

WILLITON PARISH COUNCIL

**Minutes of the Finance and Administration Committee Meeting held on
Monday 18th November 2024 at 7.00pm, in the Parish Office, 2 Killick Way, Williton.**

Attendees:

Councillors Payne (Chairman), Angell, Hooper, Howes and Whetlor (arrived at 7.16pm)
Public None
Other Mrs M Francis (Parish Clerk)

Apologies:

Councillors Aldridge (attending another meeting)

24/82A The Chairman advised the meeting would be recorded

24/83A **Apologies as noted above and reasons for absence unanimously approved.**

24/84A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Payne	24/91A	Other non-registerable interest	Did not vote on personal reimbursement

24/85A **Approval of Minutes of the Finance & Administration Committee Meeting held on 21st October 2024**

Resolution: To approve the minutes.
Proposed Cllr Hooper, seconded Cllr Angell

24/86A **Matters from the Minutes – for the purpose of report only**

24/86.1A (Item 24/195.1) Full Council had agreed to re-adopt the Retention and Disposal Policy – noted

24/86.2A (Item 24/195.4) Full Council had agreed recommendation to re-adopt the Safeguarding Policy - noted

24/86.3A (Item 24/195.5) Full Council had agreed recommendation to re-adopt the Scheme of Delegation Policy - noted

24/86.4A (Item 24/73.1A) SALC had been contacted regarding the Community Health and Wellbeing grant – a response was awaited. It was noted another grant would be coming available. The Clerk was authorised to apply for grants. Proposed Cllr Payne, seconded Cllr Howes.

24/87A **Parish Office**

24/87.1A Christmas Opening Hours – the office would close 12 noon on Friday 20th December 2024 and re-open Monday 6th January 2025. Emergency contact names and numbers would be included on the notice, which would be displayed on the front door of the office.

24/87.2A PAT testing would be undertaken on 28th November 2024 - noted

Due to anti-social behaviour at the Pavilion, it was unanimously **resolved** to move the venue of the meetings during December and January

Resolution: To hire the Brendon Room for meetings during December 2024 and January 2025
Proposed Cllr Hooper, seconded Cllr Howes

24/88A **Correspondence**

24/88.1A The approved NALC pay scales for 2024-25 had been received and back pay for staff members to the 1st of April 2024 would be implemented - noted

24/88.2A The Valuation Office had requested details regarding rent, lease or ownership of premises, details of which had been submitted - noted

24/88.3A Nationwide Building Society Annual Interest Rate reduced to 2.05% AER/gross a year from 1st November 2024 - noted

- 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 the £250,000.00 a year. All details would remain but introduction of a monthly Account Maintenance Fee of £4.25 – after a discussion it was resolved to remain with this account.
- 24/89A Budget**
- 24/89.1A It was unanimously **resolved** to approve the Receipts and Expenditure, as at 31st October 2024.
- 24/89.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions, as at 31st October 2024.
- 24/89.3A The Draft Budget was considered, the main amendments were to add £5,000.00 to the maintenance of building, to build a fund to replace the Parish Office windows; increase the Play Equipment budget line to £20,000.00 as items needed repair/replacement. This gave a budget of £213,931.10. It was noted the allocation in provisions for Public Toilets and Staff Contribution would be factored in to offset the budget. This would be presented to Full Council.
- 24/89.4A Christmas Lights for Bellamy’s Corner were considered
Resolution: To purchase battery lights
 Proposed Cllr Howes, seconded Cllr Hooper, unanimously resolved
- 24/89.5A Foxes Christmas Lunches – extra allocation of time, if needed, was considered
Resolution: To fund up to two extra hours, if required
 Proposed Cllr Howes, seconded Cllr Whetlor, unanimously resolved
- 24/89.6A The rent charge for NatWest mobile bank was considered
Resolution: To remain at the current level
 Proposed Cllr Whetlor, seconded Cllr Howes, unanimously resolved
- 24/90A Bank Reconciliation**
 It was unanimously **resolved** Cllr Payne would carry out the bank reconciliation for October 2024. Proposed Cllr Howes, seconded Cllr Whetlor
- 24/91A Accounts for Payment**
 It was **resolved** to agree the payments on the attached list, with Cllr Payne abstaining from personal re-imbursement to include the annual staff increment, as per employment contract
 Proposed Cllr Angel, seconded Cllr Howes
- 24/92A Public Conveniences**
 A blockage in the toilets had been reported, the contractors had attended and cleared.
- 24/93A SID Device**
- 24/93.1A The supplier had advised a window enabled device would be required, Cllr Angell gave examples of devices available.
Resolution: To allocate a budget of £200.00 for the purchase of a device
 Proposed Cllr Hooper, seconded Cllr Howes, unanimously **resolved**
- 24/93.2A Solar Panels for SID – it was noted this item would remain on the FAC agenda, not the EPC agenda as per the last meeting, so as not to have at all meetings.
Resolution: To purchase solar panels, to replace batteries, for the device, using money set aside in the provisions
 Proposed Cllr Howes, seconded Cllr Whetlor, unanimously **resolved**

- 24/94A** **A resolution was unanimously passed to exclude the press and the public from the remainder of the meeting, due to commercial sensitivity** – proposed Cllr Payne, seconded Cllr Whetlor
- 24/95A** **Repainting of Car Parking Bays**
Only one quotation had been received. It was resolved to check the deeds as to exactly which area was covered and whether it included the hatching. Based upon the findings, an amendment may be requested on the quotation. The neighbour would be approached to discuss.
- 24/96A** **Members of the press and public were invited to re-enter the meeting**
- 24/97A** **Matters for the next meeting to be held on Monday 20th January 2025**
Grievance Policy
Electric supply in toilet store

Meeting closed at 8.27 pm

Signed as a true and correct record Cllr Payne Dated 20th January 2025