

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 17th July 2023 at 7.00pm, in the Parish Office, 2 Killick Way, Williton.

Attendees:

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

Apologies:

Councillors Angell and Howes

23/38A The Chairman advised the meeting would be recorded

23/39A Apologies as noted above

23/40A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Payne	23/46A	Personal	Informed meeting and did not vote on personal reimbursement

23/41A **Approval of Minutes of the Finance & Administration Committee Meeting held on 19th June 2023**

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

23/42A **Matters from the Minutes – for the purpose of report only**

23/42.1A (Item 23/07.1A) The Projector had been purchased

23/43A **Parish Office**

23/43.1A Correspondence Log – This had been discussed at Full Council, with the addition not to log press releases from Somerset Council. Due to new information, the office felt it is necessary to continue logging correspondence, as it has been in the past. It was unanimously **resolved** to recommend this back to Full Council. Proposed Cllr Hooper, seconded Cllr Whetlor.

23/44A **Budget**

23/44.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 30th June 2023. It was noted the insurance had gone over budget, due to the Pavilion. The WWMRG charity had been invoiced and payment received.

23/44.2A It was **resolved** to note the provisions as at 30th June 2023.

23/45A **Bank Reconciliation**

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

23/46A **Accounts for payment**

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

23/47A **Correspondence**

There was none

23/48A **To discuss email software and training for emails**

Full Council had agreed to the recommendation for the continued use of Councillor email address but had requested the above be considered. Currently, no update.

23/49A Terms of Reference for FAC and Events Committee

After a discussion, it was unanimously **resolved** to recommend no amendments to the FAC Terms of Reference. Proposed Cllr Hooper, seconded Cllr Whetlor

It was agreed to defer the Events Terms of Reference to the September meeting

23/50A Public Conveniences

No update regarding the card reader for donations

23/51A Bellamy's Corner

No update - A reply was still awaited

23/52A Windows in Parish Office

This had been discussed at Full Council, with the recommendation that a Working Party was formed from FAC to source funding. Members felt due to lack of numbers on the FAC committee, either the Full Council form a working party, or to consider internal borrowing from the Community Project reserves, with a plan to pay back over the coming years via the increase of the precept. Advice would be sought how this would be shown within the accounts. It was noted that no money had been allocated from the precept for repairs and maintenance of property and equipment, such as the office and play equipment. Cllr Payne had investigated a grant but had been unsuccessful. Cllr Whetlor would look at possible funding through SALC and the Rural England Prosperity Fund.

An update would be given at the September meeting, if no success in grants, at the October meeting, Full Council would be asked for agreement for the internal borrowing.

23/53A Matters for the next meeting to be held on Monday 18th September 2023

23/54A A resolution was passed to exclude the Press and Public from the remainder of the meeting, due to commercial and personnel sensitivity

Proposed Cllr Hooper, seconded Cllr Aldridge, unanimously **resolved**

23/55A Cash Handling Protocol

Members were advised of the response from the Insurance company. No further action and the adopted policy would remain in place.

23/56A Confirmation of staffing levels in office and continued procedure regarding Councillors attending offices

The Chairman confirmed the Assistant to the Clerk had commenced full hours, as of today. The current system, put in place by Personnel Committee, where Councillors would contact the office to advise they would like to visit, would continue.

Meeting closed at 8.19 pm.

Signed as a true and correct recordCllr Payne..... Dated18/09/2023.....