

WILLITON PARISH COUNCIL

**Minutes of the Finance and Administration Committee Meeting held on
Monday 18th July 2022 at 7.00pm, in the Parish Office, 2 Killick Way, Williton.**

Attendees:

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

Apologies:

Councillors White

22/15A The Chairman advised the meeting would be recorded

22/16A **Apologies as noted above**

22/17A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Howes	22/23A	Pecuniary	Did not vote on payment relating to own reimbursement
Cllr White	22/23A	Pecuniary	Did not vote on payment relating to own reimbursement

22/18A **Approval of Minutes of the Finance & Administration Committee Meeting held on 23rd May 2022**

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

22/19A **Matters from the Minutes – for the purpose of report only**

There were none

22/20A **Parish Office**

The Chairman advised staff would monitor the heat in the office and if necessary, would alter their hours to avoid the heatwave temperatures forecast.

22/21A **Budget**

22/21.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 31st May and 30th June 2022

22/21.2A The provisions as at the 31st May 2022

Current Account	£ 75,815.29
Santander Time Deposit 18mths	£ 71,773.57
Nationwide Building Society	£ 80,483.42
Petty Cash	£ 54.30
	<u>£ 249,345.32</u>

The provisions as at the 30th June 2022

Current Account	£ 66,003.77
Santander Time Deposit 18mths	£ 71,773.57
Nationwide Building Society	£ 80,483.42
Petty Cash	£ 54.30
	<u>£ 249,345.32</u>

The grant from SALC for Foxes Lunches and Teas was discussed. Confirmation was being sought as to whether the grant can continue past the deadline, however, it was noted the grant application stated 52 sessions. Cllr Aldridge requested an item on Full Council agenda to investigate what else the grant could be put towards, with regards to helping the community after covid.

22/22A **Bank Reconciliation**

It was **resolved** Cllr Payne would carry out the bank reconciliation for the months of May and June 2022

22/23A **Accounts for payment**

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

22/24A **Correspondence**

The Clerk reported electricity invoices had been received from EDF Energy for the Public Conveniences which were being queried due to high amount. The account was on hold and the supply was being investigated further.

The application process for on-line banking had started, a policy would be created for consideration

22/25A Lengthsman on Retainer

Further to Cllr Davies suggestion at Full Parish meeting, Stogursey Parish Council had been contacted regarding duties for their lengthsman; the Chairman reported this was similar to the contract in place with Countrywide Grounds Maintenance, rather than what was required from a lengthsman. A job description would be written and presented to committee for consideration.

Cllr Payne requested assistance for the watering of the hanging baskets – suggested that a request for help was included in the Williton Window report.

22/26A Reinstatement Valuations

GTH had quoted £150.00 + vat for the valuations which had been agreed at Full Council. When the Clerk ordered the work, GTH advised a mistake had been made and the quotation should have been £150.00 + vat for each building but offered an amended price of £500.00 + vat for all buildings (Parish Office, Public Conveniences, Pavilion and The Barn). Due to the difficulty in obtaining a company to carry out the valuations, it was unanimously **resolved** to accept the amended price, with a yearly increase of 10% on the asset register and to re-value in 5 years' time (2027). Proposed Cllr Howes, seconded Cllr Hooper

21/27A Matters for the next meeting to be held on Monday 19th September 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)

Review of Asset Register and Inventory List

Review of Public Convenience costs

Meeting closed at 7.36 pm

Signed as a true and correct record Cllr Payne Dated 17th October 2022