

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 17th June 2024 at 7.00pm, in the Parish Office, 2 Killick Way, Williton.

Attendees:

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

Apologies:

Councillors Angell and Aldridge (Personal reasons)
Denton (Chairing a Community Review Project meeting)

24/16A The Chairman advised the meeting would be recorded

24/17A **Apologies as noted above and reasons for absence unanimously approved.**

Proposed Cllr Howes, seconded Cllr Hooper

24/18A **Declarations of Interest**

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

Name	Agenda Item	Interest	Action
Cllr Payne	24/25A	Other non-registerable interest	Did not vote on personal reimbursement

24/19A **Approval of Minutes of the Finance & Administration Committee Meeting held on 20th May 2024**

Resolution: To approve the minutes

24/20A **Matters from the Minutes – for the purpose of report only**

24/20.1A (Item 24/13.1A) Full Council had accepted the recommendation to adopt the amended Risk Management Policy - noted

24/20.2A (Item 24/13.3A) Full Council had accepted the recommendation to re-adopt the Equal Opportunities Policy - noted

24/21A **Parish Office**

24/21.1A Legionella Testing for Parish Office and Public Conveniences – no response had been received from local councils regarding collaborative working, therefore, it was agreed the item was taken to Full Council for a decision

A councillor had reported to the office that public had been seen parking at the parish office and exiting via the side – it was resolved to add this to the July meeting

24/22A **Correspondence**

24/22.1A The Santander Annual Interest Statement had been received, the interest sum of £261.38 was noted

Fire Extinguisher Inspection Certificates for the Parish Office had been received

An email had been received from the Justice Service enquiring if the painting of the parish office was still required. This had previously been agreed, therefore, materials would be purchased - noted

24/23A **Budget**

24/23.1A It was unanimously **resolved** to approve the Receipts and Expenditure, as at 31st May 2024.

24/23.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions, as at 31st May 2024.

24/24A **Bank Reconciliation**

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

- 24/25A Accounts for Payment**
It was **resolved** to agree the payments on the attached list.
Proposed Cllr Hooper, seconded Cllr Howes
- 24/26A Public Conveniences**
It was reported there was a problem with the lock which would be investigated
The cleaning contractors had reported that toilet rolls were being stolen and recommended the replacement of the toilet roll holders. Details and prices had been requested.
Resolution: To allocate a budget of to £100.00 for the holders to be replaced and installed, as per contractors' recommendation.
Proposed Cllr Howes, seconded Cllr Hooper and unanimously **resolved**
- 24/27A Review of Policies**
- 24/27.1A **Member Code of Conduct** – The question of a set procedure if a councillor broke the Code of Conduct was asked of SALC and their response was: *"There is no single process as it depends on the severity of the breach and the local arrangements made by the MO. The code was written for Somerset by monitoring officers and the LGA and although it doesn't include a definitive process, the LGA has produced a general guide to what will happen"* and had attached a guide.
Resolution: It was unanimously **resolved** to add the leaflet to the Code of Conduct and recommend to Full Council that the policy be re-adopted
Proposed Cllr Howes, seconded Cllr Hooper
- 24/27.2A **Anti-Bullying Policy** was discussed and the word 'councillors' be added to the third paragraph
Resolution: It was unanimously **resolved** to recommend to Full Council that the amended policy be adopted
Proposed Cllr Howes, seconded Cllr Hooper
- 24/27.3A **Audio/Visual Recording Policy** The legislative dates would be checked and amended if necessary
Resolution: It was unanimously **resolved** to recommend to Full Council that the policy be re-adopted
Proposed Cllr Hooper, seconded Cllr Howes
- 24/28A Policies for recommendation to Full Council**
- 24/28.1A Unreasonably Persistent or Vexatious Complaints Policy - A response had been received from SALC earlier in the day, deferred to July meeting
- 24/29A Future of Williton Window**
The Chairman advised a new editor was sought for the continuation of the publication; a discussion took place on how this could be achieved. It was resolved the clerk would request a copy of the last years accounts and confirmation whether distribution volunteers would continue. This would be added to the Full Council agenda for further discussion.
- 24/30A Administration of Events**
Cllr Howes had given notice of intended absence from events and a discussion took place regarding continuation of events committee, with suggested amendment to the Terms of Reference. It was noted the sub-committee was ran under the umbrella of the Parish Council for insurance purposes.
Resolution: It was unanimously **resolved** to recommend to Full Council that the Terms of Reference were amended and that representatives were 1 Councillor, the Chairman and Vice-Chairman of the Parish Council as ex-officio members and the clerk. The Chairman of the Events Committee to be elected from any member of the committee.
Proposed Cllr Howes, seconded Cllr Hooper

24/31A Matters for the next meeting to be held on Monday 15th July 2024

24/32A A resolution was passed to exclude the Press and Public from the remainder of the meeting due to personnel sensitivity.
Proposed Cllr Howes, seconded Cllr Hooper and unanimously **resolved**.

24/33A Cash Handling Protocol

The protocol was discussed, and slight amendments made.

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

Proposed Cllr Howes, seconded Cllr Payne, one against

Meeting closed at 8.20 pm.

Signed as a true and correct record ... Cllr Payne Dated 15th July 2024