – draft Service Agreement – no update

20/101A **Parish Office**

20/101.1A Cloud Based System – consider was given to the quotation received. It was resolved the clerk would obtain further information from SALC.

20/101.2A The clerk gave a verbal update on what office equipment and furniture was required for H&S

20/101.3A Office furniture had been offered for sale from the Talking Newspapers to include the tables, chairs and cupboard. There was also shelving and cabinets which were discussed. After a proposal from Cllr Aldridge, seconded by Cllr Johnson, it was unanimously **resolved** to offer £100.00 to include all of the remaining furniture.

20/102A **Budget**

20/102.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 28th February 2021.

20/102.2A The provisions as at the 28th February 2021

Current Account	£	49,888.81
Santander Time Deposit 18mths	£	71,673.99
Nationwide Building Society	£	80,407.45
Petty Cash	£	23.47
	£	<u>201,993.72</u>

20/102.3A It was unanimously **resolved** to allocate the following items from the existing budget into the provisions.
£10,000.00 into community projects – proposed Cllr Aldridge, seconded Cllr Howes.
£4,000.00 for Traffic Management – proposed Cllr Payne, seconded Cllr Howes.
£3,500.00 for parish signage – proposed Cllr Howes, seconded Cllr Hooper.

20/103A **Bank Reconciliation**

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

20/104A **Accounts for payment**

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

Action: Clerk

20/105A Correspondence

BACS notification had been received from SWT for Emergency Town Centre Recovery Fund

20/106A Parish Council Website

20/106.1A Cllr Howes would prepare a brief and investigate suggestions for improvements.

20/107A Operation London Bridge

20/107.1A Amendments had been made as per the Full Council meeting and agreed. A final copy would be distributed to all members.

20/108A Audit of Accounts 2020-2021

No communication had been received from PKF External Auditors

20/109A Matters for the next meeting to be held on Monday 19th April 2021

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

Meeting closed at 7.44 pm

Signed as a true and correct record Cllr Payne Dated 17th May 2021