

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 23rd May 2022 at 7.00pm, in the Parish Office, 2 Killick Way, Williton.

Attendees:

Councillors Payne (Chairman), Aldridge (arrived during 22/11.2A) Hooper, Howes and White
Public None
Other Mrs M Francis

Apologies:

Councillors None

22/01A The Chairman advised the meeting would be recorded

22/02A Election of Chairman and Vice Chairman

After a proposal from Cllr Hooper, seconded by Cllr Howes, Cllr Payne was elected as Chairman.
After a proposal from Cllr Payne, seconded by Cllr White, Cllr Hooper was elected as Vice-Chairman.

22/03A Apologies as noted above

22/04A Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Howes	22/10A	Personal	Did not vote
Cllr White	22/10A	Personal	Did not vote

22/05A Approval of Minutes of the Finance & Administration Committee Meeting held on 19th April 2022

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

22/06A Matters from the Minutes – for the purpose of report only

22/06.1 (Item 21/137A) Reinstatement Valuations – It had been resolved at Full Council to accept the quotation from Red Deer - noted

22/07A Parish Office

A Second First Aider was required to attend events. A request would be put in the Williton Window and displayed in the Parish Office window, if no volunteer had been found before the publication deadline

22/08A Budget

22/08.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 30th April 2022

22/08.2A The provisions as at the 30th April 2022

Current Account	£ 97,102.82
Santander Time Deposit 18mths	£ 71,745.78
Nationwide Building Society	£ 80,483.42
Petty Cash	<u>£ 13.20</u>
	<u>£ 249,345.32</u>

22/09A Bank Reconciliation

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

Action: Cllr Payne

22/10A Accounts for payment

It was **resolved** to agree the payments on the attached list. Proposed Cllr Hooper; seconded Cllr Payne, with two abstentions

Action: Clerk

22/11A Correspondence

22/11.1A Santander Annual Interest Summary - noted that £71.79 had been received

22/11.2A SALC had forwarded an offer to purchase 5 copies of the Good Councillor's Guide for a total cost of £20.00. **Resolved** to purchase the copies and pass around councillors, who would sign stating they had read the publication. Proposed Cllr Hooper, seconded by Cllr White, unanimously **resolved**. (Cllr Aldridge arrived during this item)

22/11.3A Notification had been received from Opus Energy regarding an increase in electricity prices - noted

22/12A Audit of Accounts 2021-2022

The Clerk confirmed the accounts were ready for the Internal Auditor

22/13A Consideration of Lengthsman on Retainer

After a discussion it was resolved to recommend to Full Council that 15 hours per month be available for a Lengthsman to carry out practical work. A list of duties that this may cover would be produced.

21/14A Matters for the next meeting to be held on Monday 20th June 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 7.57 pm

Signed as a true and correct record Cllr Payne Dated 18th July 2022