



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

13th November 2024

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **18th November 2024, at 7pm**, in The Parish Office, 2 Killick Way, Williton for the purpose of transacting the following business. If there are items from the public the meeting will commence at approximately 7.15 pm

Members of the press and public are invited to address the Council 15 minutes prior to the commencement of the meeting at approximately 7.00 pm, providing the notice period has been complied with. Please see Public Participation Notice. COULD SIGNATORIES PLEASE ARRIVE EARLY TO CHECK PAYMENTS.

Yours sincerely

Michelle Francis

Michelle Francis
Clerk to Williton Parish Council

A G E N D A

- 24/82A** **The meeting will be recorded.**
- 24/83A** **To note apologies for absence and approve reason, where appropriate**
- 24/84A** **Declarations of Interest** - *Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)*
- 24/85A** **Minutes of the Finance and Administration Committee meeting held on 21st October 2024 for approval.**
(sent with Parish Council papers)
- 24/86A** **Matters from the Minutes – for the purpose of report only**
24/86.1A (Item 24/195.1) Full Council had agreed the recommendation to re-adopt the Retention and Disposal Policy – to note
24/86.2A (Item 24/195.4) Full Council had agreed the recommendation to re-adopt the Safeguarding Policy – to note
24/86.3A (Item 24/195.5) Full Council had agreed the recommendation to re-adopt the Scheme of Delegation – to note
24/86.4A (Item 24/73.1A) SALC had been contacted regarding the Community Health and Wellbeing grant – a response was awaited – to note
- 24/87A** **Parish Office**
24/87.1A Christmas Opening Hours – to confirm emergency contact numbers for poster (attached)
24/87.2A PAT Testing - update
- 24/88A** **Correspondence**
24/88.1A To note the approved NALC pay scales for 2024-25 and backdated pay for staff members
24/88.2A Valuation Office – request for rent, lease or ownership details – to note this had been submitted
24/88.3A Nationwide Building Society – Annual interest rate reduced to 2.05% AER/gross a year from 1st November 2024
24/88.4A Lloyds Bank – changing Treasurers' Account to a new Community Account designed for not-for-profit organisations with an annual turnover of less than £250,000.00 a year. All details would remain but introduction of a monthly Account Maintenance Fee of £4.25 - to consider options
- 24/89A** **Budget**
24/89.1A Detailed Receipts and Expenditure Analysis on 31st October 2024 (attached)
24/89.2A Summary of Provisions on 31st October 2024 (attached)
24/89.3A Draft Budget Considerations for 2025/2026 (attached) *To include consideration for an extra SID device*
24/89.4A Christmas Lights for Bellamy's Corner – to agree to purchase of battery lights (attached)
24/89.5A Foxes Christmas Lunches – to consider extra time allocation if required
24/89.6A NatWest Mobile Bank – to consider whether there should be any increase to annual hire charge for use of parking bay for half an hour per week
- 24/90A** **Bank Reconciliation for October 2024** (to agree for Chairman to sign)
- 24/91A** **Accounts for payment** (final copy to be given at the meeting)
To include agreement for annual staff increment, as per employment contract
- 24/92A** **Public Conveniences**



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24/93A SID Device

24/93.1A 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 – update

24/93.2A Cost for Solar Panels for SID existing device (to change from battery to solar) – to be considered – referred back to FAC from EPC

24/94A To pass a resolution to exclude the press and public from the meeting due to commercial sensitivity

24/95A To receive quotation for marking of car parking bays outside parish office – (to be given at meeting)

24/96A To invite members of the press and public to re-enter the meeting

24/97A Matters for the next meeting – to be held on Monday 20th January 2025