

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 19th April 2022 at 7.00pm, in the Brendon Room, Williton Pavilion.

Attendees:

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

Apologies:

Councillors	Aldridge and Cook
--------------------	-------------------

21/127A The Chairman advised the meeting would be recorded

21/128A **Apologies as noted above**

21/129A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Howes	21/135A	Personal	Did not vote

21/130A **Approval of Minutes of the Finance & Administration Committee Meeting held on 28th March 2022**

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

21/131A **Matters from the Minutes – for the purpose of report only**

21/131.1A (Item 21/126A) The Copse – Awaiting reply

(Item 21/107.2) The Clerk confirmed the Small Business Rate Relief claim form, for the Public Convenience workshop, had been submitted

21/132A **Parish Office**

The Employment Hub had enquired regarding hiring the back office, on a monthly basis to start. After a proposal from Cllr Hooper, seconded by Cllr Howes, it was unanimously **resolved** it would be charged under the Parish Community Rate.

Meeting Dates for 2022-2023 were agreed and that all meetings would return to the Parish Office from May 2022.

21/133A **Budget**

21/133.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 31st March 2022

21/133.2A The provisions as at the 31st March 2022

Current Account	£	55,607.04
Santander Time Deposit 18mths	£	71,745.78
Nationwide Building Society	£	80,483.42
Petty Cash	£	13.20
	£	<u>207,849.44</u>

21/134A **Bank Reconciliation**

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

Action: Cllr Payne

21/135A **Accounts for payment**

It was **resolved** to agree the payments on the attached list. Proposed Cllr Johnson; seconded Cllr Hooper, with one abstention

Action: Clerk

21/136A **Correspondence**

21/136.1A Public Works Loans Board Statement was noted

Remittance Advice for the first instalment of the Precept had been received

Nationwide Business Savings Account, change of authorised signatories form. After a proposal from Cllr Howes, seconded by Cllr Johnson, it was resolved Cllrs Hooper and Payne would become the signatories.

21/137A **Reinstatement valuation for the office, Barn and Pavilion and Public Conveniences**

No update

21/138A Audit of Accounts 2021-2022

The Clerk confirmed the accounts were ready for the Internal Auditor

21/139A Matters for the next meeting to be held on Monday 23rd May 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

Meeting closed at 7.23 pm

Signed as a true and correct record Cllr Payne Dated 23rd May 2022

