

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 23rd January 2023 at 7.00pm, in the Parish Office, 2 Killick Way, Williton.

Attendees:

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

Apologies:

Councillors Angell, Howes and White

22/70A The meeting commenced at 7.15pm and The Chairman advised the meeting would be recorded

22/71A **Apologies as noted above**

22/72A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Payne	22/78A	Personal – reimbursement	Informed meeting

22/73A **Approval of Minutes of the Finance & Administration Committee Meeting held on 21st November 2022**

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

22/74A **Matters from the Minutes – for the purpose of report only**

22/74.1A (Item 22/57.1A) Donations had been kindly received for the Warm Hub from the Co-op and SPAR. Thank you letters would be sent.

22/75A **Parish Office**

Outstanding items that would need addressing/repair were the front windows, side windows and the side door. New quotations would be sought.

22/76A **Budget**

22/76.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 30th November and 31st December 2022.

22/76.2A The provisions as at the 30th November 2022

Current Account	£	55,246.28
Santander Time Deposit 18mths	£	71,773.57
Nationwide Building Society	£	80,483.42
Petty Cash	£	96.12
	£	<u>207,599.39</u>

The provisions as at the 31st December 2022

Current Account	£	52,258.45
Santander Time Deposit 18mths	£	71,773.57
Nationwide Building Society	£	80,483.42
Petty Cash	£	88.22
	£	<u>204,603.66</u>

22/76.3A Review of income and expenditure streams

Ways to increase the use of the back office were discussed. It was resolved to advertise that it can be hired on an ad hoc basis, through various avenues to include SCC, Social Services and the Probation Service

A discussion took place regarding the store in the car park (toilet store), taking into consideration that it is currently on a 10-year lease, with break points. This included costs for refurbishment, the legal costs for subletting and landlord agreements. It was **resolved** to explore the possibility of a Community Asset Transfer and the commercial value if leased out, either part or as a whole. Proposed Cllr Aldridge, seconded Cllr Payne and unanimously **resolved**.

The cost to the Parish Council in supporting the WWMRG Charity was discussed, including being charged to hire the pavilion for events to ultimately support the charity. It was **resolved** a breakdown of all costs would be produced and consideration given as to whether the two should be completely separated.

22/77A Bank Reconciliation

It was unanimously **resolved** Cllr Payne would carry out the bank reconciliation for the month of November and December 2022.

22/78A Accounts for payment

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

22/79A Correspondence

22/79.1A Consultation on Street Trading Policy had been received from SWT Council – it was **resolved** to recommend to Full Council that the policy was accepted with no amendments.

22/79.2A Williton Window had provided a break down of editorial pages for the Parish Council and the WWMRG Charity. It was noted the charity is receiving a lot of editorial/advertising, which the Parish Council are subsidising and a discussion took place as to whether the charity should pay towards the costs. It was agreed this cost would be added to the breakdown which had been agreed to produce under item 22/76.3A.

22/79.3 (Item 22/61.1A) Business Rates – confirmation had been received that there would be no Business Rate charge on the Parish Council office - noted

22/80A Bellamy's Corner

A reply was still awaited

22/81A Bridge Green (The Copse)

The new lease had been received for Chairman to sign, as agreed by Full Council - noted

22/82A Councillor and Staff Training

An update was given on which Councillors had booked places for upcoming training sessions. All Councillors would be reminded to attend the course being run from the Monitoring Officer.

22/83A Matters for the next meeting to be held on Monday 20th February 2023

GDPR Document – this would be deferred until the Clerk had undertaken the training course
Card reader

22/84A 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 Hooper and unanimously **resolved**

22/85A Verbal report from Personnel Meeting and recommendations for new Terms of Reference

Cllr Aldridge gave a verbal update on the recent meeting, which would be reiterated at the next Parish Council meeting. The main points were:

- Quarterly meetings had been scheduled.
- Councillors to be reminded to be careful about gossip and what should be kept confidential and not repeated to third parties.
- Not to undermine the Clerk regarding the administration of the council and staff members, work should be directed through the Clerk only, who will delegate accordingly.
- HR company to attend to carry out training for the Parish Council

Meeting closed at 9.08pm

Signed as a true and correct record Cllr Payne Dated 20th February 2023