

WILLITON PARISH COUNCIL

**Minutes of the Finance and Administration Committee Meeting held on
Monday 16th September 2024 at 7.32pm, in the Parish Office, 2 Killick Way, Williton.**

Attendees:

Councillors	Payne (Chairman), Aldridge, Angell, Denton (left at 8pm during 24/61.1A) and Hooper
Public	None
Other	Mrs M Francis (Parish Clerk)

Apologies:

Councillors	Howes (Personal reasons), Whetlor (clash of meetings)
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24/49A The Chairman advised the meeting would be recorded

24/50A **Apologies as noted above and reasons for absence unanimously approved.**

24/51A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Payne	24/58A	Other non-registerable interest	Did not vote on personal reimbursement
Cllr Hooper	24/55.2A	Pecuniary	Did not take part in discussion or vote

24/52A **Approval of Minutes of the Finance & Administration Committee Meeting held on 15th July 2024**

Resolution: To approve the minutes.

Proposed Cllr Aldridge, seconded Cllr Hooper, two abstentions due to absence

24/53A **Matters from the Minutes – for the purpose of report only**

24/53.1A (Item 24/125.2) Full Council had agreed to adopt the amended Audio/Visual Recording Policy – noted

24/53.2A (Item 24/125.3) Full Council had agreed recommendation to re-adopt the Complaints Procedure - noted

24/53.3A (Item 24/125.4) Full Council had agreed recommendation to re-adopt the Dignity at Work-Bullying Harassment Policy - noted

24/53.4A (Item 24/125.5) Full Council had agreed the recommendation to re-adopt the Employee and Councillor Privacy Notice - noted

24/53.5A (Item 24/125.6) Full Council had agreed the recommendation to adopt the amended Death of a Senior National Figure Policy - noted

24/53.6A (Item 24/125.7) Full Council had agreed the recommendation to re-adopt the EPC Good Practice Code (Planning Applications) - noted

24/53.7A (Item 24/125.8) Full Council had agreed to re-adopt the Privacy Notice - noted

24/53.8A (Item 24/39.1A) Marking of parking bays – quotations were still awaited - noted

24/54A **Parish Office**

24/54.1A Community Payback Scheme would undertake painting of the office on Saturday 28th September 2024 - noted

A parishioner had enquired whether the Warm Hub would take place this year and had offered to make cakes. It was resolved to reply that there was no proposal to do so at the present time, but to contact Talking Café, as the Parish Council supplies to room for them, and they may be able to accept the kind the offer.

- 24/55A Correspondence**
- 24/55.1A Somerset Council had submitted invoices for insurance of the Public Convenience building. The Head of Terms had been checked and it did state '*Tenant to reimburse the buildings insurance premium*'
- 24/55.2A A request had been received to use the office car parking spaces for an ice-cream van to sell ice creams on Friday night every month, between 4.45pm – 8.30pm. It was agreed to request further details such as insurances, licences etc before a final decision could be made. Proposed Cllr Aldridge, seconded Cllr Denton, with one abstention.
- 24/55.3A A letter had been received stating incorrect undercharge of Business Rates on the Parish Office.
- Resolution:** To appeal and challenge the above.
Proposed Cllr Denton, seconded Cllr Aldridge, unanimously resolved
- 24/56A Budget**
- 24/56.1A It was unanimously **resolved** to approve the Receipts and Expenditure, as at 31st July and 31st August 2024.
- It was unanimously **resolved** to approve the annual staff increment, as per employment contract – proposed Cllr Denton, seconded Cllr Angell and unanimously resolved
- 24/56.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions, as at 31st July and 31st August 2024.
- 24/57A Bank Reconciliation**
- It was unanimously **resolved** Cllr Payne would carry out the bank reconciliation for July and August 2024. Proposed Cllr Angell, seconded Cllr Aldridge.
- 24/58A Accounts for Payment**
- It was **resolved** to agree the payment for Clarks Playground, due to the price having been approved at Full Council and to enable the terms of the invoice to be met.
Proposed Cllr Hooper, seconded Cllr Aldridge
- It was **resolved** to agree the payments on the attached list, with Cllr Payne abstaining from personal re-imbursement
Proposed Cllr Aldridge, seconded Cllr Hooper
- 24/59A SALC Training Courses**
- It was unanimously **resolved** staff would attend training courses, as per the proposal that had been forwarded.
Proposed Cllr Aldridge, seconded Cllr Angell
- 24/60A Public Conveniences**
- It was reported there had been issues with cleaning of the toilets – this would continue to be monitored. Members were asked to check on a regular basis.
- 24/61A Review of Policies for recommendation to Full Council for adoption**
- 24/61.1A **Eye Test and Glasses Policy**
- Resolution:** It was unanimously **resolved** to recommend the policy be re-adopted
Proposed Cllr Aldridge, seconded Cllr Hooper
(Cllr Denton left the meeting)
- 24/61.2A **Grant Application Policy**
- Resolution:** It was unanimously **resolved** to recommend to Full Council that the policy be re-adopted
Proposed Cllr Aldridge, seconded Cllr Hooper

- 24/61.3A **Grievance Procedure**
Resolution: It was unanimously **resolved** to recommend to Full Council that the policy be re-adopted, after first checking with HR advisors that all was in order
Proposed Cllr Aldridge, seconded Cllr Angell
- 24/61.4A **IT and Electronic Communication Policy**
Resolution: It was unanimously **resolved** to recommend to Full Council that the policy be re-adopted
Proposed Cllr Angell, seconded Cllr Aldridge
- 24/61.5A **Protocol**
Resolution: It was unanimously **resolved** to recommend to Full Council that the policy be re-adopted
Proposed Cllr Angell, seconded Cllr Aldridge
- 24/61.6A **Publication Scheme**
Resolution: It was unanimously **resolved** to recommend to Full Council that the policy be re-adopted with no amendments
Proposed Cllr Angell, seconded Cllr Aldridge
- 24/62A New Policy for recommendation to Full Council**
- 24/62.1A Unreasonably Persistent or Vexatious Complaints Policy – The policy from SALC had been put together and presented with a second option to the committee
Resolution: It was unanimously **resolved** to recommend to Full Council that the policy from SALC (option one) be adopted and reviewed in 12 months
Proposed Cllr Angell, seconded Cllr Aldridge
- 24/63A (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**
No update – item was deferred
- 24/64A Cost for Solar Panels for SID device**
No update – item was deferred
- 24/65A Electric Charging Points**
A short discussion took place regarding the availability of charging points in the village and the potential to raise revenue. After a proposal from Cllr Aldridge it was agreed to defer for 6 months
- 24/66A Matters for the next meeting to be held on Monday 21st October 2024**
Service Agreement to manage requests from WWMRG Charity

Meeting closed at 8.45 pm

Signed as a true and correct recordPeter Payne..... Dated21/10/2024.....