

WILLITON PARISH COUNCIL

**Minutes of the Finance and Administration Committee Meeting held on
Monday 15th July 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 and Howes (Personal reasons) Denton (Work commitments)
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- 24/34A** The Chairman advised the meeting would be recorded
- 24/35A** **Apologies as noted above and reasons for absence unanimously approved.**
Proposed Cllr Hooper, seconded Cllr Payne, one abstention due to absence
- 24/36A** **Declarations of Interest**
There were none
- 24/37A** **Approval of Minutes of the Finance & Administration Committee Meeting held on 17th June 2024**
Resolution: To approve the minutes.
Proposed Cllr Payne, seconded Cllr Hooper, one abstention
- 24/38A** **Matters from the Minutes – for the purpose of report only**
- 24/38.1A (Item 24/21.1A) Full Council had agreed Legionella Testing for Parish Office and Public Conveniences - noted
- 24/38.2A (Item 24/27.1A) Full Council had agreed recommendation to re-adopt the Code of Conduct Policy - noted
- 24/38.3A (Item 27.2A) Full Council had agreed recommendation to adopt the amended Anti-Bullying Policy - noted
- 24/39A** **Parish Office**
- 24/39.1A A discussion took place regarding the report from a councillor that a member of the public had been seen parking at the parish office and exiting via the side. It was agreed that staff could not police the parking. Cllr Aldridge would donate traffic cones which could be placed when it was known the spaces would be required, for example, when the mobile bank visited.
It was agreed to obtain prices for the white lines to be repainted, to enable the Private Parking to be more visible.
- 24/40A** **Correspondence**
- 24/40.1A A request had been received from WWMRG Charity to invoice monthly, not quarterly as currently undertaken, which was discussed in detail. Cllr Hooper requested a named vote. Cllr Hooper proposed that the request was accepted, there was no seconder. Cllr Aldridge proposed that the invoicing remained on a quarterly basis, as the most cost efficient for the Parish Council, seconded by Cllr Payne, with Cllr Hooper voting against.
Resolution: To remain invoicing quarterly.
Proposed Cllr Aldridge, seconded Cllr Payne, with Cllr Hooper against
- 24/40.2A Nationwide Statement confirming deposit into account received
- 24/40.3A Nationwide Business Savings – advising they would make contact to confirm information for the Money Laundering Terrorist Financing and Transfer of Funds (Information on the Payer) Regulation (MLR) - noted

- 24/41A Budget**
- 24/41.1A It was unanimously **resolved** to approve the Receipts and Expenditure, as at 30th June 2024.
- 24/41.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions, as at 30th June 2024.
- 24/42A Bank Reconciliation**
- It was unanimously **resolved** Cllr Payne would carry out the bank reconciliation for June 2024. Proposed Cllr Hooper, seconded Cllr Aldridge.
- 24/43A Accounts for Payment**
- It was **resolved** to agree the payments on the attached list.
Proposed Cllr Hooper, seconded Cllr Aldridge
- 24/44A Public Conveniences**
- The issues with the door locking continued, but this was due to it being manually turned off – investigation would take place if the switch could be diverted.
- The cleaning contractors appeared to be working well, the toilet roll holders were still to be installed.
- Cllr Aldridge explained problems trying to obtain a third quotation to enable donations to be taken by card.
- 24/45A Review of Policies for recommendation to Full Council for adoption**
- 24/45.1A (Item 24/93.5) **Audio/Visual Recording Policy** – the amendments suggested from Full Council were considered
- Resolution:** It was unanimously **resolved** to recommend the amended policy be re-adopted
Proposed Cllr Hooper, seconded Cllr Aldridge
- 24/45.2A **Complaints Procedure**
- Resolution:** It was unanimously **resolved** to recommend to Full Council that the policy be re-adopted
Proposed Cllr Hooper, seconded Cllr Aldridge
- 24/45.3A **Dignity at Work-Bullying Harassment**
- Resolution:** It was unanimously **resolved** to recommend to Full Council that the policy be re-adopted
Proposed Cllr Aldridge, seconded Cllr Hooper
- 24/45.4A **Employee and Councillor Privacy Notice** – amendments to unitary council made
- Resolution:** It was unanimously **resolved** to recommend to Full Council that the policy be re-adopted
Proposed Cllr Aldridge, seconded Cllr Hooper
- 24/45.5A **Death of a Senior National Figure**
- Resolution:** It was unanimously **resolved** to check the correct title of Queen Consort / Queen; change to Tiverton and Minehead Constituency, then recommend to Full Council that the policy be re-adopted
Proposed Cllr Hooper, seconded Cllr Payne
- 24/45.6A **EPC Good Practice Code (Planning Applications)**
- Resolution:** It was unanimously **resolved** to recommend to Full Council that the policy be re-adopted with no amendments
Proposed Cllr Aldridge, seconded Cllr Hooper

24/46A Policies for recommendation to Full Council

24/46.1A Unreasonably Persistent or Vexatious Complaints Policy – The policy from SALC was being put together and would be presented to the September FAC meeting for consideration.

24/47A (Item 24/72.2) Request from Parish Council to purchase a blue tooth device to enable the data to be downloaded for the SID (Speed Indicator Device) and stored in the Parish Office

The company who had supplied the device had advised any tablet with a windows operating system would be suitable. Options would be presented at the September meeting.

24/48A Matters for the next meeting to be held on Monday 16th September 2024

Costs to be obtained for Solar panels for SID

Electric Charging Points

Meeting closed at 8.14 pm

Signed as a true and correct record Cllr Payne Dated 16th September 2024