

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 18th May 2021 at 7.00 pm, in the Brendon Room, Williton Pavilion.

Attendees:

Councillors	Payne (Chairman), Aldridge, Hooper, Howes and Johnson
Public	None
Other	Mrs M Francis

Apologies:

Councillors	White
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- 21/01A** The Chairman advised the meeting would not be recorded as no equipment available
- 21/02A** After a proposal from Cllr Hooper, seconded by Cllr Howes, Cllr Payne was elected as Chairman. After a proposal from Cllr Aldridge, seconded by Cllr Hooper, Cllr Johnson was elected as Vice-Chairman.
- 21/03A** **Apologies as noted above**
- 21/04A** **Declarations of Interest**
There were none
- 21/05A** **Approval of Minutes of the Finance & Administration Committee Meeting held on 15th March 2021**
It was **resolved** to approve the minutes. Proposed Cllr Aldridge, seconded Cllr Hooper.
- 21/06A** **Matters from the Minutes – for the purpose of report only**
There were none
- 21/07.1A** **Parish Office**
21/07.1A No changes at the present time but would be kept under review as covid-19 restrictions are eased. Proposed Cllr Aldridge, seconded Cllr Hooper and unanimously **resolved**.
- 21/07.2A Talking Newspapers had vacated the leased office and a discussion took place regarding its future use. It was advised a personnel meeting would take place the following day and a Health and Safety audit, which may have an impact on the lease office. The item would be kept on the agenda.
- 21/07.3A The PIR lights around the office had failed and would be replaced.
- 21/08A** **Budget**
21/08.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 30th April 2021.
21/08.2A The provisions as at the 30th April 2021
- | | | |
|-------------------------------|---|-------------------|
| Current Account | £ | 87,211.53 |
| Santander Time Deposit 18mths | £ | 71,745.78 |
| Nationwide Building Society | £ | 80,443.20 |
| Petty Cash | £ | 14.97 |
| | £ | <u>239,415.48</u> |
- 21/09A** **Bank Reconciliation**
It was **resolved** Cllr Payne would carry out the bank reconciliation for the month of April 2021.
- 21/10A** **Accounts for payment**
It was unanimously **resolved** to agree the payments on the attached list. Proposed Cllr Hooper; seconded Cllr Howes. **Action: Clerk**
- 21/11A** **Correspondence**
21/11.1A Santander Annual Interest Summary – interest received £71.79
SWT Non-Domestic Rate Bill had been received with a zero balance
- 21/12A** **End of Year Audit 2020-2121**
The internal report was circulated. The AGAR would be reported to the June Full Council meeting
- 21/13A** **Parish Council Website**
There was no update

21/14A Citizens Advice West Somerset

Cllr Aldridge declared an interest as SWT Representative and took no part in the discussion.

- 21/14.1A The amended Service Agreement was circulated, and minor changes made, an explanation would be included to say why the changes had been made, which Cllr Johnson would prepare. After a proposal from Cllr Howes, seconded by Cllr Hooper, with one abstention, it was resolved the document would be recommended to Full Council.

21/15A Matters for the next meeting to be held on Monday 21st June 2021

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

Meeting closed at 8.05 pm

Signed as a true and correct record Dated