

WILLITON PARISH COUNCIL

**Minutes of the Finance and Administration Committee Meeting held on
Monday 21st October 2024 at 7.01pm, in the Parish Office, 2 Killick Way, Williton.**

Attendees:

Councillors Payne (Chairman), Aldridge, Angell, Denton, Howes and Hooper
Public None
Other Mrs Charlotte Hirst (Assistant to Parish Clerk)

Apologies:

Councillors Whetlor (clash of meetings)

24/67A The Chairman advised the meeting would be recorded

24/68A **Apologies as noted above and reasons for absence unanimously approved.**

24/69A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Aldridge	24/74.3A	Other non-disclosable	Left the Room at 20.35 during discussion of the budget for West Somerset Advice Bureau and re-entered the room at 20.39.

24/70A **Approval of Minutes of the Finance & Administration Committee Meeting held on 16th September 2024**

Resolution: To approve the minutes.

Proposed Cllr Hooper, seconded Cllr Angell, one abstention due to absence

24/71A **Matters from the Minutes – for the purpose of report only**

24/71.1A **(Item 24/167.3) Full Council had agreed the recommendation to re-adopt the Eye Test and Glasses Policy – Noted.**

24/71.2A (Item 24/167.4) After alterations, Full Council had agreed the recommendation to re-adopt the Grant Application Policy – **Noted.**

24/71.3A (Item 24/167.5) The recommendation to re-adopt Grievance Procedure was deferred – **Noted.**

24/71.4A (Item 24/167.6) Full Council had agreed the recommendation to re-adopt the IT and Electronic Communication Policy – **Noted.**

24/71.5A (Item 24/167.7) Full Council deferred the recommendation to re-adopt the Protocol until after Councillor training – **Noted.**

24/71.6A (Item 24/167.8) Full Council had agreed the recommendation to re-adopt the Publication Scheme – **Noted.**

24/71.7A (Item 24/167.9) Full Council had agreed to adopt the Unreasonably Persistent or Vexatious Complaints Policy – **Noted.**

24/71.8A (Item 24/54.1A) Community Payback Scheme had started the painting of office – **Noted.**

24/72A **Parish Office**

24/72.1A **Failure of paper shredder – to consider replacement.**

Resolution to set a budget of £250 maximum for the office to replace the paper shredder and recommend an auto feed paper shredder should be purchased **Proposed Cllr Howes Seconded Cllr Denton Unanimously resolved.**

24/73A **Correspondence**

24/73.1A SALC – Community Health and Wellbeing – to consider applying for a grant to support the continuation of Foxes Lunches

Resolution to apply for the SALC Community Health and Wellbeing Grant **Proposed Cllr Denton Seconded Cllr Angell Unanimously Resolved.**

24/73.2A PWLC repayment Notice – **Noted.**

24/74A Budget

24/74.1A Cllr Hooper, whilst discussing the budget, repeatedly spoke about the employees rather than the position which the Chairman requested that the position was referred to and not the employee's name, unfortunately Cllr Hooper referred to the employee by name after which Cllr Denton insisted that this ceased and that an apology was given and Cllr Denton asked that this was formally recorded within the minutes, Cllr Hooper made the apology.

It was unanimously **resolved** to approve the Receipts and Expenditure, on 30th September 2024.

24/74.2A It was unanimously **resolved** to approve the Summary of Provisions on 30th September 2024.

24/74.3A Draft Budget Considerations for 2025/2026 were made.

24/74.4A Christmas Lights for Bellamy's Corner it was resolved to consider solar lights for Bellamy's Corner if no electric socket is available.

24/75A Bank Reconciliation

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

24/76A Accounts for Payment

It was **resolved** to settle the two accounts for payment **Proposed Cllr Hooper seconded Cllr Aldridge Unanimously Resolved.**

24/77A Public Conveniences

It was resolved to review the efficiency of the current contractors for the cleaning of the Public Conveniences.

24/78A Review of Policies for recommendation to Full Council for adoption

24/78.1A Retention and Disposal Policy **Resolution:** It was unanimously **resolved** to recommend to Full Council that the policy be re-adopted with no amendments
Proposed Cllr Denton, seconded Cllr Angell.

24/78.2A Safeguarding Policy **Resolution:** It was unanimously **resolved** to ensure the current Acts of Parliament are referenced in the document and to recommend to Full Council that the policy be re-adopted once this had been undertaken.
Proposed Cllr Payne, seconded Cllr Angell.

24/78.3A Scheme of Delegation **Resolution:** It was unanimously **resolved** to recommend to Full Council that the policy be re-adopted with no amendments
Proposed Cllr Denton, seconded Cllr Angell.

24/79A Appointment of Internal Auditor

Resolution to continue with the exiting Auditor if available if unavailable the Clerk to obtain a list of potential Auditors for consideration **Proposed Cllr Denton Seconded Cllr Howes Unanimously Resolved.**

24/80A SID Device

24/80.1A Request from Parish Council to purchase a Bluetooth device to enable the data to be downloaded for the SID (Speed Indicator Device) – it was **resolved** to review all the information technology with Cllr Angel and to recommend a device for the SID data.

24/80.2A Cost of Solar Panels for SID existing device (to change from battery to Solar). It was **resolved** to defer this to Environment and Planning Committee.

- 24/80.3A To consider extension of Warranty of SID it was **Resolved** to accept the Warranty for Mechanical Cover (but to ensure that the cover corresponds with the Parish Council's SID device) **Proposed Cllr Denton Seconded Cllr Angell one Against and One Abstention.**
- 24/81A Matters for the next meeting to be held on Monday 18th November 2024.**

Meeting closed at 9.01 pm

Signed as a true and correct recordCllr Payne..... Dated 18th November 2024