

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 28th March 2022 at 6.00pm, in the Brendon Room, Williton Pavilion.

Attendees:

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

Apologies:

Councillors	Cook and Howes
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21/113A The Chairman advised the meeting would be recorded

21/114A **Apologies as noted above**

21/115A **Declarations of Interest**

There were none

21/116A **Approval of Minutes of the Finance & Administration Committee Meeting held on 21st February 2021**

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

21/117A **Matters from the Minutes – for the purpose of report only**

There were none

21/118A **Parish Office**

21/118.1A Advertising Parish Office Foyer and Meeting Room as rooms available for hire. It was **resolved** to include in the Williton Window report that the Foyer can be hired. The back office was not ready to hire until it had been cleared. **Action: Clerk**

21/119A **Budget**

21/119.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 28th February 2022

21/119.2A The provisions as at the 28th February 2022

Current Account	£	69,231.45
Santander Time Deposit 18mths	£	71,745.78
Nationwide Building Society	£	80,443.20
Petty Cash	£	<u>13.20</u>
	£	<u>221,433.63</u>

21/119.3A After a discussion it was unanimously **resolved** that the following monies were added to the provisions before the start of the next financial year; Public Toilets £5,000.00; Community Projects £5,000.00. Proposed Cllr Payne, seconded Cllr Hooper **Action: Clerk**

21/120A **Bank Reconciliation**

It was **resolved** Cllr Payne would carry out the bank reconciliation for the month of February 2022 **Action: Cllr Payne**

21/121A **Accounts for payment**

It was unanimously **resolved** to agree the payments on the attached list. Proposed Cllr Hooper; seconded Cllr White **Action: Clerk**

21/122A **Correspondence**

21/122.1A NALC National Salary Award 2021-2022 – to note back pay would be applied to 1st April 2021

21/122.2A S137 Allocation for 2022/2023 - £8.82 per elector – noted

21/123A **Reinstatement valuation for the office, Barn and Pavilion and Public Conveniences**

The Clerk advised local companies had been contacted but had replied unable to help. Contact details of a company in Taunton had been received and would be investigated. The rentable value would also be requested; if this service was offered free of charge, the Clerk would continue, however, if a charge was involved, it would be directed to Full Council for resolution. **Action: Clerk**

21/124A Matters for the next meeting to be held on Monday 19th April 2022

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

GDPR Document

Parish Office Hire Charges – (Review October 2022)

Second First Aider (May 2022)

Review of Asset Register and Inventory List

21/125A After a proposal from Cllr Hooper, seconded by Cllr White, it was unanimously **resolved** to pass a resolution to exclude the Press and Public from the remainder of the meeting due to Commercial Sensitivity

21/126A Leased Area – The Copse

An email had been received from Savills regarding the renewing of the Copse Lease advising they would be happy for the lease to be renewed but to discuss parking around the area. It was resolved the Clerk would investigate their suggestion further.

After a proposal from Cllr White, seconded by Cllr Hooper, it was unanimously resolved the 1st decision for the Parish Council would be whether they wished the lease to be renewed and then the 2nd decision to be to look at other issues regarding the parking.

Meeting closed at 6.39 pm

Signed as a true and correct record Cllr Payne Dated 19th April 2022