

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 21st February 2022 at 7.00pm, in the Brendon Room, Williton Pavilion.

Attendees:

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

Apologies:

Councillors	Cook, Howes and White
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21/98A The Chairman advised the meeting would be recorded

21/99A **Apologies as noted above**

21/100A **Declarations of Interest**

There were none

21/101A **Approval of Minutes of the Finance & Administration Committee Meeting held on 24th January 2021**

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

21/102A **Matters from the Minutes – for the purpose of report only**

21/102.1A (Item 21/95A) The Clerk advised Enhanced Group would accept a reduced onboarding fee of £49.50

21/103A **Parish Office**

Nothing to report

21/104A **Budget**

21/104.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 31st January 2022

21/104.2A The provisions as at the 31st January 2022

Current Account	£	76,566.32
Santander Time Deposit 18mths	£	71,745.78
Nationwide Building Society	£	80,443.20
Petty Cash	£	13.20
	£	<u>228,768.50</u>

21/105A **Bank Reconciliation**

It was **resolved** Cllr Payne would carry out the bank reconciliation for the month of January 2022.

Action: Cllr Payne

21/106A **Accounts for payment**

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

Action: Clerk

21/107A **Correspondence**

21/107.1A A request had been received from Williton Cubs and Beavers to use the Parish Council carpark for a cake stall fundraiser. It was unanimously **resolved** to agree to the request. Proposed Cllr Hooper, seconded Cllr Johnson.

Action: Clerk

21/107.2A British Telecom – notice of increased prices was noted

Non-Domestic Rates Bill 2021/2022 for Public Conveniences had been received. The net liability was £0.00.

Non-Domestic Rates Bill 2021/2022 for Workshop and Premises. The net liability was £1,076.20. The clerk had requested a relief form to apply for Small Business Relief.

The clerk had obtained Gas supply prices based upon 12, 24 and 36 months. After a proposal from Cllr Hooper, seconded by Cllr Johnson it was unanimously resolved to accept the 36-month contract.

21/108A Review of Asset Register and Inventory List

The Internal Auditor had previously advised an adjustment of 10% should be applied each year; this was being checked and would be clarified at a future meeting. A request to include a disposals column was accepted.

21/109A Parish Office Hire Charges

After a proposal from Cllr Hooper, seconded by Cllr Johnson, it was unanimously **resolved** to recommend to Full Council that the prices remain unchanged, to be reviewed October 2022.

21/110A Review of Grant Application Policy

It was unanimously **resolved** to recommend the re-adoption of the policy, with no alterations to Full Council. Proposed Cllr Johnson, seconded Cllr Payne.

21/111A Reinstatement valuation for the office, Barn, Pavilion and Public Conveniences

It was unanimously **resolved** the clerk would obtain the valuations.
Proposed Cllr Aldridge, seconded Cllr Hooper.

21/112A Matters for the next meeting to be held on Monday 21st March 2022

Review of Financial Regulations, to include online banking – when update can be given regarding procurement card

GDPR Document

Advertise Parish Office Foyer and Meeting Room as rooms available for hire.

Second First Aider (May 2022)

Meeting closed at 7.34 pm

Signed as a true and correct record Cllr Payne Dated 28th March 2022

