



TATWORTH AND FORTON PARISH COUNCIL

Minutes of the Virtual Finance and Personnel Meeting of Tatworth & Forton Parish Council

Held on 25 February 2021 at 7pm

Present: Chairman: A Goody, Councillors: R Down, C Heal, R Wardell and K Robbins.

68/21 To Receive Apologies.

NONE

69/21 Declarations of Interest.

Councillor Down declared an interest in item 75/21 Jubilee field provision of Trees.

70/21 Approve and sign as a correct record Minutes of the Finance and Personnel Committee Meeting held on 11th January 2021.

Proposed by Councillor Down, Seconded by Councillor Robbins and agreed that these be accepted.

71/21 Risk Assessment and Risk Management Policy

The clerk indicated that from the examination of past minutes there had not been an update during the past year. With the External Auditor being advised accordingly following his enquiries.

Following debate, it was resolved that the assistant clerk should undertake the preparation of cheques, under the guidance of the RFO, and that the cheque, stub and the invoice all be signed and dated as indicated by council.

Once the anticipated change to Nat West Bank seven members should be nominated to sign, those being Councillors Down, Goody, Wardell, Robbins, Heal, Peadon and Adams.

72-21 Asset Register:

The register was examined in some detail with some items noted as missing or requiring attention. I.e., Door Bell, Clock and Projector.

A Copy to be provided to all members of the committee with members to advise the clerk of any items requiring attention.

The Clerk to identify electrical items in need of PAT testing and arrange.

73/21 Establish Register of member's interest:

It was noted that recently co-opted members had completed an interest form which is held by South Somerset District Council.

It was agreed that these should be renewed on an annual basis. The Clerk is to provide all members with a new form so that they can be updated. The original be retained and a copy of each be forwarded to South Somerset District Council.

It was also agreed that the Clerk should maintain a register of all declarations declared at Council and Committee meetings.

74/21 Consider increase of Cemetery Fees:

Noted that these had not been increased since 2017.

Agreed that in view of the current economic situation this item be deferred to a future meeting.

75/21 Confidential Items

It was resolved that in view of the confidential nature of the business to be transacted the press and public now to be excluded.

76/21 Date and Time of Next Meeting: 22nd April 2021 at 7pm.