

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 18th October 2021 at 7.35pm, in the Brendon Room, Williton Pavilion.

Attendees:

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

Apologies:

Councillors	Cook and White
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21/55A The Chairman advised the meeting would be recorded

21/56A **Apologies as noted above**

21/57A **Declarations of Interest**

There were none

21/58A **Approval of Minutes of the Finance & Administration Committee Meeting held on 20th September 2021**

It was **resolved** to approve the minutes. Proposed Cllr Howes, seconded Cllr Hooper. One abstention due to absence.

21/59A **Matters from the Minutes – for the purpose of report only**

21/59.1A (Item 21/51.1A) SALC – Opening Up Safely and Reconnecting Communities Fund – to note the funding application had been successful and Foxes Academy had agreed to undertake supplying the lunches. Cllr Aldridge was thanked for his work on this project.

21/60A **Parish Office**

21/60.1A Cloud Based IT System – this item would be discussed under 21/68A

21/60.2A PAT Testing – it was noted this would be undertaken on the 16th November 2021

21/60.3A PIR Lights around the Parish Office – it was reported the lights were not working. It was unanimously **resolved** to arrange for the lights to be checked and replaced if necessary. Proposed Cllr Hooper, seconded Cllr Howes.

21/61A **Budget**

21/61.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 30th September 2021.

21/61.2A	The provisions as at the 30 th September 2021	
	Current Account	£ 106,442.86
	Santander Time Deposit 18mths	£ 71,745.78
	Nationwide Building Society	£ 80,443.20
	Petty Cash	£ 14.97
		<u>£ 258,646.81</u>

21/61.3A Budget Considerations for 2022/2023 - The budget was discussed, alterations were made for further discussion at the November meeting. **Action: Clerk**

21/62A **Bank Reconciliation**

It was **resolved** Cllr Payne would carry out the bank reconciliation for the months of September 2021. **Action: Cllr Payne**

21/63A **Accounts for payment**

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

Action: Clerk

21/64A **Correspondence**

21/64.1A New contract prices for British Telecom for the telephone and broadband were agreed. Proposed by Cllr Aldridge, seconded by Cllr Howes and unanimously **resolved**.

- 21/65A Review of Risk Management Policy**
After a proposal from Cllr Hooper, seconded by Cllr Howes, it was unanimously **resolved** to recommend adoption to Full Council, to include the suggested amendments.
- 21/66A To pass a resolution to exclude the Press and Public from the remainder of the meeting due to commercial sensitivity and personnel matters**
Proposed Cllr Hooper, seconded Cllr Howes and unanimously **resolved**
- 21/67A Lease on The Copse**
The current lease was due to expire in 2022. It was **resolved** the Clerk would contact Wyndham Estate to enquire regarding the possibility of extending the lease on the current terms for a further 10 years. The reply would then be submitted to Full Council for a decision.
Proposed Cllr Payne, seconded Cllr Hooper and unanimously **resolved**. **Action: Clerk**
- 21/68A Update from Personnel Committee**
Members were advised the post for the Memorial Ground & Pavilion Co-ordinator had been filled successfully. The works required for the re-arrangement of the offices and cloud system were discussed and agreed. A budget of £1,500.00 was set.
Proposed by Cllr Payne, seconded by Cllr Howes and unanimously **resolved**. **Action: Clerk**
- 21/69A Matters for the next meeting to be held on Monday 15th November 2021**
Review of Financial Regulations – when update can be given regarding procurement card
GDPR Document and PWLB repayment
Review of Asset Register and Financial Regulations

Meeting closed at 9.09 pm

Signed as a true and correct record Cllr Payne Dated ... 15th November 2021