

WILLITON PARISH COUNCIL

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

Attendees:

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

Apologies:

Councillors	None
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09/118A **Apologies none**

09/119A **Declarations of Interest**

Name	Agenda Item	Interest	Action
None			

09/120A **Approval of Minutes of the Finance & Administration Committee Meeting held on 15th February 2010**

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

09/121A **Matters Arising from the Minutes**

09/121.1A (Item 09/110.2A) Update on Health & Safety audit and Groundsman working practice. It was **resolved** to assign the action plan tasks to individual Councillors and to ask the Clerk to circulate these papers to Full Council prior to the next meeting on 6th April. It was further **resolved** that a risk assessment be carried out of the work undertaken by the Groundsman, with particular emphasis on the use of welding equipment and bandsaw, and that the decision taken at the meeting of the Finance and Administration Committee on 15th February 2010 should remain with regard to the use of this equipment. It was also **resolved** to assign £1000 towards the Health and Safety Action Plan.

09/122.2A (Item 09/110.3A) It was **resolved** to note that the new website should be on line within the next week. The format had been changed slightly to make it easier to update and to allow a document management access. A competition would be run to launch the website consisting of 20 photographs of iconic sites within Williton for residents to identify. The Finance Clerk would contact Gliddons to request a gift voucher as a prize.

09/123.3A (Item 09/110.4A) It was **resolved** to note again that no response had been received regarding the unpaid office rent.

09/122A **Budget**

09/122.1A It was **resolved** to note the updated Provisions statement at 9th March. It was further resolved to make an allowance in April for payment of time in lieu owed to the Clerk and Finance Clerk. It was **resolved** to ask the Clerk to obtain an office wall planner to record all staff leave and events. It was **resolved** to note the quotation from Wibble Farm Nurseries to provide Groundsman cover. The Finance Clerk was asked to obtain more details of the functions they could carry out and the equipment they had available. It was **resolved** to ask the Clerk to provide a list of contractors with contact details for display on the office notice board in case of emergency.

It was **resolved** to note Bank Balances at 9th March 2010:

Current Account	£ 26938.78
Lloyds 12 mth fixed term deposit	£ 32218.96
Business 30 day Acct	£ 897.43
Bank of Ireland	£ 30,198.58
Parish Plan	£ <u>1,173.42</u>
	£ 91427.15

09/122.2A It was **resolved** to note the draft Current Account Expenditure Analysis at 9 March.

09/123.A **Bank Reconciliation**

It was **resolved** to note that Cllr Vaughan undertook the bank reconciliation for February 2010.

09/124A Accounts for payment

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

Date	Invoice No:	Creditor	Item		Amount	VAT	Cheque No:
04.02.10	010519	Cotswold Hardy Plants	Trees for Copse	C	223.03	29.09	1840
15.02.10	257740086038	Vodafone	Mobile	DD	9.97	1.48	-
17.02.10		Wessex Water	Water Rates	C	29.25		1841
	ACJ192	Travis Perkins	Christmas Festivities	C	2.79	0.36	1842
19.02.10	ACL093	Travis Perkins	Doniford Car Park	C	47.94	7.14	1842
22.02.10	ACL363	Travis Perkins	Doniford Car Park	C	47.96	7.14	1842
12.02.10	ACL465	Travis Perkins	Children's Play Area	C	27.30	4.07	1842
08.03.10	ACM021	Travis Perkins	Children's lay Area	C	26.88	4.00	1842
10.03.10	18553	Agritrac	Maint/Protective Clothing	C	99.19	14.78	1843
10.03.10	992673	The Business	Fuel	DD	25.25	1.24	-
23.03.10		Staff	Salary	C	440.69		1844
23.03.10		Staff	Salary	C	902.12		1846
23.03.10		Staff	Salary	C	1015.68		1847
31.03.10		SCC Pension Acct	Pension Contribution	C	220.07		1848
31.03.10		HMRC	Tax & NI	C	1734.13		1849
31.03.10		Cllr R Woods	Chairman & Cllr Allowance	C	95.00		1850
31.03.10		Cllr W Vaughan	Cllr Allowance	C	30.00		1851
31.03.10		Cllr I Aldridge	Cllr Allowance	C	30.00		1852
31.03.10		Cllr D Chadwick	Cllr Allowance	C	22.00		1853
31.03.10		Cllr D Hooper	Cllr Allowance	C	30.00		1854
31.03.10		Cllr P Morse	Cllr Allowance	C	30.00		1855
31.03.10		Cllr J Lapham	Cllr Allowance	C	30.00		1856
31.03.10		Cllr L Gower	Cllr Allowance	C	30.00		1857
31.03.10		Cllr E Peeks	Cllr Allowance	C	30.00		1858
31.03.10		Cllr F Saunders	Cllr Allowance	C	7.00		1859
31.03.10		Cllr G Bigwood	Cllr Allowance	C	30.00		1860
01.04.10		SALC	Subscription	C	565.35		1861
01.04.10		BT	Phone Box Sponsorship	C	352.50	52.50	1862
15.03.10	20	Mr B Howe	Audit	C	46.50		1863
15.03.10	26418	Gliddons	Maintenance	C	4.64	0.69	1864
25.03.10	257740086039	Vodafone	Mobile	DD	9.97	1.48	-

It was unanimously **resolved** to agree payment of the above invoices.

The quotation from Agritrac for spraying equipment was noted in the sum of £398.69. It was **resolved** to ask the Clerk to request the Groundsman to obtain two further quotations. It was reported that there was a leak in the roof of the changing room requiring immediate attention. It was unanimously **resolved** that this emergency repair be put in hand as soon as possible without the need to obtain 3 quotations.

09/125A Correspondence

- 09/125.1A On-line PC Backup - It was **resolved** to ask the Clerk to obtain an external hard drive up to a value of £100 from Edward Martin as it was considered that the main risk was computer failure with damage from fire or theft a minimal risk.
- 09/125.2A Peninsula – Course information Basic Employment Practice - It was **resolved** to note this correspondence.
- 09/125.3A Peninsula - Referrals - It was **resolved** to note this correspondence.
- 09/125.4A Time Bank West Somerset - It was **resolved** to note this email but as this was an exchange of hours was unlikely to be of use to the Council.
- 09/125.5A HMRC – Deadline for completion of employer annual return. It was **resolved** to note the deadline of 19th May.

Late Correspondence

- 09/125.6A West Somerset Council – Planning Obligations Funding – It was **resolved** to note this letter and to refer it to the Environment and Planning committee and also to Trustees.
- 09/125.7A Moore Stephens – Notice & Advertisement of the Annual Audit for the year ending 31st March 2010 – It was **resolved** to note that the deadline of 1st June 2010 for the return of the audit would not be met by the Council as the June meeting was scheduled for the 7th. The Finance Clerk would advise Moore Stephens accordingly. The Council's auditor would carry out his internal audit on 4th May. It was **resolved** that Trustees should decide if an internal audit was required of the WWRMG bank account. The usual Charity Commission return would be completed by the Finance Clerk.

- 09/125.8A **Community Council for Somerset** – It was **resolved** to note this correspondence and to refer it to Trustees.
- 09/125.9A **Clerks & Councils Direct** – It was **resolved** to refer this letter to the Clerk to assess the usefulness of the information provided by the Local Councils Update.
- 09/126A Press and Public excluded from the remainder of the meeting**
- 09/127A (Item 09/114.2A) Office Accommodation update.** It was **resolved** to note the current situation with regard to accommodation and the financial ramifications for the next financial year were discussed. It was agreed that some re-aligning of the budget would be required to cover possible first year costs. This to be referred to Full council.
- 09/128A** It was **resolved** to note the proposal to have a Summer project combining Tourism and Business, possibly on an annual basis. This would involve a joint photographic competition with West Somerset Railway. The Committee considered this to be an excellent idea to be put forward to Full Council.
- 09/129A Matters for the next Meeting to be held on 15th March 2010**
- Health & safety update
- Office Rent
- Meeting closed at 9.50 pm
- Minutes taken by Finance Clerk