

**WILLITON PARISH COUNCIL**  
**Minutes of the Finance and Administration Committee Meeting**  
**held on 19<sup>th</sup> April 2010 at 7 pm at The Parish Office, Williton**

**Attendees:**

**Councillors** Aldridge (Chairman), Woods, Chadwick and Vaughan  
**Public** None  
**Other** J Wagstaff, Finance Clerk

**Apologies:**

**Councillors** Cllr Hooper

**09/130A Apologies none**

**09/131A Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Woods	9/137A	Personal	Did not take part in debate

**09/132A Approval of Minutes of the Finance & Administration Committee Meeting held on 15<sup>th</sup> March 2010**

It was unanimously **resolved** to approve the minutes, proposed by Cllr Woods and seconded by Cllr Chadwick.

**09/133A Matters Arising from the Minutes**

09/133.1A (Item 09/110.2A) Update on Health & Safety Audit. The scheduled meeting with Peninsular had been put back. Cllr Aldridge had reviewed the report and identified a number of issues which could be addressed quickly and without expense to get the review started. It was **resolved** to ask the Clerk to obtain quotations from qualified electricians for the purpose of going ahead with the small appliance testing and establish where certificates are for permanent installations, both within the office and Memorial Ground. It was **resolved** to ask the Clerk to obtain a copy of the asbestos report from the office landlord, obtain quotations for carrying out an asbestos survey at the Memorial Ground and obtain quotations for checking fire prevention equipment in both the office and at the Memorial Ground.

09/133.2A (Item 09/110.3A) Parish Council Website - It was **resolved** to note that the new website was operational although there are more links to be added in the next few weeks. A diary of local events will be added and the opportunity for people to post their own views on issues, with moderation control. It was **resolved** to note thanks to Cllr Chadwick for his efforts in establishing the website.

09/133.3A (Item 09/110.4A) Office Rent - It was **resolved** to note again that no response had been received regarding the unpaid office rent and the Finance Clerk would chase this issue up.

09/133.4A (Item 09/1222.1A) Groundsman Cover – It was **resolved** to note that the Finance Clerk had written to Wibble Farm Nurseries on 16 March 2010 asking for further details of the Groundsman cover they could offer but no response had been received to date and she would contact them again.

09/133.5A (Item 09/122.2A) Photographic Competition – Cllr Chadwick updated the meeting with regard to his preparation of a working document and spreadsheet for organising this event. Mail shots were going out to West Somerset Railway members and advertising was placed in local businesses. There would be six different categories in the competition. Costs would include event insurance, security, possible minibus transport from Williton Station to the centre of the Village, marquee, room hire and mounting board, hire of tables, etc. There was an opportunity for income from trade stalls. It was **resolved** to note that cost implications should be below £2000.

09/133.6A (09/137.1A) PC Backup – It was **resolved** to note that the Clerk had arranged for on-line free backup of 2GB and that the codes etc should be given to the Chairman and put in the safe. It was **resolved** to periodically review this issue.

**09/134A Budget**

09/134.1A It was **resolved** to note the updated Provisions statement at 1<sup>st</sup> April and to amend it to include £2000 for Tourism and Leisure.

It was **resolved** to note Bank Balances at 1<sup>st</sup> April 2010:

Current Account	£ 23648.66
Lloyds 12 mth fixed term deposit	£ 32218.96
Business 30 day Acct	£ 897.46
Bank of Ireland	£ 30,198.58
Parish Plan	£ 1,173.42
	<b>£ 88,137.08</b>

09/134.2A It was **resolved** to note the draft Current Account Expenditure Analysis at 31st March.

#### 09/135.A Bank Reconciliation

It was **resolved** to note that Cllr Vaughan would undertake the bank reconciliation for March 2010.

#### 09/136A Accounts for payment

It was **resolved** to note the following invoices for March & April:

Date	Invoice No:	Creditor	Item		Amount	VAT	Cheque No:
31.03.10		M Allinson	Staff Cover	C	95.71		1929
01.04.10		WSC	Rates (divided by 10 payments)	DD	385.02		-
01.04.10		Community Council for Somerset	Subscriptions	C	30.00		1931
22.04.10		Staff	Salary	C	871.38		1932
22.04.10		Staff	Salary	C	1015.88		1933
22.04.10		Staff	Salary	C	405.30		1934
33.04.10		SCC Pension Acct	Pension Contribution	C	211.12		1935
02.03.10	18631	Agritrac	16mm round bar	C	5.29	4.50	1936
03.03.10	18643	Agritrac	Set screw/boiler suit	C	48.69	7.25	Ditto
13.04.10	257740086040	Vodafone	Mobile	DD	10.08	1.50	DD

It was unanimously **resolved** to agree payment of the above invoices. Proposed by Cllr Aldridge and seconded by Cllr Woods.

#### 09/137A Correspondence

09/137.1A Insurance Renewal - It was **resolved** to note the change of administrator from Allianz to AON. It was **resolved** to note the duplication of the Play Shelter in the schedule and to carry out an on-going review of other scheduled items. It was **resolved** to ask the Clerk to establish from the Groundsman the work he had undertaken in the past year with the welding equipment.

09/137.2A It was **resolved** to note the email from West Somerset Council regarding 2010/11 Parish Precepts.

09/137.3A It was **resolved** to ask the Clerk to contact the Rights of Way Officer at Somerset County Council to establish the extent of that Council's responsibility for the ramp on the Doniford coastal footpath.

09/137.4A It was **resolved** to donate £50 to the Danesfield School Annual Fun Run. Proposed by Cllr Vaughan and seconded by Cllr Aldridge.

09/137.5A It was **resolved** to respond to the request for a donation from Victim Support by sending the organisation a copy of the Council's Minor Grants Policy.

**09/138A Parish Assembly** - It was **resolved** to note that the Parish Council Chairman would include a brief explanation of the Council's Finances in her Chairman's report at the Parish Assembly on 26 April 2010.

**09/139A Risk Assessment** – It was **resolved** that the risk management schedule be circulated to Councillors and the issue of Risk Management be added automatically to the agenda of the Finance and Administration Committee at least twice a year. Proposed by Cllr Aldridge and seconded by Cllr Vaughan.

**09/140A WWMRG Bank Reconciliations** – It was **resolved** to note these would be undertaken by Cllr Vaughan after the close of this meeting so that they would be signed off prior to the Audit on 4 May.

#### 09/141A Matters for next Meeting to be held on 17 May 2010

Risk Review, Fundraising Day

Meeting closed at 9.50 pm

Minutes taken by Finance Clerk