

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 19th June 2023 at 7.00pm, in the Parish Office, 2 Killick Way, Williton.

Attendees:

Councillors Payne (Chairman), Aldridge, Angell, Hooper and Whetlor (arrived at 7.18pm)
Public None
Other Mrs M Francis

Apologies:

Councillors Howes

23/17A The Chairman advised the meeting would be recorded

23/18A Apologies as noted above

23/19A Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Payne	23/25A	Personal	Informed meeting and did not vote on personal reimbursement

23/20A Approval of Minutes of the Finance & Administration Committee Meeting held on 15th May 2023

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

23/21A Matters from the Minutes – for the purpose of report only

23/21.1A (Item 23/07.1A) Projector and Screen – purchase was outstanding. It was noted, not having a procurement card was causing issues with purchases.

23/22A Parish Office

23/22.1A (Item 23/44.1) Correspondence Log – Full Council had asked the committee to consider which correspondence should be included on the internal log. After a discussion it was **resolved** to recommend that any correspondence from third parties i.e., public or outside organisations was logged and Councillor emails only when specifically requested.

23/23A Budget

23/23.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 31st May 2023.

23/23.2A It was **resolved** to note the provisions as at 31st May 2023.

23/24A Bank Reconciliation

It was unanimously **resolved** Cllr Payne would carry out the bank reconciliation for the month of May 2023. Proposed Cllr Whetlor, seconded Cllr Hooper

23/25A Accounts for payment

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

23/26A Correspondence

Citizens Advice West Somerset, 'CAWS' had forwarded a report on Williton, but a Service Level Agreement was still awaited. This would be passed to Full Council

Annual Interest statement had been received from Santander

Cllr Payne gave an update on the ongoing issue with EDF and the toilet electricity supply

- 23/27A** (Item 23/16.2) **Funding of one-off hires for the Pavilion and Parish Office**
- Requests for funding was available via the Grant Application form, which members felt was inappropriate for small amounts, such as the hire of a room to facilitate a meeting. After a discussion it was resolved to recommend to Full Council:
- That a simplified form was produced for requests under £50.00, noting that political parties would be excluded
 - The FAC committee would have the authority to approve requests, by email if necessary and ratified at their next meeting.
 - One application per organisation per financial year, however, this may be altered at the discretion of the FAC committee.
- Proposed Cllr Angell, seconded Cllr Aldridge and unanimously **resolved**
- 23/28A** **IT and Electronic Communication Policy**
- After a discussion, it was proposed to recommend to Full Council that this policy was adopted. Proposed Cllr Whetlor, seconded Cllr Angell, 3 in favour, 1 against and 1 abstention
- 23/29A** (Item 21/288.2) **Cllr Email Addresses**
- After a discussion, it was proposed to recommend to Full Council that only dedicated Cllr email addresses continued to be used. Proposed Cllr Payne, seconded Cllr Whetlor, 3 in favour, 2 against
- 23/30A** **Scheme of Delegation**
- After some slight amendments, it was unanimously **resolved** to recommend adoption to Full Council. Proposed Cllr Angell, seconded Cllr Aldridge.
- 23/31A** **Terms of Reference for Committees**
- Due to time restraints, it was agreed to defer the FAC ToR's.
Each committee would be asked to consider their ToR's
- 23/32A** **Public Conveniences**
- A discussion took place regarding the cost of running the toilets against the benefit for the community. It was noted the toilets were well used and received by the public, however, an income stream, such as a card for donations needed implementation. Cllr Aldridge confirmed he had investigated options and would apply for a grant to cover the equipment and work and report back.
- 23/33A** **Bellamy's Corner**
- No update - A reply was still awaited
- 23/34A** **Matters for the next meeting to be held on Monday 17th July 2023**
- Terms of Reference
- 23/35A** **A resolution was passed to exclude the Press and Public from the remainder of the meeting, due to commercial and personnel sensitivity**
- Proposed Cllr Whetlor, seconded Cllr Angell, unanimously **resolved**
- 23/36A** **Cash Handling Protocol**
- Cllr Hooper, although not against the policy, raised some questions regarding insurance. It was resolved to send a copy of the policy to the insurance company for any comment and to ask the questions raised.
- 23/37A** **Windows in Parish Office**
- Although several companies were asked to tender for the work, only two quotations were received. It was resolved to recommend to Full Council, the lower quotation, but to try and obtain a grant for the work.

Meeting closed at 9.17 pm.

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