

WILLITON PARISH COUNCIL
Minutes of the Finance and Administration Committee Meeting
held on 17th May 2010 at 7 pm at The Parish Office, Williton

Attendees:

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

Apologies:

Councillors Cllr Chadwick

10/1A Election of Chairman

It was unanimously **resolved** to elect Cllr Aldridge as Chairman. Proposed by Cllr Hooper and seconded by Cllr Vaughan.

10/2A Election of Vice Chairman

It was unanimously **resolved** to elect Cllr Vaughan as Vice Chairman. Proposed by Cllr Hooper and seconded by Cllr Woods.

10/3A Appointment of members to Personnel Committee

It was unanimously **resolved** to elect Cllrs Aldridge, Chadwick and Woods to the Personnel Committee. Proposed by Cllr Vaughan and seconded by Cllr Hooper.

10/4A Apologies

It was **resolved** to note the absence of Cllr Chadwick.

10/5A Declarations of Interest

Name	Agenda Item	Interest	Action
Nil Return			

10/6A Approval of Minutes of the Finance & Administration Committee Meeting held on 19th April 2010

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

10/7A Matters Arising from the Minutes

10/7.1A (Item 09/133.1A) Update on Health & Safety Audit. The scheduled meeting with Peninsular had taken place with Cllr Aldridge and the Clerk. Actions required fell within two categories, those requiring more urgent attention, some of which were relatively easy to carry out, and others to do as and when but within a target of 6 months. Cllr Aldridge reported that some actions would require expenditure, one of which was the purchase of the recommended equipment for the Groundsman to carry out spraying. The advisor from Peninsula was happy for the Groundsman to continue using the bandsaw but he would require certification for using the grindstone. It was **resolved** that Cllr Aldridge prepares a monthly action plan with costings and status of progress. Proposed by Cllr Vaughan and seconded by Cllr Hooper. The Clerk to be asked to remind the Groundsman that the Committee awaited two further quotations for the spraying equipment for discussion at the next meeting on 21st June.

10/7.2A (Item 09/133.3A) Outstanding Office Rent - It was **resolved** to note that an apology had been received from Avon and Somerset Police noting the shabby treatment the Council had received at the hands of their estates team with regard to rent and the drafting of a new lease. It was **resolved** to note that a meeting of WSC Asset Committee would take place on 18th May when the issue of Building 3 would be discussed.

- 10/7.3A (Item 09/133.4A) Groundsman Cover – It was **resolved** to note the response from Wibble Farm Nurseries regarding cover for the Groundsman. Labour can be provided for grass cutting and white lining but it would be necessary for them to use the Council's equipment. They could undertake strimming but to use their own equipment would incur an additional cost of £10 per hour. Waste bins could be emptied but the company could not dispose of the waste because of governing laws. Finance Clerk was asked to check with the Council's Insurers as to the use of the Council's equipment by an outside contractor. The Clerk to be reminded to provide a list of contractors for emergency use to be displayed on the office notice board.
- 10/7.4A (Item 09/133.5A) Photographic Competition – In the absence of Cllr Chadwick it was **resolved** to note there was no update. West Somerset Council should be able to advise if their hall could be used for the Photographic competition soon after 18th May. It was **resolved** that this issue should go to Full Council to determine which Committee should hold budget responsibility for this event.
- 10/7.5A (09/137.1A) Insurance Renewal – It was **resolved** to note that a further set of renewal papers had been received and the only difference in premium was a £5 administrative charge. As renewal date was 1st June 2010 it was **resolved** that the policy be renewed but that the Finance Clerk contacts insurers again to establish why there was no change in premium following removal of the second building included on the first schedule in the play area. It was also **resolved** that the Finance Clerk asks about the possible removal of the heat welding equipment and associated conditions and what difference this would make to the annual premium. Proposed by Cllr Aldridge and seconded by Cllr Vaughan.
- 10/7.6A (Item 09/137.3A) Coastal Footpath ramp – It was **resolved** to ask the Clerk to forward to Cllr Peeks copies of recent emails sent to and received from Somerset County Council and asking for her comments.

10/8A Budget

10/8.1A It was **resolved** to note the updated Provisions statement at 11th May 2010.

It was **resolved** to note Bank Balances at 11th May 2010:

Current Account	£ 51863.97
Lloyds 12 mth fixed term deposit	£ 32218.96
Business 30 day Acct	£ 897.54
Bank of Ireland	£ 30198.62
Parish Plan	£ 1173.42
	£ 116352.51

10/8.2A It was **resolved** to note the Current Account Expenditure Analysis at 30th April and to add a line for VAT.

10/9.A Bank Reconciliation

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

10/10A Accounts for payment

It was **resolved** to note the following invoices for May:

Date	Invoice No:	Creditor	Item		Amount	VAT	Cheque No:
11.05.10		Wheels	Grant	C	50.00		1937
11.05.10		Danesfield Cof E School	Grant for Fun Run	C	50.00		1938
16.04.10	276197	West Som Free Press	Advertisement	C	23.50	3.50	1939
26.04.10		EDF	Electricity	C	138.81	6.61	1940
11.05.10		SCC Pension Acct	Pension contributions	C	211.12		1941
06.05.10		BT	Internet Services	DD	88.13	13.13	DD
25.04.10	1007580	The Business	Fuel	DD	45.09	4.66	DD
24.05.10		Staff	Salary	C	282.93		1942
24.05.10		Staff	Salary	C	716.89		1943
24.05.10		Staff	Salary	C	1015.68		1944
11.05.10		WWRMG	Subsidy 1 st instalment	C	5000.00		1945
12.05.10		Williton Window	Grant	C	500.00		1946
12.05.10		Cllr Peeks	Snowdrops	C	8.00		1947
06.05.10	55	St Peter's First School	Hire of Hall	C	20.00		1948
17.05.10		Aon	Insurance Renewal	C	4827.45		1949
17.05.10		Higos	Tractor Insurance	C	214.92		1950

It was unanimously **resolved** to agree payment of the above invoices and to pay the previously approved Grant of £100 to W VHSC at the next meeting. I was also **resolved** to pay the Finance Clerk for the additional hours worked in relation to the Audit, as previously agreed by the Personnel Committee. Proposed by Cllr Vaughan and seconded by Cllr Aldridge.

10/11A Draft Audit Financial Year 2009/10

It was **resolved** to note the draft audit for the last financial year and to remove a number of the Fixed Assets as these related to the Trustees of W WMRG. It was **resolved** that the outstanding rent should be listed under Creditors. The Internal Auditor would complete the audit for presentation to Full Council on 7th June.

10/12A Correspondence

10/12.1A Communities & Local Government – It was **resolved** to note this letter which may be relevant to the Council should it be successful in securing Building 3.

Late Correspondence – Renewal papers from Higos for the Tractor Insurance. It was **resolved** to renew this insurance and to add the invoice to the list above for payment. It was also **resolved** that the Clerk ensures that the Groundsman is aware of the limitations of use for the Tractor to agricultural and forestry purposes only and it should not be used for any other purpose.

10/13A Risk Review – The Risk Management Action Plan produced by Cllr Vaughan was reviewed. It was **resolved** not to introduce a limit to the amount the Groundsman could spend on maintenance materials without prior approval at this time. However, he should obtain permission from the Clerk prior to purchasing replacement protective clothing to ensure this was within budget. It was **resolved** that if a Register of Members Interests, gifts and hospitality was not already in place, that the Clerk be asked to set one up. It was **resolved** to ask the Clerk to set up one central file for gas and electricity documentation and maintenance contracts, if one does not already exist. It was **resolved** to note that the daily update of computer data to a remote source was in place. It was **resolved** to add the issue of cover for the Clerk and Finance Clerk to the June agenda.

10/14A Fundraising Day – It was **resolved** that this event had been cancelled and cheques refunded where applicable. There would be a Chairman's Tea at The Changing Rooms, W WMRG on Sunday 30 May from 2pm to 5pm .

10/15A Clerk's & Chairman's Training Day – It was **resolved** to note this training day which unfortunately could not be attended.

10/16A Matters for next Meeting to be held on 21 June 2010

Risk Review, Criteria for Approved Contractors, Cover for Clerk and Finance Clerk

Meeting closed at 9.50 pm

Minutes taken by Finance Clerk