

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 18th March 2024 at 7.00pm, in the Parish Office, 2 Killick Way, Williton.

Attendees:

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

Apologies:

Councillors Angell, Howes and Whetlor (Personal reasons)

23/140A The Chairman advised the meeting would be recorded

23/141A **Apologies as noted above and reasons for absence unanimously approved.**

Proposed Cllr Aldridge, seconded Cllr Hooper

23/142A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Aldridge	23/145.1A	Personal	Advised meeting

23/143A **Approval of Minutes of the Finance & Administration Committee Meeting held on 19th February 2024**

Resolution: To unanimously approve the minutes
Proposed by Cllr Aldridge, seconded by Cllr Hooper,

23/144A **Matters from the Minutes – for the purpose of report only**

There was nothing to report

23/145A **Parish Office**

23/145.1A Telephone and Broadband Contract – new prices would be sought. Cllr Aldridge suggested obtaining a price from Freeola.

23/145.2A Electricity Contract - it was advised the current contract would end 12th May 2024; new prices would be sought.

23/145.3A Gas Contract – it was advised the current contract would end 12th May 2024; new prices would be sought.

It was noted the car park lines had faded, it was resolved to obtain prices to have them remarked and consult with the neighbouring property.

It was advised there had been a leak in the restroom sink.

23/146A **Correspondence**

23/146.1A New hire charges for Williton Pavilion had been received - noted

23/146.2A Letter from parishioner regarding Precept – to be discussed under item 23/147.4A - noted

23/146.3A Notification had been received that the S137 Spending Limit for 2024/25 had been set at £10.81. This amount was per electorate within the parish.

23/147A **Budget**

23/147.1A It was unanimously **resolved** to approve the Receipts and Expenditure, as at 29th February 2024

23/147.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions, as at 29th February 2024

- 23/147.3A Allocation of Provisions to be carried over to the next financial year – it was resolved the provisions would remain as listed.
- 23/147.4A The letter from a parishioner regarding Precept was discussed. It was noted the income had not been included as only an assumption that it would be received from the WWMRG Charity; confirmation would be requested from WWMRG Charity for the 2025-2026 financial year that funds would be received – resolved to add this to the Risk Management. The budget and precept had been discussed at FAC and FC since October with associated papers. It was noted Somerset Council had listed the precept request incorrectly and that funds were not going into reserves, but fulfilling budget costs. It was resolved an article would be included in the Williton Window explaining the above and that a letter would be sent to the parishioner, signed by the Chairman, but firstly agreed by FAC members. The Internal Auditor would be informed.
- 23/147.5A Update on SALC funding for lunches in Williton. It was noted the funding received from SALC was reducing; the cost would be covered from Care in the Community budget line for 2024-2025, however, it was noted that future funding would need consideration.
- 23/147.6A Consideration of financial implications to the Parish Council for funded projects due to increase in pavilion hire charges were discussed, which included possible relocation of the Talking Café to the Parish Office – this would be discussed with the village agents. It was resolved to write to WWMRG Charity to ask if any consideration for a special rate could be given, due to the Parish Council being the largest hirer, supporting the residents of the village. Proposed Cllr Aldridge, seconded Cllr Payne, with one against.
- 23/148A Bank Reconciliation**
- It was unanimously **resolved** Cllr Payne would carry out the bank reconciliation for February 2024. Proposed Cllr Hooper, seconded Cllr Aldridge.
- 23/149A Accounts for Payment**
- It was **resolved** to agree the payments on the attached list.
Proposed Cllr Hooper, seconded Cllr Aldridge
- 23/150A Public Conveniences**
- 23/150.1A Cllr Aldridge advised he was still looking to obtaining quotations.
- 23/150.2A There was no update regarding possibility of renting out the storage area – a different agent would be contacted.
- 23/151A Bellamy's Corner**
- There had been no further update
- 23/152A Audit of Accounts 2023-2024**
- 23/152.1A Appointment of Internal Auditor – it was unanimously **resolved** to continue with S Sherry
Proposed Cllr Aldridge, seconded Cllr Hooper.
- 23/153A Insurance**
- 23/153.1A It was noted the current provision would end on the 31st May 2024 – quotations would be obtained for consideration.
- 23/154A Matters for the next meeting to be held on Monday 22nd April 2024**
- 23/155A A resolution was passed to exclude member of the press and public from the remainder of the meeting, due to commercial sensitivity**
- Proposed Cllr Hooper, seconded Cllr Aldridge, unanimously **resolved**.
- 23/156A Tender for cleaning of Public Conveniences**
- Two tenders had been received. It was resolved to recommendation quotation one to Full Council, at an Extra Ordinary meeting to meet the 1st April 2024 deadline. Proposed Cllr Hooper, seconded Cllr Aldridge and unanimously **resolved**.

Meeting closed at 8.57 pm.

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