

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on Monday 20th September 2021 at 7pm, in the Brendon Room, Williton Pavilion.

Attendees:

Councillors	Payne (Chairman), Aldridge, Cook, Hooper and Howes
Public	None
Other	Mrs M Francis

Apologies:

Councillors	Johnson
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21/42A The Chairman advised the meeting would be recorded

21/43A **Apologies as noted above**

Cllr Naylor

21/44A **Declarations of Interest**

There were none

21/45A **Approval of Minutes of the Finance & Administration Committee Meeting held on 12th July 2021**

It was unanimously **resolved** to approve the minutes. Proposed Cllr Howes, seconded Cllr Cook.

21/46A **Matters from the Minutes – for the purpose of report only**

There were none

21/47A **Parish Office**

21/47.1A Cloud Based IT System – No update

Action: Clerk

21/47.2A A discussion took place regarding the venue for future meetings during the ongoing covid-19. Due to cases still rising, it was unanimously **resolved** that committee meetings would be held in the Parish Office and the main Parish Council meetings would be held in the Brendon Room, as the Parish Office was too small. All attendees would continue to be asked to wear face coverings, if possible, on entry and whilst moving around, until seated. Ventilation would be required during all meetings. **Action: Clerk**

21/48A **Budget**

21/48.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 31st July and 31st August 2021.

21/48.2A The provisions as at the 31st July 2021

Current Account	£	65,569.44
Santander Time Deposit 18mths	£	71,745.78
Nationwide Building Society	£	80,443.20
Petty Cash	£	14.97
	£	<u>217,773.39</u>

The provisions as at the 31st August 2021

Current Account	£	65,781.53
Santander Time Deposit 18mths	£	71,745.78
Nationwide Building Society	£	80,443.20
Petty Cash	£	14.97
	£	<u>217,985.48</u>

21/49A **Bank Reconciliation**

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

Action: Cllr Payne

21/50A **Accounts for payment**

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

Action: Clerk

21/51A Correspondence

- 21/51.1A SALC – Opening Up Safely and Reconnecting Communities Fund. It was noted to closing date for applications was 30th September 2021. Members were asked for any ideas which could utilise the grant. Cllr Aldridge suggested asking Foxes Academy to run lunches to encourage safe social interacting. After a discussion, it was agreed Cllr Aldridge would contact Foxes Academy to ask if they would like to provide lunches, on a limited time whilst funding was available. As a second option, the Village Agent could be asked if they would like to undertake the project. Cllr Aldridge would advise the Clerk if any of these parties would be interested. If they were not, no funding would be applied for.

Action: Cllr Aldridge

- 21/51.2A It was resolved to note the second instalment of the precept had been received.

- 21/51.3A SALC had requested thoughts on the future of Parish elections, currently due to be held in 2023 and whether they should be moved to 2022 in line with Unitary elections which would reduce elections costs. After a discussion, it was **resolved** to respond stating that the Parish Council wished to remain with elections being held in 2023, and not to sync in line with the Unitary elections. Members felt although there would be cost implications regarding the election, they would prefer to complete their four-year term and wait for more understanding on any possible extras the Parish Council would be responsible for. Proposed Cllr Howes, seconded Cllr Hooper and unanimously **resolved**.

Action: Clerk

- 21/51.4A First Aid refresher course – Mrs Rowe had advised she would be happy to continue being the First Aider for events. The certificate would run out in 2022 and it had been requested to hold the refresher a couple of months earlier, due to a clash with her business. It was unanimously agreed to agree that a refresher course could be attended in March 2022. Cllr White, currently the second First Aider, would be asked if he wished to continue or whether a replacement should be sought.

Action: Clerk

- 21/51.5A Opus Energy letter advising energy used last year was sourced 100% renewable

21/52A Parish Council Website

As there was no update, it was **resolved** to remove from the agenda until further information or suggestions for consideration was available.

Action: Clerk

21/53A Report from Personnel Committee

Members were advised the post for Assistant to Parish Clerk had been filled successfully, however, the Memorial Ground & Pavilion Co-ordinator had not been filled and would therefore be re-advertised.

21/54A Matters for the next meeting to be held on Monday 18th October 2021

Review of Financial Regulations – when update can be given regarding procurement card
GDPR Document and PWLB repayment

Meeting closed at 8.15 pm

Signed as a true and correct record Cllr Payne..... Dated 18th October 2021