

WILLITON PARISH COUNCIL
Minutes of the Finance and Administration Committee Meeting
held on 19th July 2010 at 7 pm at The Parish Office, Williton

Attendees:

Councillors Chadwick, Hooper, Vaughan and Woods
Public None
Other J Wagstaff, Finance Clerk

Apologies:

Councillors Cllr Aldridge

10/29A Apologies

As noted above

10/30A Declarations of Interest

Name	Agenda Item	Interest	Action
Nil Return			

10/31A Approval of Minutes of the Finance & Administration Committee Meeting held on 22nd June 2010

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

10/32A Matters Arising from the Minutes

10/32.1A (Item 10/20.1A) Update on Health & Safety Audit . In the absence of Cllr Aldridge this matter was deferred to the next meeting. It was noted that the Groundsman was in the process of ordering the items authorised at the last meeting. It was **resolved** that all replaced equipment should be disposed of without fail. It was **resolved** that this issue be placed on the next Full Council agenda.

10/32.2A (Item 10/20.2A) Outstanding Office Rent - It was **resolved** to note that Avon and Somerset Constabulary had again been asked to submit an invoice for the outstanding rent but this had not yet been received.

10/32.3A (Item 10/20.3A) Groundsman Cover – It was **resolved** to note that the Tractor was insured for any driver as long as the driver had the permission of the Council to use the vehicle, held the necessary licence and the tractor was being used for the insured purpose to maintain and work at various locations within the remit of the Council for maintaining its grounds and public areas, moving equipment and collecting supplies from local dealers, and for general horticultural work.

10/32.4A (Item 10/20.4A) Photographic Competition – Cllr Chadwick updated the meeting on the arrangements to date for Steam's Up.

10/32.5A (Item 10/20.5A) Insurance Renewal – It was **resolved** to note that a refund of £328.19 had been received from Insurers.

10/33A Budget

10/33.1A It was **resolved** to conduct a budget review in September/October for presentation to Full Council in November/December. It was **resolved** to ask Full Council to agree an additional provision in the current financial year for Website Design in an amount of £650, as this item had been omitted from the budget.

It was **resolved** to note Bank Balances at 30th June 2010 were:

Current Account	£34,480.74
Business 30 day acct	£ 897.58
Lloyds 12 month fixed term deposit	£32,218.96
Bank of Ireland	£30,198.64
Parish Plan	<u>£ 1,173.42</u>
	<u>£ 98,969.34</u>

It was **resolved** to note the late email from WSLAG regarding funds available to Parish and Town Councils in the current financial year. It was **resolved** that Cllr Woods should approach WSC to discuss securing financial assistance towards the footpath project for Safer Routes to Schools between Doniford and St Peters First School and the process for moving the project on. Proposed by Cllr Woods and seconded by Cllr Vaughan.

10/33.2A It was **resolved** to note the Current Account Expenditure Analysis at 30 June 2010.

10/34A Bank Reconciliation

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

10/35A Accounts for payment

It was **resolved** to note the following invoices for payment as at 22nd June 2010:

Date	Invoice No:	Creditor	Item		Amount	VAT	Cheque No:
09.06.10	19,087	Agritrac	Oil	C	28.08	4.18	1963
16.06.10	19,121	Agritrac	Oil	C	13.81	2.06	1963
14.06.10	257740086042	VODAFONE	Mobile	DD	9.97	1.48	-
29.06.10	28167	Gliddons	Basket Feed	C	3.99	0.59	1964
17.06.10		BT	Telephone	DD	74.35	11.07	-
27.06.10	1022527	The Business	Fuel	DD	54.03	4.71	-
07.07.10		SW Regional Board	Annual Subs SW Employers Organisation	C	293.75	43.75	1965
12.07.10	113250	J Johnson Smith	Cartridges	C	11.96	-	1966
23.07.10		Staff	Salary	C	282.93	-	1967
23.07.10		Staff	Salary	C	717.09	-	1968
23.07.10		Staff	Salary	C	1015.68	-	1969
30.07.10		SCC Pensions Acct	Pension contribution	C	211.12	-	1970
13.07.10		Edf	Electricity	C	51.43	2.45	1971
12.07.10	ACQ545	Travis Perkins	Soil Conditioner	C	17.57	2.62	1972
01.07.10	124992	Edward Martin	Web Design	C	763.75	113.75	1973

With the exception of the SW Regional Board invoice and Edward Martin's for Website Design, it was **resolved** all other invoices be approved for payment. These two invoices would require approval from Full Council as settlement would result in the budget lines being in deficit. The Finance Clerk was asked to check with Watchet Town Council as to the affiliations they maintained.

It was **resolved** to accept the late quotation for providing and fitting a louvre for the new light in Robert Street at a cost of £67.08, net of VAT. Proposed by Cllr Hooper and seconded by Cllr Woods.

10/36A Correspondence

It was **resolved** to note the letter from EDF and to set up a Direct Debit for future bills. Proposed by Cllr Woods and seconded by Cllr Hooper.

It was **resolved** to note the letter from Lloyds TSB.

It was **resolved** to note the letter from insurers Aon acknowledging the Council's complaint regarding shoddy service.

It was **resolved** to note a second letter from Aon confirming Council's complaint had been upheld.

It was **resolved** to note the late email from Family Connections and Cllr Chadwick agreed to make contact and link them to the Council's website and to Steam's Up.

10/37A Building 3

It was **resolved** to ask the Clerk to contact West Somerset Council to ask the current status of the Council's bid and when a decision will be made. It was **resolved** that should the Council remain in its current facility it would be necessary to carry out some improvements before the onset of another winter. It was **resolved** that Building 3 or Alternative Accommodation\Upgrade of Existing Facility be placed on the next Full Council agenda.

10/38A Doniford Car Park - Insurance

It was **resolved** to note that the Council's insurance provides Public Liability cover in connection with its business for accidental injury to members of the public or accidental damage to property not owned by the Council up to £5 million any one claim. The insurance also indemnifies the Council against liability for damage to vehicles not belonging to or lent to it in any car park for which it is responsible.

10/39A Matters for next Meeting to be held on 13th September 2010

Health & Safety
Council's Office
Steam's Up
2011/2012 Budget
Safer Routes to Schools

Meeting closed at 9.00 pm

Minutes taken by Finance Clerk