

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 20th January 2025 at 7.00pm, in the Brendon Room, Williton Pavilion

Attendees:

Councillors	Payne (Chairman), Aldridge, Hooper and Whetlor (arrived at 7.27pm during item 24/106A)
Public	None
Other	Mrs M Francis (Parish Clerk)

Apologies:

Councillors	Angell and Denton Whetlor (who would be late due to attending another meeting first)
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24/98A The Chairman advised the meeting would be recorded

24/99A **Apologies as noted above and reasons for absence unanimously approved.**

24/100A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Payne	24/107A	Other non-registerable interest	Did not vote on personal reimbursement
Cllr Whetlor	24/111A	Other non-registerable interest	Advised meeting

24/101A **Approval of Minutes of the Finance & Administration Committee Meeting held on 18th November 2024**

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

24/102A **Matters from the Minutes – for the purpose of report only**

24/102.1A (Item 24/87.2A) PAT Testing had been undertaken, and all appliances had passed inspection

24/103A **Parish Office**

24/103.1A Confirmation regarding re-painting of car parking bays – no update

24/103.2A Parish Office Hire charges were considered.

Resolution: To recommend to Full Council that the prices remain the same for the financial year 2025-2026
Proposed Cllr Hooper, seconded Cllr Payne

24/104A **Correspondence**

24/104.1A Notification had been received from Santander and Nationwide that interest rates would reduce

24/105A **Budget**

24/105.1A It was unanimously **resolved** to approve the Receipts and Expenditure, as at 30th November and 31st December 2024.

24/105.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions, as at 30th November and 31st December 2024.

24/106A **Bank Reconciliation**

It was unanimously **resolved** Cllr Whetlor would carry out the bank reconciliation for November and December 2024. Proposed Cllr Hooper, seconded Cllr Aldridge

24/107A **Accounts for Payment**

It was **resolved** to agree the payments on the attached list, with Cllr Payne abstaining from personal re-imbursements
Proposed Cllr Aldridge, seconded Cllr Whetlor

24/108A Public Conveniences

- 24/108.1A The current cleaning specification was considered. Item 2(b) would be altered to include 'ceilings' so would read "Clean internal walls, fittings and ceilings"
It was agreed to proceed to obtain tenders.
Cllr Payne advised he had been called to mend the door handle; it was noted it had excrement on the handle. A sign would be displayed to say 'push'
- 24/108.2A Consideration was given to connect the electric supply in the store area, using the existing supply to the toilets.
Resolution: To connect the lighting and socket in the store, under Clerks delegated powers up to £500. Proposed Cllr Whetlor, seconded Cllr Hooper, unanimously **resolved**
- 24/108.3A Card Donation – no update. It was noted that Bampton and Abingdon Town Councils use card donations for their facilities, it was agreed to contact them for supplier information.

24/109A SID Device

- 24/109.1A There was no update regarding the purchase of a blue tooth device
- 24/109.2A Purchase of extra SID device and Solar Panels for existing SID – notification had been received since the last meeting that prices would increase after 31st January 2025
Resolution: To change the heading in provisions from Emergency Reserve to Reserve Proposed Cllr Payne, seconded Cllr Whetlor, unanimously **resolved**
Resolution: To purchase an extra SID device with solar panels, using money set aside in the provisions and remainder from reserve, to meet the reduced price before the 31st January 2025. Proposed Cllr **Payne**, seconded Cllr **Hooper**, unanimously **resolved**
Cllr Aldridge further proposed that if the existing device is suitable for solar connection, to order a second solar panel, to save shipping costs, funded from the reserve.
Proposed Cllr Aldridge, seconded Cllr Whetlor, unanimously **resolved**

24/110A Updated Financial Regulations from NALC

The document was discussed in length and alterations agreed
Resolution: To recommend to Full Council that the new document was adopted
Proposed Cllr Whetlor, seconded Cllr Aldridge, unanimously **resolved**

24/111A Grievance and Disciplinary Policy

The clerk recommended that the current joint policy was deleted and the individual documents from NALC were adopted in their place
Resolution: To recommend to Full Council that the individual documents from NALC were adopted. Proposed Cllr Aldridge, seconded Cllr Hooper, unanimously **resolved**

24/112A Undertaking of Work and Ensuring Safe Operating Systems

The clerk presented a revised document, which members discussed
Resolution: To recommend to Full Council that document was adopted
Proposed Cllr Whetlor, seconded Cllr Aldridge, unanimously **resolved**

24/113A (Item 24/167.7) Councillor-Officer Protocol

This had been deferred at the October Full Council meeting until after councillors had undertaken training. It was noted, not all councillors had done the training, and it was felt the document could not be delayed further. The recommendation was to adopt the full Civility & Respect document, in place of the current protocol.
Resolution: To recommend to Full Council that the Civility & Respect document was adopted. Proposed Cllr Aldridge, seconded Cllr Whetlor, unanimously **resolved**

24/114A Matters for the next meeting to be held on Monday 17th February 2025

Meeting closed at 8.55 pm

Signed as a true and correct record ... Cllr Payne Dated 17th February 2025