

WILLITON PARISH COUNCIL

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

Attendees:

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

Apologies:

Councillors Angell, Whetlor

23/94A The Chairman advised the meeting would be recorded

23/95A It was unanimously **resolved** to note and accept the apologies as noted above.

23/96A Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Howes	23/103A	Personal	Did not vote on personal reimbursement

23/97A Approval of Minutes of the Finance & Administration Committee Meeting held on 16th October 2023

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

23/98A **Matters from the Minutes – for the purpose of report only** – there were none

23/99A Parish Office

23/99.1A The Screwfix Foundation – a funding application had been submitted for the window replacement - noted

23/99.2A Christmas Opening Times – the office would be closed from 21st December 2023 until 4th January 2024

23/99.3A Consideration was given as to whether the office would be opened from January 2024 – March 2024 as a Warm Hub, in conjunction with Council Surgeries. Cllr Howes volunteered to attend on Monday's and Friday's. Liaison would take place with other organisations, such as the Church, and a notice would be displayed advertising other venues offering the same or similar. If the dates did not clash, it was agreed to open on Monday and Friday mornings, 10am – 12 noon and Cllr Howes would attend on Monday's.

23/100A Somerset Council Financial Difficulties

23/100.1A The letter received from the Chairman of Somerset Council, stating which services could be under threat, was discussed. Members felt it was extremely difficult, especially when setting the annual budget, as it was unknown what or if would be cut, and how much it would cost if the Parish Council felt they wished to take over the provision of the service(s). It was resolved to reply and ask which services were statutory.

23/101A Budget

23/101.1A It was unanimously **resolved** to approve the Receipts and Expenditure

23/101.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions

23/101.3A The Draft Budget and level of Precept was considered. Reductions were made on the budget where possible, bringing the proposed budget to £166,281.10. Members agreed that the precept would have to be raised, as reserves were already being used for the current financial year. Somerset Council would not be advising the Tax Base until December.

A discussion took place as to whether the WWMRG Charity should be asked for a percentage towards the WPC Ground Maintenance, as this was primarily for the Memorial Ground. It was resolved to write to the WWMRG Charity to give notice that FAC were looking for them to become totally self-sufficient,

It was discussed whether the Public Conveniences should be paid for, it was suggested to look at possibility of charging 50pence, which would go some way to help fund the toilets. The renting out of the toilet store would be investigated and reported back to a future meeting.

The Clerk had prepared various scenarios of level of precept. An increase of 50% would be recommended to Full Council – proposed Cllr Aldridge, seconded Cllr Hooper and unanimously **resolved**.

The option of a public meeting to explain the situation with Somerset Council and the proposed budget/precept was discussed, but members felt the Annual Parish Assembly and Councillor Surgeries would be sufficient.

23/104.4A The Christmas lights had been ordered - noted

23/102A Bank Reconciliation

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

23/103A Accounts for Payment

23/103.1A It was **resolved** to agree the payments on the attached list.
Proposed Cllr Aldridge; seconded Cllr Payne.

23/104A Correspondence

23/104.1A The approved NALC pay scales for 2023-24 had been received and it was unanimously **resolved** to arrange for back pay for staff members to the 1st April 2023.
Proposed Cllr Hooper, seconded Cllr Howes

23/105A Review of Financial Regulations for recommendation to Full Council

23/105.1A It was unanimously **resolved** to recommend the re-adoption of the Financial Regulations with provision of a procurement card.

23/106A Terms of Reference

23/106.1A Environment and Planning Committee ToR's would be recommended to Full Council for adoption

23/107A Doniford Bus Shelter

It was noted there was no update – a reply was awaited from Somerset Council

23/108A Public Conveniences

23/108.1A Cllr. Aldridge confirmed he had details from one company and would investigate other options, with the facility to only open the door upon payment. The donation box had been emptied and the contents would be confirmed at the next meeting.

23/108.2A Storage of Flood Equipment

A discussion took place on options where the flood equipment could be stored, to enable more centralised storage. It was resolved to keep it where it was at the moment, until the rental possibilities of the toilet store had been investigated.

It had been reported from Idverde, earlier in the day, that there had been a fire in the hand basin and that plastic trim around the toilet had been removed. It was agreed to obtain a price to remove the hand basin completely, as it has the Wallgate unit.

23/109A Bellamy's Corner

No update – awaiting reply from Somerset Council. EPC would be asked to consider applying for preservation orders on the trees, especially the Memorial Trees.

23/110A Matters for the next meeting to be held on Monday 22nd January 2024

Meeting closed at 8.54 pm.

Signed as a true and correct record ... Cllr Payne Dated 22nd January 2024