

Southwick & Widley Parish Council

Minutes of the Finance and Administration Committee Meeting held Virtually on Tuesday 9th June 2020 at 7.00 pm

Present:

Mr N. Cutler in the Chair
Mr T Parkinson
Mr J. Watson
Mr G. Clark

In attendance: -

Eddie Mason – Clerk to the Council.

20.08F Apologies for Absence: Mrs Houghton and Mr Richards

20.09F Co-option: Proposed Mr Watson, seconded Mr Cutler that Mr Parkinson be co-opted onto the Finance and Administration Committee

20.10F Election of the Chair of the Finance Committee: Proposed Mr Watson, seconded Mr Parkinson that Mr Cutler is elected Chair of the Finance and Administration Committee for 2020/2021.

20.11F Minutes of the Previous Meeting: - Proposed Mr Watson, seconded Mr Parkinson and unanimously agreed that the minutes of the Meeting held on the 10th March 2020 should be accepted as a true and accurate record.

20.12F Meeting adjourned for public participation: - Nothing

20.13F Matters arising from public participation – Nothing

20.14F Examination of Accounts: -

- i) It was agreed that the reconciliation statements up to 9th June 2020 should be sent to each Committee member for the examination of accounts.

20.15F Commend to the Council:

- i) It was unanimously agreed to commend the Annual Governance Statement for 2019/20 to Council.
- ii) It was unanimously agreed to commend the internal Audited Accounts for 2019/20 to Council.
- iii) It was unanimously agreed to commend the Financial Risk Assessment for 2019/20 to Council.
- iv) It was unanimously agreed to commend the minutes of the 10th March to the Council.

20.16F Financial Regulations:

- i) Proposed Mr Cutler seconded Mr Parkinson and unanimously agreed to amend the Financial Regulations to cover internet banking as follows:
“We will adopt internet banking requiring dual authorisation”.
- ii) Mr Cutler raised the Internal Auditor’s advise that Councillors should have Parish Council designated email addresses.

The Committee decided that no action was necessary other than meetings, should be advertised on the Parish Council’s Facebook page along with any planning applications.

Proposed Mr Watson that code of conduct paragraph ‘7e’ be added to Standing Orders: “That Councillors will not engage in any planning decisions or resolutions other than in full Council where arguments opinions and decisions are recorded in the minutes”. This proposal was unanimously agreed.

20.17F Any Other Business:

- i) Mr Watson said that at the last Meeting he had been asked to write a report for the Parish Magazine explaining why the Parish Council had increased the Precept. He has done this report, and he has also published it on Facebook.
- ii) Mr Watson asked if there had been any progress with obtaining fly-tipping cameras?

Mr Cutler said that he was still evaluating them.

The Meeting closed at 7.55 pm

Date of the next meetings: 8th September 2020