

WILLITON PARISH COUNCIL

**Minutes of the Finance and Administration Committee Meeting held on
Monday 15th November 2021 at 7.00pm, in the Brendon Room, Williton Pavilion.**

Attendees:

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

Apologies:

Councillors	Cook, Howes, Johnson and White
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21/70A The Chairman advised the meeting would be recorded

21/71A **Apologies as noted above**

21/72A **Declarations of Interest**

There were none

21/73A **Approval of Minutes of the Finance & Administration Committee Meeting held on 18th October 2021**

It was **resolved** to approve the minutes. Proposed Cllr Hooper, seconded Cllr Aldridge.

21/74A **Matters from the Minutes – for the purpose of report only**

21/74.1A (Item 21/51.4A) It was noted Mrs Roe had been booked onto the First Aid at Work Requalification course, to be held January 2022.

21/75A **Parish Office**

Nothing to report

21/76A **Budget**

21/76.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 31st October 2021.

21/76.2A The provisions as at the 31st October 2021

Current Account	£ 105,158.02
Santander Time Deposit 18mths	£ 71,745.78
Nationwide Building Society	£ 80,443.20
Petty Cash	£ 14.97
	<u>£ 257,361.97</u>

21/76.3A Budget Considerations for 2022/2023 - Increase the following budget lines, staff costs to £50,000.00; Electricity to £700.00; Gas to £600.00; Water to £250.00; SCC Ground Maintenance to £2,200.00; WPC Ground Maintenance to £15,000.00; Grants to £1,000.00; Affiliation Fees to £1,100.00; Election Costs to £1,500.00

Reduce the following budget lines: Insurance to £2,500.00; Computer Supplies to £1,500.00; Telephone to £1,000.00; Audit/Accountancy to £1,200.00; Consultants to £2,000.00.

Remove the following budget line: Future Developments; Street Lighting

21/77A **Bank Reconciliation**

It was **resolved** Cllr Payne would carry out the bank reconciliation for the month of October 2021.

Action: Cllr Payne

21/78A **Accounts for payment**

It was unanimously **resolved** to agree the payments on the attached list.

Proposed Cllr Hooper; seconded Cllr Aldridge

Action: Clerk

21/79A **Correspondence**

There was no correspondence

21/80A **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 Aldridge, seconded Cllr Hooper and unanimously **resolved**

- 21/81A Gas Supply**
It was unanimously **resolved** to enter a new contract based on the best price received.
Proposed Cllr Aldridge, seconded Cllr Hooper
- 21/82A Fire Extinguisher Annual Service**
Quotations were considered. After a proposal from Cllr Aldridge, seconded by Cllr Hooper, it was unanimously **resolved** to accept the quotation from West of England Fire Protection, as members felt this offered the best value for money.
- 21/83A Office Printer**
Quotations were considered. After a proposal from Cllr Hooper, seconded by Cllr Aldridge, it was unanimously **resolved** to accept the quotation from Enhanced Group, on the understanding there was no minimum cost per month.
- 21/84A Matters for the next meeting to be held on Monday 24th January 2022**
Review of Financial Regulations – when update can be given regarding procurement card
GDPR Document
Review of Asset Register and Inventory List

Meeting closed at 7.44 pm

Signed as a true and correct record Cllr Payne Dated 24th January 2022