

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 22nd January 2024 at 7.30pm, 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

23/111A The Chairman advised the meeting would be recorded

23/112A It was unanimously **resolved** to note and accept the apologies as noted above.

23/113A Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Howes	23/119A	Personal	Did not vote on personal reimbursement
Cllr Payne	23/119A	Personal	Did not vote on personal reimbursement
Cllr Aldridge	23/120.1A	Personal	Informed meeting. Did not vote

23/114A Approval of Minutes of the Finance & Administration Committee Meeting held on 20th November 2023

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

23/115A Matters from the Minutes – for the purpose of report only

23/115.1A Parish Office outside PIR lights and the 5-year hard wire test had been completed - noted

23/116A Parish Office

23/116.1A It was noted the Screwfix Foundation funding application had been unsuccessful. It was resolved to consider, at the end of the current financial year, whether any unallocated funds could be put aside to build a fund for building maintenance. Consideration of an extra budget line to cover the maintenance of Parish Office and Public Conveniences would be given for 2025-2026.

It was resolved to request quotations for the current windows to be repaired temporarily and look at replacement when funds were available.

Warm Hub – Cllr Hooper expressed concern that most Friday sessions were not being covered by Councillors. Cllr Aldridge had agreed to cover 3 dates, but as there had been no other volunteers, Cllr Howes agreed to cover the remaining, where possible.

Cllr Payne advised he had been the only Councillor to attend the two open days regarding the Play Area and suggested definite volunteers were agreed before any event, to ensure cover.

It was **resolved** two staff members would attend a basic first aid training to cover the Parish Office, at a cost of £50.00 each. Proposed Cllr Hooper, seconded Cllr Aldridge.

23/117A Budget

23/117.1A It was unanimously **resolved** to approve the Receipts and Expenditure, as at 30th November and 31st December 2023

23/117.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions, as at 30th November and 31st December 2023

23/117.3A It was unanimously **resolved** to transfer £50,000.00 from the Nationwide savings account into the Lloyds current account. Proposed Cllr Payne, seconded Cllr Hooper.

23/118A Bank Reconciliation

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

23/119A Accounts for Payment

23/119.1A It was **resolved** to agree the payments on the attached list.
Proposed Cllr Howes, seconded Cllr Hooper

23/120A Correspondence

23/120.1A Citizens Advice West Somerset had confirmed their agreement with the amended SLA (Service Level Agreement), which had been agreed at Full Council on 7th August 2023, item 23/110.1. Therefore, it was resolved to authorise the Chairman to sign the relevant paperwork. Proposed by Cllr Hooper, seconded by Cllr Howes, (Cllr Aldridge did not take part in the vote).

23/120.2A SALC – A change to the law relating to the funding of church property – a new briefing note LO2-23 had been issued and replaced briefing LO1-18, which had been withdrawn. The Parish Council policies would be amended where necessary to adopt the changes - noted

23/120.3A LTN 87 – Changes to procurement thresholds – The Parish Council policies would be amended where necessary to adopt the changes - noted

23/121A (Item 23/199.2) To consider request for temporary storage of West Somerset Free Press archive files

It was unanimously **resolved** to recommend to Full Council that temporary storage was agreed until the space was needed for another purpose. The Parish Council would not be responsible for any damage, and they would require their own insurance.
Proposed Cllr Howes, seconded Cllr Hooper.

23/122A Parish Office Hire Charges

A recommendation would be made to Full Council, to change the rates to Commercial Rate and Community Rate. The commercial would increase by 20%, with the community rate discounted by 50%. All other concessions would remain.
Proposed Cllr Howes, seconded Cllr Hooper.

23/123A Public Conveniences

23/123.1A Cllr Aldridge gave a verbal update and advised two possible suppliers had been found, one other was required to enable three quotations to be sought.

23/123.2A Update regarding possibility of renting out the storage area – there was no update

23/123.3A EDF Electricity Supply – the name had been transferred to Somerset Council however, there was still ongoing correspondence to the Parish Council, but an officer at Somerset Council was dealing with the issues.

23/124A Bellamy's Corner

A verbal update was given on the recent response from Maitland Walker advising Somerset Council submitted an invoice. The Clerk had queried this as it was Somerset Council that had not proceeded.

23/125A Doniford Bus Shelter

Replies to questions raised had been received from Somerset Council. After a discussion, it was **resolved** to recommend the adoption of the bus shelter to Full Council.
Proposed Cllr Aldridge, seconded Cllr Payne, with one against and one abstention.

23/126A Matters for the next meeting to be held on Monday 19th February 2024

Meeting closed at 8.33 pm.

Signed as a true and correct record Cllr Payne Dated 19th February 2024