

WILLITON PARISH COUNCIL
Minutes of the Finance and Administration Committee Meeting
held on 22nd June 2010 at 7 pm at The Parish Office, Williton

Attendees:

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

Apologies:

Councillors Cllr Chadwick and Woods

10/17A Apologies

As noted above

10/18A Declarations of Interest

Name	Agenda Item	Interest	Action
Nil Return			

10/19A Approval of Minutes of the Finance & Administration Committee Meeting held on 17th May 2010

It was unanimously **resolved** to approve the minutes, proposed by Cllr Hooper and seconded by Cllr Vaughan with an amendment at item 10/6A minutes seconded by Cllr Vaughan.

10/20A Matters Arising from the Minutes

10/20.1A (Item 10/7.1A) Update on Health & Safety Audit . The quotation from Travis Perkins for a replacement ladder was noted at £89.29 net. It was **resolved** to ask the Groundsman to obtain additional quotations for the step ladder, including one from Gliddons. Thereafter the Groundsman was authorised to obtain the ladder from the supplier offering the best deal without further reference to the Finance and Administration Committee. It was **resolved** to request the Clerk to check that all ladders used by the Groundsman meet the required specification. It was **resolved** to authorise the Groundsman to obtain the following spraying equipment: Knapsack sprayer, 1 litre measuring cylinder and Nitrile rubber gloves from Boubier, brow guard and visor and measuring jug from Gliddons, chemical safe, coveralls and 1 litre roundup from Agritrac. Groundsman also to confirm that the store for flammable substances is of sufficient size. Proposed by Cllr Aldridge and seconded by Cllr Hooper.

The Health and Safety Management Action Plan prepared by Cllr Aldridge was discussed in detail and estimated costs adjusted where appropriate. It was **resolved** to note that the Trustees need to assess their financial responsibility with regard to Health and Safety management issues at the Memorial Ground. It was **resolved** to note that Cllr Aldridge would update the schedule for the next Full Council meeting and that he would meet with the Clerk to agree the Implementer for each of the Actions and discuss other Health and Safety issues.

10/20.2A (Item 10/7.2A) Outstanding Office Rent - It was **resolved** to note that Avon and Somerset Constabulary had been asked to submit an invoice for the outstanding rent but nothing had been received to date. The Finance Clerk was asked to chase this up. It was also **resolved** to note that a further submission had been made to West Somerset Council regarding the redundant IT building. Cllr Aldridge proposed a vote of thanks to those Councillors involved in preparing the submission.

10/20.3A (Item 10/7.3A) Groundsman Cover – It was **resolved** to note the response from the Council's main insurers with regard to the use of Council owned equipment by other contractors. The Finance Clerk was asked to check with the separate insurers of the tractor that this equipment was also covered when used by contractors.

10/20.4A (Item 10/7.4A) Photographic Competition – In the absence of Cllr Chadwick it was **resolved** to note the draft costings for this event as prepared by Cllr Vaughan and the required increase in budget. It was **resolved** to recommend to Full Council at their next meeting that the provision for this event be increased to £3700. Proposed by Cllr Aldridge and seconded by Cllr Hooper.

10/20.5A (Item 10/7.5A) Insurance Renewal – It was **resolved** to note that an apology had been received from insurers regarding their lack of response to earlier correspondence. Following an adjustment to the buildings policy schedule it was **resolved** to note that a refund of £328.19 was due to the Council. The Finance Clerk was asked to action. It was also **resolved** that Cllr Aldridge would discuss with the groundsman the use of the welding equipment.

10/20.6A (Item 10/7.A) Coastal Footpath ramp – It was **resolved** to note the communication from Cllr Peeks.

10/21A Budget

10/21.1A It was **resolved** to adjust the provisions statement by increasing the Tourism and Leisure figure from £2000 to £3700, reducing Bldg No 3 evaluation and survey from £3000 to £1000 and increasing the H&S Action Plan from £1000 to £1550 and to recommend these adjustments to Full Council for approval. Proposed by Cllr Vaughan and seconded by Cllr Hooper.

It was **resolved** to note Bank Balances at 31st May 2010 were:

Current Account	£38,915.10
Business 30 day acct	£ 897.54
Lloyds 12 month fixed term deposit	£32,218.96
Bank of Ireland	£30,198.58
Parish Plan	<u>£ 1,173.42</u>
	<u>£103,403.60</u>

10/21.2A It was **resolved** to note the Current Account Expenditure Analysis at 15 June 2010.

10/22A Bank Reconciliation

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

10/23A 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:
20.05.10	400835786	Canon UK	Copying charge	C	14.45	2.15	1952
26.05.10	3038ACP049	Travis Perkins	Maint Play area (WWMRG)	C	15.17	2.26	1953
31.05.10		Marlene Allinson	Staff Cover for Clerk Trustees mtg	C	61.72		1954
02.06.10	28	Bryan Howe	Internal Audit	C	790.20		1955
08.06.10	302425	Viking Direct	Stationery	C	106.73	15.89	1956
09.06.10	46393	The Business	Fuel	DD	42.80	3.15	DD
23.06.10		Staff	Salary	C	435.94		1958
23.06.10		Staff	Salary	C	716.89		1959
23.06.10		Staff	Salary	C	1015.68		1960
30.06.10		HMRC	1 st quarter Tax/Ni	C	1804.81		1957
30.06.10		SCC Pension Acct	Pension contribution	C	211.12		1961
15.06.10		WVHSC	Grant	C	100.00		1962

10/24A Correspondence

It was **resolved** to note the thank you letter from Danesfield School regarding the £50 grant.

It was **resolved** to note a second letter from Peninsula regarding their referrals scheme

It was **resolved** to note the thank you letter from Williton Window for their £500 grant

It was **resolved** to note the thank you letter from Wheels for their £50 grant

It was **resolved** to note the letter from Higos regarding the insured use of the Tractor.

It was **resolved** to note the late correspondence from Somerset County Council regarding their Pension Fund presentation

10/25A **Risk Review** – This item was removed from agenda.

10/26A Criteria for Approved Contractors

It was **resolved** to note that the following points were basic requirements for approved contractors:

- they hold Public Liability Insurance
- they are able to issue completion safety certificates for any work they undertake
- previous work undertaken by them had met with the Council's approval

10/27A Cover for Clerk and Finance Clerk

It was **resolved** to note the need for further consideration of the cost implications of providing cover for the Clerk and Finance Clerk when preparing the budget for 2011/12.

10/28A Matters for next Meeting to be held on 19th July 2010

Building 3

Meeting closed at 9.45 pm

Minutes taken by Finance Clerk