

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 18th September 2023 at 7.00pm, in the Parish Office, 2 Killick Way, Williton.

Attendees:

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

Apologies:

Councillors Angell, Hooper and Whetlor

23/57A The Chairman advised the meeting would be recorded

23/58A It was unanimously **resolved** to note and accept the apologies as noted above.
Proposed Cllr Howes, seconded Cllr Aldridge

23/59A Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Howes	23/65A	Personal	Informed meeting and did not vote on personal reimbursement

23/60A Approval of Minutes of the Finance & Administration Committee Meeting held on 17th July 2023

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

23/61A Matters from the Minutes – for the purpose of report only

There were none

23/62A Parish Office

23/62.1A External PIR lights – Despite several companies being contacted, only one quotation had been received, to replace and install the four PIR lights around the outside of the office, at a cost of £240.00 + vat. Unanimously **resolved** to accept quotation, proposed Cllr Howes, seconded Cllr Aldridge.

23/62.2A Electrical Periodic Test and Inspection - Despite several companies being contacted, only one quotation had been received, to carry out the test and submit a condition report at a cost of £160.00 + vat. Unanimously **resolved** to accept quotation, proposed Cllr Aldridge, seconded Cllr Howes.

Members were advised regarding concern with the water supply, being discoloured. Wessex Water had taken samples, results showed elevated magnesium and iron levels. They had taken samples from other properties which resulted in a flush being undertaken, confirmation this had been undertaken was awaited. Although Wessex Water had confirmed the water was safe to drink, due to the discoloration, bottled water was currently being used. If the problem was found to be from the meter to office, it would be the Parish Councils responsibility.

23/63A Budget

23/63.1A It was **resolved** to note the detailed Receipt and Expenditure Analysis sheet as at 31st July and 31st August 2023. It was noted the Clerk advised members the need to be careful with spending; currently 5 months into the financial year and 1/3rd of budget had been spent, although members had agreed when setting the precept to use reserves.

23/63.2A It was **resolved** to note the provisions as at 31st July and 31st August 2023.

23/64A Bank Reconciliation

It was unanimously **resolved** Cllr Payne would carry out the bank reconciliation for the months of July and August 2023. Proposed Cllr Howes, seconded Cllr Aldridge

- 23/65A Accounts for payment**
It was **resolved** to agree the payments on the attached list.
Proposed Cllr Aldridge; seconded Cllr Payne.
- 23/66A Correspondence**
- 23/66.1A Resignation of the Qualified First Aider had been received. A letter of thanks would be sent for past service; resolved to enquire if they knew of a possible replacement
- 23/66.2A Doniford Bus Shelter – a request had been received from Somerset County for Williton Parish Council to take ownership and responsibility for the shelter. Concern was raised regarding the graffiti cleaning, usage and possible ongoing costs. After a discussion, the following would be clarified:
- Haven would be approached to ask if they would transfer ownership of the land to the Parish Council
 - Somerset Council would be asked what time length the Parish would be committing to and how the Parish could be relieved of its responsibility, for example, if the bus route ceased.
 - When these were answered, there was the possibility to contact the Residents Association of the local park homes, to ask if they would contribute towards costs.
- 23/66.3A Nationwide Building Society – increase to interest rate from 1.5% – 2.25% - noted
PKF Littlejohn, external auditors, had completed the limited assurance review.
- 23/67A To discuss email software and training for emails**
Agreed to ask Cllr Angell for 3 dates, which would be passed to members to offer help in setting up their email accounts.
- 23/68A Terms of Reference for Events Committee**
After a discussion, it was unanimously **resolved** to recommend the amended Events Committee Terms of Reference to Full Council, with the addition that 10% of takings being carried over at the end of financial years and held in provisions for future events. Proposed Cllr Aldridge, seconded Cllr Howes
- 23/69A Public Conveniences**
- No update regarding the card reader for donations.
 - A price would be obtained for the electric in the store area be checked and reconnected.
 - The quotation for the emergency release was considered, agreed to review in 6 months.
 - Donation box – agreed to gain access in the way discussed, noted a replacement may be required after entry gained.
 - Toilet rolls are being stolen every day – Idverde had requested tamper proof holders were installed – agreed.
- 23/70A Bellamy's Corner**
No update - A reply was still awaited. New contact details had been received.
- 23/71A Windows in Parish Office**
Due to budgets, grant funding would be required. Resolved to remove from agenda. When the 2024/2025 budget was discussed, it was noted there was a need for reserve funds to be allocated for upkeep and maintenance of buildings
- 23/72A Community Ownership Fund**
The Expression of Interest for Play Equipment, £68K had been approved and an invitation received to submit a full application. Noted this would involve a lot of work.
- 23/73A Matters for the next meeting to be held on Monday 16th October 2023**
Appointment of auditor and budget

- 23/74A** **A resolution was passed to exclude the Press and Public from the remainder of the meeting, due to personnel sensitivity**
Proposed Cllr Aldridge, seconded Cllr Howes, unanimously **resolved**
- 23/75A** **Pay Scales – Annual Increment**
Noted the contractual increment would be awarded

Meeting closed at 8.56 pm.

Signed as a true and correct recordCllr.Payne..... Dated16/10/23.....