

# WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting  
held on 18<sup>th</sup> January 2010 at 7 pm at The Parish Office, Williton

## Attendees:

**Councillors** Aldridge (Chairman), Woods, Chadwick and Vaughan  
**Public** None  
**Other** None

## Apologies:

**Councillors** Saunders

**09/94A Apologies as noted above.**

## **09/95A Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Aldridge	09/97.2A	Prejudicial	Left room
Cllr Aldridge	09/100A (payment for fliers)	Prejudicial	Left room
Cllr Woods	09/100A (payment for snow machine)	Personal	None

## **09/96A Approval of Minutes of the Finance & Administration Committee Meeting held on 14<sup>th</sup> December 2009**

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

## **09/97A Matters Arising from the Minutes**

**09/97.1A** (Item 09/89.2A) It was **resolved** to pay the invoice to Taunton DLO after noting the details of the hours and the circumstances as detailed in their letter.

**09/97.2A** (Item 09/89.3A) A response had been received from Williton Village Hall Steering Group listing details of their fundraising activities together with their audited accounts. After some discussion it was **resolved** to ask the Steering Group for a confirmation of the year end balance on 30.09.09 and a confirmation of the expenditure on land during that financial period. Detail of the projected expenditure against which the Council could award a grant was to be requested.

**09/97.3A** (Item 09/90A) It was **resolved** to note that an appointment had been made with the Clerk on 8<sup>th</sup> February with Peninsula to carry out the Health and Safety audit. Cllr Chadwick agreed to attend the meeting with the Clerk.

**09/97.4A** (Item 09/91A) It was **resolved** to note that the Environment and Planning Committee had requested space to be provided for voluntary and community sector groups. It was further **resolved** to note the reminder from Ynos Hosting of the expiry of the domain name. It was advised that there was a slight delay but the website was expected to go live in February.

## **09/98A Budget**

**09/98.1A** It was **resolved** to note the Provisions statement.

It was **resolved** to note Bank Balances at 30 December 2009:

Current Account	£ 68587.84
Business 30 day Acct	£ 897.35
Bank of Ireland	<u>£ 30,198.52</u>
	<b><u>£100,683.71</u></b>

**09/98.2A Current Account Expenditure Analysis** As the Finance Clerk was not present at the meeting it was **resolved** to defer this to the next meeting.

**09/98.3A** It was **resolved** to note the recommendations of the Personnel Sub Committee regarding additional hours to cover the Environmental and Administration Committee meeting and Finance duties and to recommend to **Full Council** the additional hours agreed by the Committee for both the Clerk and Finance Clerk.

## **09/99.A Bank Reconciliation**

Due to the Finance Clerk's absence it was resolved to defer this item.

## **09/100A Accounts for payment**

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

Date	Invoice No:	Creditor	Item		Amount	VAT	Cheque No:
9.12.09	46393	The Business	Fuel	D	26.56	1.30	
24.12.09	257740086036	Vodafone	Monthly charges	D	14.71	1.27	
26.1.10	257740086037	Vodafone	Monthly charges	D	5.04	1.48	
31.12.09	Q03354	British Telecom	Phone charges	D	39.41	5.14	
1.2.10		Mr & Mrs Gould	Christmas competition	C	20.00		1813
1.2.10		Mr & Mrs Austin-Thompson	Christmas competition	C	15.00		1814
1.2.10		Mr J N Pickering	Christmas competition	C	10.00		1815
31.12.09	828/736/679	Travis Perkins	Materials	C	47.61	6.22	1816
25.1.10		Staff	Salary	C	247.54		1817
25.1.10		Staff	Salary	C	686.13		1818
25.1.10		Staff	Salary	C	949.28		1819
29.1.10		SCC Pension Acct	Pension contribution	C	196.93		1820
18.1.10		R Woods	Refund of payment made for snow machine hire	C	20.00		1821
18.1.10		J Johnson-Smith	Refund of payment made for ink cartridges	C	14.94		1822
18.1.10		Tony Pryce	Engraving of trophy	C	4.50		1823
11.1.10	L270	Danesfield School	Hire of Hall (Invoice £25 to EDF)	C	97.00		1824
31.12.09	25049&25100	Gliddons	Materials	C	9.38	1.22	1825
11.1.10	32714	Bridgwater College	Training on safe use of pesticides	C	428.00		1826
18.1.10		I C Aldridge	Payment for printing flyers for Williton Festival	C	37.95		1827
13.1.10	WIL298	Peninsula	Dec and Jan payments	C	151.13		1828
26.11.09	60087147	Taunton DLO	Grass cutting	C	601.45	78.45	1829

### 09/101A Correspondence

- 09/101A It was **resolved** to note the response from SALC regarding the definition of a subsidy.
- 09/101.2A It was **resolved** to note that details of the Aviva Parish Council Insurance Scheme available through Came & Company Parish Council and to defer until the return of the Finance Clerk.
- 09/101.3A It was **resolved** to note the notice of maturing of High Interest Deposit account and to continue with reinvesting with Lloyds TSB as previously resolved.
- 09/101.4A It was **resolved** to note details of training courses offered by SALC and to continue to consult with staff and look at attending courses at a more appropriate time.
- 09/101.5A It was **resolved** to note the changes of electricity prices from EDF.
- 09/101.6A A request for a grant had been received from St Margaret's Hospice. It was **resolved** to inform the charity that unfortunately their objects fall outside the scope of the Council's grants policy.
- 09/101.7A It was **resolved** to note the acknowledgement from Redstones re the support renewal contract.
- 09/101.8A It was **resolved** to note that the District Council were prepared to make a reduction to the fee for street trading for the Christmas Festival and a new invoice would be sent in due course.
- 09/101.9A It was **resolved** to note that a confirmation had been received from Allianz that the Parish Council was covered by the Public Liability Section of the policy to a limit of £5 million.

### 09/102A Election of Vice Chairman

It was **resolved** to defer this item.

### 09/103A Committee Vacancies

It was **resolved** to note that there were still two vacancies on the Committee as Mr Saunders had explained that he would not be able to attend on 3<sup>rd</sup> Monday of the month, the date scheduled for the Finance meeting, and to draw this to the attention of the **Full Council**.

### 09/104A Update of Lease of Parish Office and rent owing

It was **resolved** to draw attention to the landlord that no rent had been collected this financial year.

### 09/105A Cover arrangements for Administrative Staff in cases of long-term sick leave

It was **resolved** to draw this matter to the urgent attention of the Personnel Committee.

### 09/106A Matters for the next Meeting to be held on 18th January 2010 - as deferred above

Meeting closed at 9.35 pm

Minutes taken by Ian Aldridge