

WILLITON PARISH COUNCIL

**Minutes of the Finance and Administration Committee Meeting held on
Monday 20th March 2023 at 7.00pm, in the Parish Office, 2 Killick Way, Williton.**

Attendees:

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

Apologies:

Councillors Whetlor and White

22/98A The Chairman advised the meeting would be recorded

22/99A Apologies as noted above, and reasons approved

22/100A Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Payne	22/106A	Personal	Informed meeting and did not vote on personal reimbursement
Cllr Aldridge	22/104.1A	Personal	Did not vote
Cllr Howes	22/104.1A	Personal	Did not vote

22/101A Approval of Minutes of the Finance & Administration Committee Meeting held on 20th February 2023

It was **resolved** to approve the minutes. Proposed Cllr Hooper, seconded Cllr Angell, with one abstention due to absence

22/102A Matters from the Minutes – for the purpose of report only

There were none

22/103A Parish Office

22/103.1A (Item 22/290.2) It was noted the Parish Council had agreed a budget of £500.00 for a card reader for takings payments at the Public Toilets and for room hire. Cllr Aldridge gave a verbal update on enquires he had made so far, it was agreed Cllr Aldridge would speak to Broomfield, National Trust, for further advice. Cllr Payne would obtain information from the Diocese.

22/103.2A (Item 22/75A) Front Window, Side Window and Side Door - One company had visited so far and a quotation was awaited.

22/104A Budget

22/104.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 28th February 2023. The Service Level Agreement with West Somerset Advice Bureau would be confirmed if it was ongoing support, if it was, it was resolved the balance would be paid or if necessary, transferred into provisions for 3 months to be paid retrospectively. Proposed Cllr Payne, seconded Cllr Hooper.

It was noted there was some overspend being taken from reserves, this had been anticipated.

22/104.2A The provisions as at the 28th February 2023

Current Account	£	33,690.47
Santander Time Deposit 18mths	£	71,773.57
Nationwide Building Society	£	80,483.42
Petty Cash	£	60.11
	£	<u>186,007.57</u>

It was noted that Foxes Academy would continue with the Wednesday booking of the pavilion, for Soup Club (or similar), but would be funding the hire after the 31st March 2023.

Climate Grant – Countrywide Grounds Maintenance would be contacted to request the wildflower areas were cut, as per the ground's maintenance contract

- 22/104.3A Allocation of Provisions to be carried over to the next Financial Year – West Somerset Advice Bureau, as resolved under 22/104.1A
- 22/105A Bank Reconciliation**
It was unanimously **resolved** Cllr Payne would carry out the bank reconciliation for the month of February 2023. Proposed Cllr Howes, seconded Cllr Hooper
- 22/106A Accounts for payment**
It was **resolved** to agree the payments on the attached list.
Proposed Cllr Hooper; seconded Cllr Howes
- 22/107A Correspondence**
22/107.1A Notification had been received from SALC to advise the S177 Allocation for 2023/2024 had been set at £9.93 per elector - noted
- 22/108A Eye Test and Glasses Policy**
It was unanimously **resolved** to recommend to Full Council that the policy be adopted, with no amendments.
Proposed Cllr Howes, seconded Cllr Angell
- 22/109A Bellamy's Corner**
No update - A reply was still awaited
- 22/110A Matters for the next meeting to be held on Monday 17th April 2023**
- 22/111A A resolution was passed to exclude the Press and Public from the remainder of the meeting due to Personnel Matters**
Proposed Cllr Hooper, seconded by Cllr Angell
- 22/112A Report from Personnel Meeting held on 14th March 2023**
It was reported the Assistant to the Parish Clerk had resigned. The position would be re-advertised.

The Chairman also advised Cllr Naylor had resigned.

Cllr Aldridge gave a verbal report of the meeting, which included the request for Councillors to make appointments to visit the office, being trialled for the next three months, so at least two members of staff would be present.

It was agreed a price would be obtained for the CCTV in the office be upgraded to include sound. Proposed Cllr Angell, seconded Cllr Howes.

Meeting closed at 8.06pm

Signed as a true and correct record ... Cllr Payne Dated 17th April 2023