

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 21st November 2022 at 7.00pm, in the Parish Office, 2 Killick Way, Williton.

Attendees:

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

Apologies:

Councillors Hooper and Whetlor

22/52A The Chairman advised the meeting would be recorded

22/53A **Apologies as noted above**

22/54A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Payne	22/60A	Personal – reimbursement	Informed meeting

22/55A **Approval of Minutes of the Finance & Administration Committee Meeting held on 17th October 2022**

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

22/56A **Matters from the Minutes – for the purpose of report only**

There were none

22/57A **Parish Office**

22/57.1A “Warm Hub” – Full Council had agreed for the Foyer to be used as a venue. Cllr Howes would produce posters and volunteered to attend when available, all members would be asked to attend when they could, on a rota. Opening times agreed as; Monday 1-3pm, Wednesday 10am – 12 noon, Friday 10am – 12 noon. Cllr Howes would approach SPAR and the Co-Op to ask for donations for refreshments, which otherwise would be paid for from the Parish Council.

22/57.2A Office opening over the Christmas period – The office would close at 12 noon on 23rd December 2022 and re-open 4th January 2023. Emergency numbers would be displayed on the front door. Proposed Cllr Howes, seconded Cllr White and unanimously **resolved**.

22/57.3A Parking at Parish Office – It had been reported that cars were parking in bays, night and day. The committee could not see a problem, if cars were not parked when spaces were needed for a meeting. It was **resolved** to ask the Councillor who had reported it, to monitor on a low key basis and take a note of registration numbers

22/58A **Budget**

22/58.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 31st October 2022.

22/58.2A The provisions as at the 31st October 2022

Current Account	£	72,378.26
Santander Time Deposit 18mths	£	71,773.57
Nationwide Building Society	£	80,483.42
Petty Cash	£	<u>113.13</u>
	£	<u>224,748.38</u>

22/58.3A Draft Budget Considerations for 2023/2024

The proposed budget would be submitted to the December Parish Council meeting for recommendation

22/59A **Bank Reconciliation**

It was unanimously **resolved** Cllr Payne would carry out the bank reconciliation for the month of October 2022. Proposed Cllr Howes, seconded Cllr Angell

22/60A Accounts for payment

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

22/61A Correspondence

22/61.1A Business Rates – noted the Parish Office had been relisted, to include the old Talking Newspapers office and Business Rate Relief claim form had been submitted

22/61.2A Reinstatement Valuations had been undertaken, but queries had been raised. Once replies had been received, the valuations would be forwarded to the Insurance company.

22/61.3A A request had been received from Foxes Academy for the Parish Council to pay for the Pavilion hire, for a Soup Club on Wednesday 11am – 2pm at a cost of £46.50 per session. After a discussion, it was unanimously **resolved** to recommend to Full Council to support, by paying the hire cost for the pavilion until the 31st March 2023, but that Foxes Academy would be requested to cover supply of the food costs. Proposed Cllr Howes, seconded Cllr Aldridge and unanimously resolved.

22/61.4A Lloyds Bank – the forms for online banking were being completed and would be submitted

22/61.5A Somerset Emergency Community Contacts – after a discussion, it was **resolved** to reply stating the Councillors felt the idea was too vague, did not have the skills or qualifications to take on such a position, perceived to be a Disaster Manager and would expect the Emergency Services to be able to provide necessary skill set.

An email had been received from a Councillor regarding the last Full Council meeting, regarding behaviour of members towards the Clerk and the Chairman. It would be recommended, if any spelling or grammatical errors were noticed, the Clerk would be advised before the meeting, so that any errors could be corrected to safe time in meetings and that respect should be shown at all times.

22/62A Cash Handling Protocol

To be discussed in private session

22/63A Bellamy's Corner

A reply was still awaited

22/64A Bridge Green (The Copse)

A reply was still awaited

22/65A Councillor and Staff Training

Authority was re-affirmed for the Clerk to book training courses, with agreement by at least three FAC members and within budget. Proposed Cllr Howes, seconded Cllr White, unanimously **resolved**.

22/66A Matters for the next meeting to be held on Monday 23rd January 2022

GDPR Document

Review of Asset Register and Inventory List

22/67A A resolution was passed to exclude the press and public from the remainder of the meeting, due to confidential personnel matters

Proposed Cllr Aldridge, seconded Cllr White and unanimously **resolved**

22/68A Pay increments as per employment contracts and new pay scales

New pay scales had been received to be back dated to the 1st April 2022.

22/69A Cash Handling Protocol – a document had been forwarded for members to consider. After a proposal from Cllr Howes, seconded Cllr White, it was unanimously **resolved** to make the few minor alterations suggested, then send to Full Council for adoption.

Meeting closed at 9.08 pm

Signed as a true and correct record Cllr Payne Dated 23rd January 2023