

Stockland Parish Council

Minutes of the Finance and Staff Committee Virtual Zoom Meeting, on Wednesday 4th November at 3pm.

- 1) **Public Participation Time** (SO 1e & f); there were no members of the public present.
- 2) **Resolve to exclude members of the press and public; Item 6)ii Contractor's quote** (financial or business affairs information)
- 3) **To record those present/apologies for absence** and to consider whether to agree any dispensations; Cllrs Griffiths (chairperson) and T Thompkins; with K Pearson, Clerk to the council, in attendance; Cllrs Durrant & Morgan not in attendance.
- 4) **Declarations of Interest:** Cllr T Thompkins for **Item 6)ii Contractor's quote** (financial or business affairs information) is a family member.
- 5) **Finance & Staff Minutes-**to note that the draft minutes of the meeting of the 8th July were confirmed and signed at the council meeting on the 28th July.
- 6) **Action Review Summary-**
 - i. **Annual Governance and Accountability Return (AGAR);** resolved to; **receive** the Clerk's report on the AGAR which was signed at the Council meeting of 28th July; the statutory deadline by which the AGAR Part 3 & signed external auditor report must be published is Friday 30th November; **reviewed** and agreed that no amendments are required in the procedures for Standing Orders, Financial Regulations, Code of Conduct and Risk Assessment. Agreed the Clerk to investigate and purchase an Accounts package rather than rely on the Excel document used thus far, which is becoming corrupted.
 - ii. **Stockland Village Website;** received a quote from a Contractor to replace the website that is now being run by Cllr A Thompkins and another resident, and agreed this issue to be taken as a confidential item at the end of the meeting.
- 7) **Analysis of Budget to Payments and Receipts;** resolved to; receive the current information; agreed not to pay for any Defib Invoice until the Council know who is on the system list of helpers.
- 8) **Budget and Precept 2021/22;** resolved to agree; the draft report from the Clerk; and recommend the Budget and Precept for 2021/22 to the full Council in January.
- 9) **Clerk's Objectives Appraisal-** resolved to; receive the report of current progress against the objectives set out for the year and for Cllrs Griffiths, Amanda Thompkins and the Clerk to virtually meet to agree objectives for the 2021/22 Appraisal on 2nd Dec 4pm via Zoom.
- 10) **Items of Future Business** for the next Agenda; to propose the 21/22 Precept; agreed the Accounts package to become an objective for next year. Date of next meeting is Tue 12th Jan, 2021
- 11) **Confidential Items:** In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of issues agreed under item 2 of the Agenda. Quote from a Contractor to provide a WCAG/ADA compliant Website for Stockland Parish area, to replace the current site as a linking web to other sites. The Contractor is a relation of Cllrs A & T Thompkins and agreed to the quote with the amendments completed.

Signed24th November, 2020

Chairman

Meeting closed at 3.45pm