

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 16th October 2023 at 7.00pm, in the Parish Office, 2 Killick Way, Williton.

Attendees:

Councillors	Payne (Chairman), Aldridge, Hooper, Howes and White
Public	None
Other	Mrs C Hirst

Apologies:

Councillors	Angell, Whetlor
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23/76A The Chairman advised the meeting would be recorded

23/77A It was unanimously **resolved** to note and accept the apologies as noted above.

23/78A Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr. Aldridge	23/83.3A	Personal	Informed meeting

23/79A Approval of Minutes of the Finance & Administration Committee Meeting held on 18th September 2023

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

23/80A Matters from the Minutes – for the purpose of report only

23/81A Parish Office

23/81.1A it was noted that PAT Testing had been booked for November.

23/81.2A It was noted that the CCTV quote had been accepted under delegated powers.

23/82A Somerset Council Financial Difficulties

23/82.1A It was discussed that due to Somersets financial position that extra duties could become a financial responsibility of the Parish Council and that Cllrs should be mindful of this when setting their Precept. Cllr Howes enquired if Somerset Council had to publish their accounts and was informed that they do. Cllr White questioned what impact would fall on to the Parish Council Staff.

23/83A Budget

23/83.1A It was unanimously **resolved** to approve the Receipts and Expenditure

23/83.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions

23/83.3A The Draft Budget was considered. A loan for the replacement of Parish Council Office windows was discussed. It was considered to put out a three year tender for the toilet cleaning. It was resolved to wait for the EPC Committee to complete that part of the Draft Budget.

23/83.4A Cllr. Howes noted the cost of the Christmas Lights and that they were in budget but would discuss this with the Clerk.

23/84A Bank Reconciliation

It was unanimously **resolved** Cllr Payne would carry out the bank reconciliation for September 2023. **Proposed Cllr Aldridge, seconded Cllr Howes.**

23/85A Accounts for Payment

23/85.1A It was **resolved** to agree the payments on the attached list.
Proposed Cllr Hooper; seconded Cllr Payne.

23/86A Correspondence

23/86.1A The Copse (Bridge Green) It was noted that a signed copy of the Lease had been received.

- 23/87A Appointment of Internal Auditor**
- 23/87.1A It was unanimously **resolved** that the same Auditor would be used as the previous year
Proposed by Cllr Aldridge seconded by Cllr. Howes.
- 23/88A Review of Risk Management Policy**
- 23/88.1A It was **Unanimously** resolved to readopt the Risk Management Policy with no amendments
proposed Cllr. Payne seconded Cllr. Aldridge
- 23/89A Doniford Bus Shelter**
- It was noted there was no update
- 23/90A Public Conveniences**
- 23/90.1 Cllr. Aldridge confirmed he had been looking into options for the public convenience payment
he would update once he had collated all the information. It was also noted that the tamper
proof toilet roll holders had been installed to prevent toilet rolls from being stolen.
- 23/91A Bellamy's Corner**
- No update
- 23/92A Community Ownership Fund**
- It was reported by Cllr. Payne this this option may not be viable. Noted.
- 23/93A Matters for the next meeting to be held on Monday 20th November 2023**

Meeting closed at 9.00 pm.

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