

**COVID-19 PUBLIC HEALTH EMERGENCY – VIDEO CONFERENCING MINUTES
Takeley Parish Council**



LUKE BROWN
Locum Parish Clerk

The Old School Community Centre
Brewers End, Takeley, CM22 6SB

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Minutes of the **FINANCE MEETING** held via **VIDEO-CONFERENCE CALL** on **THURSDAY 18 FEBRUARY 2021 AT 10AM.**

Present:

Chairman: Cllr Bagnall

Councillors: Pratt JP, Sprules, R Cheetham, Barber

RFO: I Brown

00 Members of the public

ITEM #	BUSINESS	ACTIONS
20/01-23	NOTE AND APPROVE APOLOGIES FOR ABSENCE None received	
20/01-24	DECLARATION OF INTEREST FOR THIS MEETING None declared	
20/01-25	APPROVE THE MINUTES OF THE MEETING HELD ON 28 JANUARY 2021 Item 20/01-12, January minutes, request to amend the *Observation to include the date, 26 November. RESOLUTION: Approve the minutes of the 28 Jan - Proposed: Cllr Bagnall Seconded: Cllr Pratt JP – Unanimous agreement	
20/01-26	RECEIVE UPDATE ON APPOINTMENT OF ADDITIONAL AUTHORISERS The mandate change has been submitted to the bank for Cllr Sprules but have yet to receive confirmation.	
20/01-27	FINANCE – RECEIVE STATEMENT & AGREE PAYMENTS – APPOINT AUTHORISERS Council is paying for 2 ZOOM subscriptions but are using neither; currently using Ian Browns RFO's ZOOM account, which is not ideal as only one meeting can be held at any one time. If there is a clash of meeting times, then one meeting will not go ahead. Proposed the Clerk contacts Lloyds Bank to cancel any ZOOM payments and contact the Assistant Clerk to cancel their ZOOM account so that a new account can be set up for the Parish Council. Council is paying for a mobile phone contract through XLN; the SIM card is in the Parish Council Offices, but the mobile phone device has been thrown away as it was allegedly broken according to the previous Clerk.	Clerk to contact Lloyds Bank with regards to what the bank fee represents and cancel zoom payment. Clerk to contact Julia Potter to cancel her zoom account.

Signed.....

Date.....

	<p>Locum Clerk expenses should be clearly defined as “Locum Clerk” instead of just “Clerk”.</p> <p>RESOLUTION: Approve payments - Proposed: Cllr R Cheetham Seconded: Cllr Bagnall – Unanimous agreement.</p> <p>Authorises appointed - Cllr Barber and Cllr Pratt JP.</p> <p>Finance statement at Appendix A.</p>	<p>Clerk to contact XLN to ascertain contract terms and conditions.</p> <p>Cllr Sprules to contact Cllr Roque to obtain the Parish Council bank card.</p>
20/01-28	DATE OF NEXT MEETING(S) – THURSDAY 18 MARCH 2021, 10AM – CLOSE – 10:23	

Signed.....

Date.....

Appendix A

Takeley February 2021 Finance Statement Part 1											
Precept		154,533						Budget	Net Expense	Diff +/-	
								154,533	134,199	-20,334	
Date	Supplier	Description	Invoice	BP/DD	Min Ref	Rec	Credit	Debit	VAT	Net	Code
Opening Balance							84,599.04	0.00		0.00	
01-Feb	Silver Jubilee Hall	Credit	N/A	BGC		Y	5,618.85	0.00	0.00	0.00	SJH
01-Feb	Activ Web Design	Web Services	4704	DD		Y		42.00	7.00	35.00	Web
08-Feb	PWLB	Loan repayment		DD		Y		5,618.85	0.00	5,618.85	PWBL
10-Feb	XLN Telecomm	Telecomms	86929044	DD		Y		68.33	11.39	56.94	XLN
19-Feb	TBS Hygiene Services	Bin services	281	BP				326.40	54.40	272.00	TBS
19-Feb	Nockolds Solicitors	Legal services	88436	BP				1533.60	255.60	1278.00	Prof Fees
19-Feb	Zoom - JP expense	Zoom subscription	95520	BP				14.39	2.40	11.99	Subs
16-Feb	Lloyds bank	Card fee		DD		Y		17.39	0.00	17.39	Admin
19-Feb	Locum Clerk Expenses	A4 envelopes	N/A	BP				2.00	0.00	2.00	Stationery
February							90,217.89	7,622.96	330.79	7,292.17	
Opening Balance March							82,594.93	0.00		0.00	
Reserves											
Account	Balance	Description									
Old School House	£21,337.32	Client Deposit £12									
Instant Access	£4,587.44	No change									
TOTAL	£25,924.76										
TOTAL in HAND	£108,519.69										

Signed.....

Date.....