

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 15th February 2010 at 7 pm at The Parish Office, Williton

Attendees:

Councillors	Aldridge (Chairman), Woods, Chadwick, Hooper and Vaughan
Public	Mr M Freeman & Mrs D Hooper
Other	J Wagstaff, Finance Clerk

Apologies:

Councillors	None
--------------------	------

09/107A **Apologies none**

09/108A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Aldridge	09/110.1A	Prejudicial	Left room
Cllr Aldridge	09/114.A	Prejudicial	Left room
Cllr Hooper	09/110.1A	Prejudicial	Left Room
Cllr Hooper	09/114.3A	Personal	Remained

09/109A **Approval of Minutes of the Finance & Administration Committee Meeting held on 18th January 2010**

It was unanimously **resolved** to approve the minutes.

09/110A **Matters Arising from the Minutes**

09/110.1A (Item 09/97.2A) Update on Williton Village Hall funding request. Following discussion it was **resolved** to decline the Williton Village Hall Steering Committee's request for funding in the financial year 2010/11 as the budget had already been set and agreed by Full Council. It was felt that Williton Parish Council was showing its support by setting aside funds for the public consultation process and would additionally support their fundraising fete in 2010 by giving a £100 grant to cover the charge for the hire of the Memorial Ground.

09/110.2A (Item 09/97.3A) It was **resolved** to note that Peninsula had carried out an initial assessment of the office and the Memorial Ground and had produced its first report. A further visit would take place early April. The report was lengthy and Cllr Aldridge agreed to report back to the Finance and Administration Committee in March. For health and safety reasons it was **resolved** to ask the Groundsman to inspect the children's roundabout and for it to be immediately taken out of action if he considered this to be necessary because of its noted deterioration. It was also **resolved** that the bandsaw, welding machinery and gas cylinders are no longer used with immediate effect until the health and safety assessment of these items had been completed.

09/110.3A (Item 09/97.4A) It was **resolved** to note that it was still hoped to have the website up and running by the end of February. It was also **resolved** to note that Cllr Chadwick would be responsible for passing items through to the website provider only until such time as the website was operating satisfactorily. These items would include the four agendas and approved minutes of all Williton Parish Council meetings and correspondence and notices the Clerk considered suitable for the site.

09/110.4A (Item 09/104A) It was **resolved** to note that the Clerk had written to the office landlord but to date a reply had not been received.

09/110.5A (Item 09/101.2A) It was **resolved** to note the mailshot from Aviva Parish Council Insurance Scheme. This may be considered at renewal date.

09/111A **Budget**

09/111.1A It was **resolved** to note the Provisions statement including some estimated figures. It was **resolved** to note that the Finance Clerk had reinvested £32,218.96 with Lloyds TSB for a period of 12 months as previously agreed. This would produce interest of £402.74.

It was **resolved** to note Bank Balances at 10 February 2010:

Current Account	£ 30461.22
Lloyds 12 mth fixed term deposit	£ 32218.96
Business 30 day Acct	897.31
Bank of Ireland	£ 30,198.56
	£ 93,776.05

09/111.2A It was **resolved** to note the draft Current Account Expenditure Analysis and to add a further Variance column for easier evaluation.

09/112.A Bank Reconciliation

It was **resolved** to note that Cllr Vaughan, as a non-signatory of cheques, should undertake the bank reconciliation for November, December 2009 and January 2010.

09/113A Accounts for payment

It was **resolved** to agree the accounts to be paid for February, as follows:

Date	Invoice No:	Creditor	Item		Amount	VAT	Cheque No:
02.12.09	591392	Viking Direct	Stationery	C	35.07	5.22	1830
20.01.10		EDF	Office Electricity	C	114.54	5.45	1831
10.02.10		Watchet Town Council	Contributions towards upkeep of closed churchyard	C	1000.00		1836
18.02.10		BT	Telephone	DD	88.12	13.12	-
22.02.10		Staff	Salary	C	1082.08		1832
22.02.10		Staff	Salary	C	247.54		1833
22.02.10		Staff	Salary	C	682.93		1834
28.02.10		SCC Pensions Acct	Pension contribution	C	196.93		1835

It was **resolved** to agree payment of the above invoices. Proposed by Cllr Hooper and seconded by Cllr Vaughan. Unanimous vote.

09/114A Correspondence

09/114.1A **Wheels request for donation** - It was **resolved** to note the request from Wheels for a contribution towards the cost of employing a part-time administrator. As there were no further available funds set aside within the agreed budget for 2010/11, it was **resolved** to award Wheels £50 from the Minor Grants Policy, following receipt of the Precept. Proposed by Cllr Vaughan and seconded by Cllr Hooper. Unanimous vote.

09/114.2A **Office Accommodation** - It was **resolved** to note that West Somerset Council was selling the old IT building in Killick Way, by sealed bids, to be lodged by Noon on 5th March. The Finance Clerk was asked to contact Peter Lacey of SALC to seek guidance on the implications of bidding for this building should it be considered suitable for the Council's purposes. Cllr Vaughan agreed to arrange a site visit for all Councillors.

09/114.3A **FWWMG request for donation** - It was **resolved** to note that as the accounts of FWWMRG showed a more robust situation than 12 months ago, their request for a donation be declined. Proposed by Cllr Vaughan and seconded by Cllr Hooper. Unanimous vote.

09/115A **Doniford Car Park** - It was **resolved** to note the email from Risdon Hosegood. The Finance Clerk was asked to request a site plan from Risdon.

09/116A **Election of Vice Chairman**. Cllr Vaughan was elected as Vice Chairman. Proposed by Cllr Woods and seconded by Cllr Hooper. Unanimous vote.

09/117A Matters for the next Meeting to be held on 15th March 2010

Health & safety update

Office Rent

Meeting closed at 9.35 pm

Minutes taken by Finance Clerk