WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on Monday 17th October 2022 at 7.00pm, in the Parish Office, 2 Killick Way, Williton.

Attendees:

Councillors	Payne (Chairman), Aldridge, Hooper and Howes Angell and de Burgh-Thomas observing
Public	None
Other	Mrs M Francis

Apologies:

Councillors	Whetlor and White

Cllrs Angell and de Burgh-Thomas attended to observe the meeting only and did not vote

22/28A The Chairman advised the meeting would be recorded

22/29A Apologies as noted above

22/30A Declarations of Interest

There were none

22/31A Approval of Minutes of the Finance & Administration Committee Meeting held on 18th July 2022

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

22/32A There was not meeting in September due to the mourning period for HM Queen Elizabeth II

22/33A Matters from the Minutes – for the purpose of report only

There were none

22/34A Parish Office

22/34.1A The Clerk submitted a proposal for consideration to use the Foyer of the Parish Office as a 'Warm Hub' venue, to allow access to warmth to help with fuel poverty, with suggested days being Mondays and Fridays with Councillors attending on a rota basis. Cllr Payne suggested that social interaction is considered, such as a craft morning.
After a proposal from Cllr Howes, seconded by Cllr Payne, it was **resolved**, with one abstention to recommend to Full Council that the proposal was adopted.

Members were advised there had been a leak on the hot water system, in the back room and that the leak had been fixed.

22/35A Budget

22/35.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 31st July, 31st August and 30th September 2022. The Public Conveniences lines would be separated, to include costs and income, such as, cleaning, rates, donations. The Councillor allowances line would be removed at the end of the current financial year.

22/35.2A The provisions as at the 31st July 2022

Current Account	£	56,001.30
Santander Time Deposit 18mths	£	71,773.57
Nationwide Building Society	£	80,483.42
Petty Cash	£	50.65
	£	208,308.94

The provisions as at the 31st August 2022

Current Account	£	42,637.88
Santander Time Deposit 18mths	£	71,773.57
Nationwide Building Society	£	80,483.42
Petty Cash	£	31.61
	£	**194,926.48**

The provisions as at the 30th September 2022

Current Account	£	89,481.72
Santander Time Deposit 18mths	£	71,773.57
Nationwide Building Society	£	80,483.42
Petty Cash	£	53.61
	£	241,792.32

22/35.3A Draft Budget Considerations for 2022/2023

The budget was discussed, alterations were made for further discussion at the November meeting.

22/36A Bank Reconciliation

It was **resolved** Cllr Payne would carry out the bank reconciliation for the months of July, August and September 2022

22/37A Accounts for payment

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

22/38A Correspondence

22/38.1A SWT Council Precept Remittance Advice - noted

22/38.2A End of Year Audit 2021-2022 – The Notice of Conclusion of Audit from PKF Littlejohn LLP had been received - noted

22/39A Lengthsman on Retainer

Members discussed the specification for the above role. The pay would be altered to read 'Renumeration between £9.53 - £15.00 per hour' which would cover employed and paid via the set scales or on a self-employed basis. After a proposal from Cllr Howes, seconded Cllr Hooper, it was unanimously **resolved** to advertise the position.

22/40A Review of Protocol for Marking the Death of a Senior National Figure policy

It was **resolved** to recommend to Full Council that a black page would be placed on the website and that the amended document was adopted. Proposed Cllr Howes, seconded Cllr Hooper, with one abstention.

22/41A Bellamy's Corner

No update, however, a new contact name had been received, who would be contacted.

22/42A Bridge Green (The Copse)

Members were asked if they wished to continue with a lease – this was unanimously **agreed**, proposed Cllr Hooper, seconded Cllr Howes.
A new lease proposal had been received from Wyndham Estate, via Savills, which was discussed, it was noted the lease was for 12 months. Members felt it should be for a 10-year period and if this was changed, all other clauses would be agreeable. It was unanimously **resolved** to recommend to Full Council a new 10-year lease was accepted. Proposed Cllr Hooper, seconded Cllr Aldridge.

22/43A Complaints Procedure

It was **resolved** to recommend to Full Council, that the complaints procedure was adopted. Proposed Cllr Howes, seconded Cllr Aldridge, with one abstention.

22/44A Dedicated Councillor Email Addresses

A discussion took place regarding the existing email addresses. After a proposal from Cllr Hooper, seconded by Cllr Aldridge, it was **resolved**, with one vote against and one abstention, to recommend to Full Council that either Cllr email addresses or private email addresses could be used.

22/45A Parish Office Hire Charges

Unanimously **resolved** to recommend to Full Council that no amendments were made to the current charges. Proposed Cllr Howes, seconded Cllr Hooper.

22/46A Publication Scheme

Unanimously **resolved** to recommend to Full Council that the scheme was adopted. Proposed Cllr Howes, seconded Cllr Aldridge.

22/47A Review of Financial Regulations

Unanimously **resolved** to recommend to Full Council that the amendments were adopted. Proposed Cllr Howes, seconded Cllr Aldridge.

22/48A Purchase of Flag(s)

Unanimously **resolved** to recommend to Full Council that flags, such as the Union Flag, Somerset Flag, Armed Forces Day, St Georges Day and any other pertinent flag was purchased and flown, with confirmation regarding dates.. Proposed Cllr Howes, seconded Cllr Hooper.

22/49A Matters for the next meeting to be held on Monday 21st November 2022

GDPR Document

Review of Asset Register and Inventory List

22/50A A resolution was passed to exclude the press and public from the remainder of the meeting, due to confidential personnel matters

Proposed Cllr Hooper, seconded Cllr Howes and unanimously **resolved**

22/51A Pay increment as per employment contract

After a proposal from Cllr Hooper, seconded by Cllr Howes, it was unanimously **resolved** to apply the pay increment as per contractual arrangements.

Meeting closed at 9.19 pm

Signed as a true and correct record …..… Cllr Payne …………………. Dated …… 21st November 2022 …..