

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 20th May 2024 at 7.00pm, in the Parish Office, 2 Killick Way, Williton.

Attendees:

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

Apologies:

Councillors Hooper and Howes

The meeting had been recorded

24/01A Election of Chairman and Vice Chairman

Cllr Payne was duly elected Chairman – proposed Cllr Aldridge, seconded Cllr Denton
Cllr Denton was duly elected Vice Chairman – proposed Cllr Aldridge, seconded Cllr Payne

24/02A Apologies as noted above and reasons for absence unanimously approved.

24/03A Declarations of Interest

It was noted that 'other non-registerable interest' had replaced personal interest

Name	Agenda Item	Interest	Action
Cllr Payne	24/10A	Other non-registerable interest	Did not vote on personal reimbursement

24/04A Approval of Minutes of the Finance & Administration Committee Meeting held on 22nd April 2024

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

24/05A Matters from the Minutes – for the purpose of report only

24/05.1A Annual Fire Extinguisher service in the Parish Office had been undertaken - noted

24/05.2A (Item 23/161A) Foxes Academy had increased the cost of the lunches and afternoon teas as requested - noted

24/05.3A (Item 23/161A) Talking Café – Village Agent had expressed how well the Talking Café was working alongside Foxes Community Kitchen and it was noted the parish office would not be big enough to accommodate numbers and services attending.

24/06A Parish Office

24/06.1A Telephone and Broadband Contract – prices were still awaited from one company.

Resolution: It was unanimously **resolved** the Clerk would have authority to accept a contract offering the best price, up to 2 years.
Proposed by Cllr Payne, seconded by Cllr Aldridge

24/06.2A Electricity Contract – prices had been sought and given to members; however, it was noted that it had been advised they are subject to change.

Resolution: Based upon the prices presented, it was **resolved** to enter a contract with EDF online for one year, with a 10% leeway either way.
Proposed Cllr Aldridge, seconded Cllr Denton

24/06.3A Gas Contract – prices had been sought and given to members; however, it was noted that it had been advised they are subject to change.

Resolution: Based upon the prices presented, it was **resolved** to enter a contract with YU Energy for one year, with a 10% leeway either way.
Proposed Cllr Aldridge, seconded Cllr Denton

24/06.4A Legionella Testing for Parish Office and Public Conveniences – item was deferred

24/07A Correspondence

24/07.1A The Precept had been received from Somerset Council – noted. A discussion took place regarding transferring funds bank in the Nationwide account.

Resolution: It was unanimously **resolved** to transfer £50,000.00 from the Lloyds current account back into the Nationwide Savings Account
Proposed by Cllr Payne, seconded by Cllr Aldridge

24/07.2A SALC had forwarded upcoming training courses and consideration was given to attend various courses. Cllr Denton requested to attend Councillors Data Protection, members felt it would be beneficial for another councillor to attend and Cllr Howes was suggested. Cllr Denton also requested to attend The Council as an Employer.

Resolution: The Clerk, as line manager, would enrol staff on courses that would be beneficial for their roles. Cllr Denton would be enrolled on the above courses. Councillors would be invited to email the office for any course they wished to attend.
Proposed by Cllr Denton, seconded by Cllr Aldridge

An email had been received from a parishioner criticising the FAC for looking at ways to cut the budget.

Resolution: To unanimously note the parishioners' opinion.
Proposed by Cllr Denton, seconded by Cllr Aldridge

24/08A Budget

24/08.1A It was unanimously **resolved** to approve the Receipts and Expenditure, as at 30th April 2024.

24/08.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions, as at 30th April 2024.

24/09A Bank Reconciliation

It was unanimously **resolved** Cllr Payne would carry out the bank reconciliation for April 2024. Proposed Cllr Aldridge, seconded Cllr Denton.

24/10A Accounts for Payment

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

24/11A End of Year Audit 2023-2024

The Internal Audit report and AGAR was considered, and which would be sent to Full Council for signing - noted

24/12A Public Conveniences

24/12.1A No update regarding card donations – item deferred

24/12.2A There was no update regarding possibility of renting out the storage area

It had previously been agreed that temporary storage of West Somerset Free Press papers could be stored in the storeroom, Cllr Aldridge volunteered to make space for papers to be delivered.

It had been reported that the disabled handrail in the toilet was missing

Resolution: It was unanimously **resolved** the Clerk would have authority to ensure the handrail was replaced or fixed, using the relevant funds from reserves.
Proposed Cllr Payne, seconded Cllr Aldridge

24/13A Review of Policies

24/13.1A Risk Management – It was noted that Martyn’s Law and Memorandum of Understanding had been added

Resolution: It was unanimously **resolved** to recommend to Full Council that the policy be adopted

Proposed Cllr Aldridge, seconded Cllr Denton

24/13.2A Member Code of Conduct – The Clerk had checked against the SALC recommended copy and one slight amendment was made. Cllr Aldridge suggested that set rules were included on what the procedure would be if a Councillor broke to Code of Conduct and what the protocol of the Monitoring Officer was. The Clerk would contact SALC to ask for advice and for the MO protocol.

24/13.3A Equal Opportunities – slight grammatical errors had been amended. A note to confirm an annual review would be undertaken, would be added at the end of the document.

Resolution: It was unanimously **resolved** to recommend to Full Council that the policy be adopted

Proposed Cllr Aldridge, seconded Cllr Denton

24/14A Policies for recommendation to Full Council

24/14.1A Unreasonably Persistent or Vexatious Complaints Policy – it was agreed a policy was required – SALC would be approached for a possible template

24/15A Matters for the next meeting to be held on Monday 17th June 2024

Meeting closed at 8.20 pm.

Signed as a true and correct record Cllr Payne Dated 17th June 2024