

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 22nd April 2024 at 7.00pm, in the Parish Office, 2 Killick Way, Williton.

Attendees:

Councillors	Payne (Chairman), Aldridge and Hooper and Whetlor (arrived at 7.15pm during item 23/161)
Public	None
Other	Mrs M Francis (Parish Clerk)

Apologies:

Councillors	Angell (Personal reasons)
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23/157A The Chairman advised the meeting would be recorded

23/158A **Apologies as noted above and reasons for absence unanimously approved.**

Proposed Cllr Aldridge, seconded Cllr Hooper

23/159A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Aldridge	23/162.1A	Personal	Advised meeting

23/160A **Approval of Minutes of the Finance & Administration Committee Meeting held on 18th March 2024**

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

23/161A **Matters from the Minutes – for the purpose of report only**

(Item 23/147.5A) SALC funding for lunches in Williton. It was noted the funding received from SALC had depleted. As previously agreed, the cost would be covered from Care in the Community budget line for 2024-2025. Foxes would be approached regarding a modest increase for the lunches and afternoon teas, of approximately £1 and 50 pence respectively.

Cllr Whetlor would discuss possible continued funding with SALC, through Health and Well Being.

It was noted that Foxes Academy had won a major award for Hospitality due to the community engagement with Williton.

(Item 23/147.6A) A response was awaited regarding the suggestion to consider relocation of the Talking Café to the parish office.

23/162A **Parish Office**

23/162.1A Telephone and Broadband Contract – new prices would be sought. It was suggested obtaining a price from Freeola and PlusNet.

23/162.2A Electricity Contract - it was advised the current contract would end 12th May 2024; new prices would be sought.

23/162.3A Gas Contract – it was advised the current contract would end 12th May 2024; new prices would be sought.

23/162.4A Security Improvement for office door. A discussion took place regarding alterations to the internal door from the Foyer to the offices, to include security window film, a door arm closing and a door keypad lock. In addition, security window film to the reception area glass.

Resolution: To approve the above alterations, and set a budget of up to £250.00, to include installation. Funded from the Health and Safety budget line.

Proposed by Cllr Aldridge, seconded by Cllr Whetlor, unanimously **resolved**

The front door would need alteration as currently keeps opening with the wind.

23/162.5A Annual Fire Extinguisher service - Three quotations had been received, which were considered by members.

Resolution: To unanimously accept quotation three
Proposed by Cllr Hooper, seconded by Cllr Aldridge

23/163A Correspondence

23/163.1A (Item 23/147.6A) A response had been received from WWMRG advising the request for preferential hire charges for the pavilion had been declined – noted.

An email had been received from a parishioner with regards to the financial report for the parish assembly. A copy of the proposed report was presented to members, and it was **resolved** the report was accepted. It was noted that reserves had dropped approx. £60k since 2018. The closing provisions for 31st March and opening provisions for 1st April, would be included within the report.

Non-Domestic Rate Bill 2024/2025 – offices and premises – zero balance

Non-Domestic Rate Bill 2024/2025 – public conveniences – zero balance

PWLB (Public Works Loans Board) – Annual statement - £54,387.56 remained outstanding

Nationwide Annual Interest Statement - £1,369.29 interest received

23/164A Budget

23/164.1A It was unanimously **resolved** to approve the Receipts and Expenditure, as at 31st March 2024. It was noted the invoicing to the WWMRG Charity had previously been agreed to be actioned on a quarterly basis and that would continue.

23/164.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions, as at 31st March 2024.

23/164.3A To consider how allocation of income will be recorded, towards future precept requests
It was noted currently a non-contractual agreement was in place for WWMRG to pay towards the staff costs of running the pavilion. A formal agreement or proper Memorandum of Understanding would be drafted between WWMRG and the Parish Council, for formal agreement that WWMRG would pay the quarterly invoices, which when received by the Parish Council, would be added to a separate line on the WPC provisions.

23/165A Bank Reconciliation

It was unanimously **resolved** Cllr Payne would carry out the bank reconciliation for March 2024. Proposed Cllr Hooper, seconded Cllr Whetlor.

23/166A Accounts for Payment

It was **resolved** to agree the payments on the attached list.
Proposed Cllr Aldridge, seconded Cllr Whetlor

23/167A Public Conveniences

23/167.1A No update regarding card donations

23/167.2A There was no update regarding possibility of renting out the storage area

23/168A Bellamy's Corner

There had been no further update

23/169A Insurance

Quotations were being sought

23/170A Review of Policies

23/170.1A Risk Management – Martyn's Law and Memorandum of Understanding would be added

23/170.2A Member Code of Conduct – to be checked against SALC

23/170.3A Equal Opportunities – slight grammatical errors would be amended

23/171A Matters for the next meeting to be held on Monday 20th May 2024

Meeting closed at 8.55 pm.

Signed as a true and correct record Cllr Payne Dated 20th May 2024