

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 24th January 2022 at 7.00pm, in the Brendon Room, Williton Pavilion.

Attendees:

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

Apologies:

Councillors	Cook and Howes
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21/85A The Chairman advised the meeting would be recorded

21/86A **Apologies as noted above**

21/87A **Declarations of Interest**

There were none

21/88A **Approval of Minutes of the Finance & Administration Committee Meeting held on 15th November 2022**

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

21/89A **Matters from the Minutes – for the purpose of report only**

21/89.1A (Item 21/51.4A) It was noted Mrs Roe had undertaken the First Aid at Work Requalification course on the 20th and 21st January 2022. Cllr White would be unable to continue as a First Aider, a replacement would be sought after the May elections.

21/90A **Parish Office**

The security outside PIR lights still required attention - noted

21/91A **Budget**

21/91.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 30th November and 31st December 2021.

21/91.2A The provisions as at the 30th November 2021

Current Account	£ 94,632.20
Santander Time Deposit 18mths	£ 71,745.78
Nationwide Building Society	£ 80,443.20
Petty Cash	£ 29.17
	<u>£ 246,850.35</u>

21/91.2A The provisions as at the 31st December 2021

Current Account	£ 86,827.62
Santander Time Deposit 18mths	£ 71,745.78
Nationwide Building Society	£ 80,443.20
Petty Cash	£ 21.17
	<u>£ 239,045.77</u>

21/92A **Bank Reconciliation**

It was **resolved** Cllr Payne would carry out the bank reconciliation for the months of November and December 2021.

Action: Cllr Payne

21/93A **Accounts for payment**

It was unanimously **resolved** to raise a replacement cheque for Watchet Town Council, which had been mislaid. Proposed Cllr Hooper, seconded Cllr Johnson

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

Action: Clerk

21/94A **Correspondence**

Notification had been received from Santander to advise they would no longer accept or issue passbooks with savings accounts – noted.

21/95A Office Printer

After a proposal from Cllr Payne, seconded by Cllr Hooper, it was unanimously **resolved** not to pay onboarding costs, unless problems would be caused. The Clerk was given authority to use discretion if necessary.

21/96A Use of Cllr Email Addresses

After a discussion it was **resolved** to recommend to Full Council the continued use of Cllr email addresses and to permit and arrange forwarding to private accounts, if Cllrs requested. All communication would be forwarded from the office to Cllr email addresses. Proposed Cllr Payne, seconded Cllr White with one abstention.

21/97A Matters for the next meeting to be held on Monday 21st February 2022

Review of Financial Regulations, to include online banking – when update can be given regarding procurement card

GDPR Document

Review of Asset Register and Inventory List

Second First Aider (May 2022)

Meeting closed at 7.51 pm

Signed as a true and correct record Cllr Payne Dated 21st February 2022