

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 13th September 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
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10/40A Apologies

As noted above

10/41A Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Chadwick	10/43.3A	Personal	None

10/42A Approval of Minutes of the Finance & Administration Committee Meeting held on 19 July 2010

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

10/43A Matters Arising from the Minutes

10/43.1A (Item 10/20.1A) Update on Health & Safety Audit - In the absence of Cllr Aldridge this matter was deferred. It was **resolved** to ask Cllr Aldridge to give an update on this issue to Full Council on 27th September. It was noted however that a meeting had taken place with staff members to move some issues on.

10/43.2A (Item 10/20.2A) Office Rent - It was **resolved** to note that the outstanding rent had been paid and that a rent increase from £800 pa to £1195 would take effect on 1st October 2010.

10/43.3A (Item 10/20.4A) Photographic Competition – Cllr Chadwick updated the meeting on the arrangements and the schedule of revised costings for Steams Up was discussed. Publicity was going well as was the support from local businesses. Additional help was still required to assist with the event. It was **resolved** to note that Cllr May had donated £50 towards the event from his Chairman's Fund and the Finance Clerk would write to thank him.

10/43.4A (Item 10/33.1) Safe Route to Schools – Following a discussion it was **resolved** to ask the Environment Committee to look again at the plans for this route as the cost was prohibitive and to see if that Committee can come up with a less costly alternative. It was **resolved** to recommend that Somerset County Council carries out a feasibility study which would cost between £2-£4,000 and be funded by WSLAG and that Williton Parish Council contributes £400 towards this cost. Proposed by Cllr Vaughan and seconded by Cllr Chadwick. Unanimously agreed.

10/43.5A (Item 10/35A) Affiliations - It was **resolved** to restrict affiliations in the next financial year to SALC and SLCC only. Proposed by Cllr Hooper and seconded by Cllr Vaughan. Unanimously agreed.

10/43.6A (Item 10/37A) Office Accommodation Building 3 – Cllr Vaughan updated the meeting following the Council's successful bid for this building. The Clerk would be asked to respond to West Somerset Council's letter of 10 September confirming that Williton Parish Council wishes to proceed with the purchase, subject to agreement of any terms and conditions. It was **resolved** to use Risdon Hosegood solicitors and in due course to arrange a meeting with Steve Watts, Cllr Woods and Cllr Vaughan. It was **resolved** to recommend to Full Council that the Council obtains a fixed rate loan currently at 3.57% or at the prevailing rate at the time the loan is available. This type of loan would require repayment in two half-yearly instalments. Proposed by Cllr Hooper and seconded by Cllr Woods. Unanimously agreed.

10/44A Budget

10/44.1A It was **resolved** to discuss the budget in detail at the October meeting and to ask the Environment Committee to put forward their requirements for discussion at that time. Final recommendations would be presented to Full Council in November.

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

Current Account	£28,188.37
Business 30 day acct	£ 897.66
Lloyds 12 month fixed term deposit	£32,218.96
Bank of Ireland	£30,198.68
Parish Plan	<u>£ 1,173.42</u>
	<u>£ 92,677.09</u>

10/44.2A It was **resolved** to note the Current Account Expenditure Analysis at 31st August 2010.

10/45A Bank Reconciliation

It was **resolved** to note that Cllr Vaughan would undertake the bank reconciliation for July & August.

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

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0	ACR339	TRAVIS PERKINS	H&S equipment	C	5.15	0.77	1982
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10.08.10		T-Shirt Warehouse	For Steams Up	C	494.00		1984
10.08.10	2499	Janet Wagstaff	H&S equipment purchased on credit card	C	21.38	3.18	1985
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23.08.10		Employee	Salary	C	716.89		1867
23.08.10		Employee	Salary	C	1015.88		1868
31.08.10		SCC Pension Account	Pension Contribution	C	211.12		1869
09.08.10	1735F	Moore Stephens	Audit	C	470.00	70.00	1870

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11.08.10	ACR560	Travis Perkins	Paint memorial shelter WWMRG	C	55.00	8.19	1872
12.08.10	257740086044	Vodafone	Mobile	DD	9.97	1.48	-
04.08.10		BT	Internet Services	DD	88.12	13.12	-
13.09.10		WWMRG	VAT refund	C	75.82	-	1873
17.08.10		Wessex Water	WWMRG	C	65.37	-	1875
24.08.10		Wessex Water	Office	C	51.26	-	1874
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Cheque no: 1879 spoilt & Cheque no: 1885 cancelled

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10/48.1A It was **resolved** to note the email from SALC regarding Precept Capping and to recommend that Williton Parish Council does not believe that this should apply to Parish Councils with a precept of less than £750K.

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10/49A Matters for next Meeting to be held on 18th October 2010

2011/2012 Budget; Building 3

Meeting closed at 9.30 pm

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10.08.10	2499	Janet Wagstaff	H&S equipment purchased on credit card	C	21.38	3.18	1985
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09.08.10	1735F	Moore Stephens	Audit	C	470.00	70.00	1870

Accounts for Payment – September 2010

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12.08.10	257740086044	Vodafone	Mobile	DD	9.97	1.48	-
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02.09.10	ACS356	Travis Perkins	Steams Up	C	1813.36	270.09	1883
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30.09.10		HMCR	2 nd quarter Tax & NI	C	1625.27	-	1882

Cheque no: 1879 spoilt & Cheque no: 1885 cancelled

It was resolved to approve the above invoices for payment. Proposed by Cllr Vaughan and seconded by Cllr Hooper. Unanimously agreed.

10/47A **Budget 2011/2012** – This matter was dealt with at 10/44.1A above.

10/48A Correspondence

10/48.1A It was **resolved** to note the email from SALC regarding Precept Capping and to recommend that Williton Parish Council does not believe that this should apply to Parish Councils with a precept of less than £750K.

10/48.2A It was **resolved** to note the letter from Moore Stephens and the satisfactory completion of the external audit.

10/48.3A It was **resolved** to note that a direct debit has been set up with EDF.

10/49A Matters for next Meeting to be held on 18th October 2010

2011/2012 Budget; Building 3

Meeting closed at 9.30 pm

Minutes taken by Finance Clerk

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 13th September 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
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10/40A Apologies

As noted above

10/41A Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Chadwick	10/43.3A	Personal	None

10/42A Approval of Minutes of the Finance & Administration Committee Meeting held on 19 July 2010

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

10/43A Matters Arising from the Minutes

10/43.1A (Item 10/20.1A) Update on Health & Safety Audit - In the absence of Cllr Aldridge this matter was deferred. It was **resolved** to ask Cllr Aldridge to give an update on this issue to Full Council on 27th September. It was noted however that a meeting had taken place with staff members to move some issues on.

10/43.2A (Item 10/20.2A) Office Rent - It was **resolved** to note that the outstanding rent had been paid and that a rent increase from £800 pa to £1195 would take effect on 1st October 2010.

10/43.3A (Item 10/20.4A) Photographic Competition – Cllr Chadwick updated the meeting on the arrangements and the schedule of revised costings for Steams Up was discussed. Publicity was going well as was the support from local businesses. Additional help was still required to assist with the event. It was **resolved** to note that Cllr May had donated £50 towards the event from his Chairman's Fund and the Finance Clerk would write to thank him.

10/43.4A (Item 10/33.1) Safe Route to Schools – Following a discussion it was **resolved** to ask the Environment Committee to look again at the plans for this route as the cost was prohibitive and to see if that Committee can come up with a less costly alternative. It was **resolved** to recommend that Somerset County Council carries out a feasibility study which would cost between £2-£4,000 and be funded by WSLAG and that Williton Parish Council contributes £400 towards this cost. Proposed by Cllr Vaughan and seconded by Cllr Chadwick. Unanimously agreed.

10/43.5A (Item 10/35A) Affiliations - It was **resolved** to restrict affiliations in the next financial year to SALC and SLCC only. Proposed by Cllr Hooper and seconded by Cllr Vaughan. Unanimously agreed.

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10/44A Budget

10/44.1A It was **resolved** to discuss the budget in detail at the October meeting and to ask the Environment Committee to put forward their requirements for discussion at that time. Final recommendations would be presented to Full Council in November.

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

Current Account	£28,188.37
Business 30 day acct	£ 897.66
Lloyds 12 month fixed term deposit	£32,218.96
Bank of Ireland	£30,198.68
Parish Plan	<u>£ 1,173.42</u>
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10/44.2A It was **resolved** to note the Current Account Expenditure Analysis at 31st August 2010.

10/45A Bank Reconciliation

It was **resolved** to note that Cllr Vaughan would undertake the bank reconciliation for July & August.

10/46A Accounts for payment

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

Accounts for Payment – August 2010

Date	Invoice No:	Creditor	Item		Amount	VAT	Cheque No:
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Cheque no: 1879 spoilt & Cheque no: 1885 cancelled

It was resolved to approve the above invoices for payment. Proposed by Cllr Vaughan and seconded by Cllr Hooper. Unanimously agreed.

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10/49A Matters for next Meeting to be held on 18th October 2010

2011/2012 Budget; Building 3

Meeting closed at 9.30 pm

Minutes taken by Finance Clerk

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 13th September 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
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10/40A Apologies

As noted above

10/41A Declarations of Interest

Name	Agenda Item	Interest	Action
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10/42A Approval of Minutes of the Finance & Administration Committee Meeting held on 19 July 2010

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

10/43A Matters Arising from the Minutes

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10/49A Matters for next Meeting to be held on 18th October 2010

2011/2012 Budget; Building 3

Meeting closed at 9.30 pm

Minutes taken by Finance Clerk

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 13th September 2010 at 7 pm at The Parish Office, Williton

Attendees:

Councillors	Chadwick, Hooper, Vaughan and Woods
Public	None
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Apologies:

Councillors	Cllr Aldridge
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10/40A Apologies

As noted above

10/41A Declarations of Interest

Name	Agenda Item	Interest	Action
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10/42A Approval of Minutes of the Finance & Administration Committee Meeting held on 19 July 2010

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

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2011/2012 Budget; Building 3

Meeting closed at 9.30 pm

Minutes taken by Finance Clerk

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting
held on 13th September 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

10/40A Apologies

As noted above

10/41A Declarations of Interest

Name	Agenda Item	Interest	Action
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It was unanimously **resolved** to approve the minutes.

10/43A Matters Arising from the Minutes

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10/43.4A (Item 10/33.1) Safe Route to Schools – Following a discussion it was **resolved** to ask the Environment Committee to look again at the plans for this route as the cost was prohibitive and to see if that Committee can come up with a less costly alternative. It was **resolved** to recommend that Somerset County Council carries out a feasibility study which would cost between £2-£4,000 and be funded by WSLAG and that Williton Parish Council contributes £400 towards this cost. Proposed by Cllr Vaughan and seconded by Cllr Chadwick. Unanimously agreed.

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10/44A Budget

10/44.1A It was **resolved** to discuss the budget in detail at the October meeting and to ask the Environment Committee to put forward their requirements for discussion at that time. Final recommendations would be presented to Full Council in November.

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

Current Account	£28,188.37
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Parish Plan	£ 1,173.42
	<u>£ 92,677.09</u>

10/44.2A It was **resolved** to note the Current Account Expenditure Analysis at 31st August 2010.

10/45A Bank Reconciliation

It was **resolved** to note that Cllr Vaughan would undertake the bank reconciliation for July & August.

10/46A Accounts for payment

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

Accounts for Payment – August 2010

Date	Invoice No:	Creditor	Item		Amount	VAT	Cheque No:
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0	ACR339	TRAVIS PERKINS	H&S equipment	C	5.15	0.77	1982
03.08.10		SCC	Fitting louvre to Light	C	78.82	11.74	1983
10.08.10		T-Shirt Warehouse	For Steams Up	C	494.00		1984
10.08.10	2499	Janet Wagstaff	H&S equipment purchased on credit card	C	21.38	3.18	1985
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23.08.10		Employee	Salary	C	716.89		1867
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11.08.10	ACR560	Travis Perkins	Paint memorial shelter WWMRG	C	55.00	8.19	1872
12.08.10	257740086044	Vodafone	Mobile	DD	9.97	1.48	-
04.08.10		BT	Internet Services	DD	88.12	13.12	-
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17.08.10		Wessex Water	WWMRG	C	65.37	-	1875
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Cheque no: 1879 spoilt & Cheque no: 1885 cancelled

It was resolved to approve the above invoices for payment. Proposed by Cllr Vaughan and seconded by Cllr Hooper. Unanimously agreed.

10/47A **Budget 2011/2012** – This matter was dealt with at 10/44.1A above.

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10/48.1A It was **resolved** to note the email from SALC regarding Precept Capping and to recommend that Williton Parish Council does not believe that this should apply to Parish Councils with a precept of less than £750K.

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10/49A Matters for next Meeting to be held on 18th October 2010

2011/2012 Budget; Building 3

Meeting closed at 9.30 pm

Minutes taken by Finance Clerk

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting
held on 13th September 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

10/40A Apologies

As noted above

10/41A Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Chadwick	10/43.3A	Personal	None

10/42A Approval of Minutes of the Finance & Administration Committee Meeting held on 19 July 2010

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

10/43A Matters Arising from the Minutes

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Attendees:

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Public	None
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Apologies:

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As noted above

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05.08.10	ACR444	Travis Perkins	Fence posts, ply & paint	C	114.20	17.01	1872
11.08.10	ACR560	Travis Perkins	Paint memorial shelter WWMRG	C	55.00	8.19	1872
12.08.10	257740086044	Vodafone	Mobile	DD	9.97	1.48	-
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22.09.10		Employee	Salary	C	282.93	-	1880
30.09.10		SCC Pension Acct	Pension Contribution	C	211.12	-	1881
30.09.10		HMCR	2 nd quarter Tax & NI	C	1625.27	-	1882

Cheque no: 1879 spoilt & Cheque no: 1885 cancelled

It was resolved to approve the above invoices for payment. Proposed by Cllr Vaughan and seconded by Cllr Hooper. Unanimously agreed.

10/47A **Budget 2011/2012** – This matter was dealt with at 10/44.1A above.

10/48A Correspondence

10/48.1A It was **resolved** to note the email from SALC regarding Precept Capping and to recommend that Williton Parish Council does not believe that this should apply to Parish Councils with a precept of less than £750K.

10/48.2A It was **resolved** to note the letter from Moore Stephens and the satisfactory completion of the external audit.

10/48.3A It was **resolved** to note that a direct debit has been set up with EDF.

10/49A Matters for next Meeting to be held on 18th October 2010

2011/2012 Budget; Building 3

Meeting closed at 9.30 pm

Minutes taken by Finance Clerk

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 13th September 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
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10/40A Apologies

As noted above

10/41A Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Chadwick	10/43.3A	Personal	None

10/42A Approval of Minutes of the Finance & Administration Committee Meeting held on 19 July 2010

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

10/43A Matters Arising from the Minutes

10/43.1A (Item 10/20.1A) Update on Health & Safety Audit - In the absence of Cllr Aldridge this matter was deferred. It was **resolved** to ask Cllr Aldridge to give an update on this issue to Full Council on 27th September. It was noted however that a meeting had taken place with staff members to move some issues on.

10/43.2A (Item 10/20.2A) Office Rent - It was **resolved** to note that the outstanding rent had been paid and that a rent increase from £800 pa to £1195 would take effect on 1st October 2010.

10/43.3A (Item 10/20.4A) Photographic Competition – Cllr Chadwick updated the meeting on the arrangements and the schedule of revised costings for Steams Up was discussed. Publicity was going well as was the support from local businesses. Additional help was still required to assist with the event. It was **resolved** to note that Cllr May had donated £50 towards the event from his Chairman's Fund and the Finance Clerk would write to thank him.

10/43.4A (Item 10/33.1) Safe Route to Schools – Following a discussion it was **resolved** to ask the Environment Committee to look again at the plans for this route as the cost was prohibitive and to see if that Committee can come up with a less costly alternative. It was **resolved** to recommend that Somerset County Council carries out a feasibility study which would cost between £2-£4,000 and be funded by WSLAG and that Williton Parish Council contributes £400 towards this cost. Proposed by Cllr Vaughan and seconded by Cllr Chadwick. Unanimously agreed.

10/43.5A (Item 10/35A) Affiliations - It was **resolved** to restrict affiliations in the next financial year to SALC and SLCC only. Proposed by Cllr Hooper and seconded by Cllr Vaughan. Unanimously agreed.

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10/44A Budget

10/44.1A It was **resolved** to discuss the budget in detail at the October meeting and to ask the Environment Committee to put forward their requirements for discussion at that time. Final recommendations would be presented to Full Council in November.

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

Current Account	£28,188.37
Business 30 day acct	£ 897.66
Lloyds 12 month fixed term deposit	£32,218.96
Bank of Ireland	£30,198.68
Parish Plan	£ 1,173.42
	<u>£ 92,677.09</u>

10/44.2A It was **resolved** to note the Current Account Expenditure Analysis at 31st August 2010.

10/45A Bank Reconciliation

It was **resolved** to note that Cllr Vaughan would undertake the bank reconciliation for July & August.

10/46A Accounts for payment

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

Accounts for Payment – August 2010

Date	Invoice No:	Creditor	Item		Amount	VAT	Cheque No:
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10.08.10		T-Shirt Warehouse	For Steams Up	C	494.00		1984
10.08.10	2499	Janet Wagstaff	H&S equipment purchased on credit card	C	21.38	3.18	1985
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Cheque no: 1879 spoilt & Cheque no: 1885 cancelled

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10/49A Matters for next Meeting to be held on 18th October 2010

2011/2012 Budget; Building 3

Meeting closed at 9.30 pm

Minutes taken by Finance Clerk

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 13th September 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
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10/40A Apologies

As noted above

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Name	Agenda Item	Interest	Action
Cllr Chadwick	10/43.3A	Personal	None

10/42A Approval of Minutes of the Finance & Administration Committee Meeting held on 19 July 2010

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

10/43A Matters Arising from the Minutes

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10/49A Matters for next Meeting to be held on 18th October 2010

2011/2012 Budget; Building 3

Meeting closed at 9.30 pm

Minutes taken by Finance Clerk

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting
held on 13th September 2010 at 7 pm at The Parish Office, Williton

Attendees:

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

Apologies:

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10/40A Apologies

As noted above

10/41A Declarations of Interest

Name	Agenda Item	Interest	Action
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2011/2012 Budget; Building 3

Meeting closed at 9.30 pm

Minutes taken by Finance Clerk

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Attendees:

Councillors	Chadwick, Hooper, Vaughan and Woods
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Apologies:

Councillors	Cllr Aldridge
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10/40A Apologies

As noted above

10/41A Declarations of Interest

Name	Agenda Item	Interest	Action
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10/43.3A (Item 10/20.4A) Photographic Competition – Cllr Chadwick updated the meeting on the arrangements and the schedule of revised costings for Steams Up was discussed. Publicity was going well as was the support from local businesses. Additional help was still required to assist with the event. It was **resolved** to note that Cllr May had donated £50 towards the event from his Chairman's Fund and the Finance Clerk would write to thank him.

10/43.4A (Item 10/33.1) Safe Route to Schools – Following a discussion it was **resolved** to ask the Environment Committee to look again at the plans for this route as the cost was prohibitive and to see if that Committee can come up with a less costly alternative. It was **resolved** to recommend that Somerset County Council carries out a feasibility study which would cost between £2-£4,000 and be funded by WSLAG and that Williton Parish Council contributes £400 towards this cost. Proposed by Cllr Vaughan and seconded by Cllr Chadwick. Unanimously agreed.

10/43.5A (Item 10/35A) Affiliations - It was **resolved** to restrict affiliations in the next financial year to SALC and SLCC only. Proposed by Cllr Hooper and seconded by Cllr Vaughan. Unanimously agreed.

10/43.6A (Item 10/37A) Office Accommodation Building 3 – Cllr Vaughan updated the meeting following the Council's successful bid for this building. The Clerk would be asked to respond to West Somerset Council's letter of 10 September confirming that Williton Parish Council wishes to proceed with the purchase, subject to agreement of any terms and conditions. It was **resolved** to use Risdon Hosegood solicitors and in due course to arrange a meeting with Steve Watts, Cllr Woods and Cllr Vaughan. It was **resolved** to recommend to Full Council that the Council obtains a fixed rate loan currently at 3.57% or at the prevailing rate at the time the loan is available. This type of loan would require repayment in two half-yearly instalments. Proposed by Cllr Hooper and seconded by Cllr Woods. Unanimously agreed.

10/44A Budget

10/44.1A It was **resolved** to discuss the budget in detail at the October meeting and to ask the Environment Committee to put forward their requirements for discussion at that time. Final recommendations would be presented to Full Council in November.

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

Current Account	£28,188.37
Business 30 day acct	£ 897.66
Lloyds 12 month fixed term deposit	£32,218.96
Bank of Ireland	£30,198.68
Parish Plan	<u>£ 1,173.42</u>
	<u>£ 92,677.09</u>

10/44.2A It was **resolved** to note the Current Account Expenditure Analysis at 31st August 2010.

10/45A Bank Reconciliation

It was **resolved** to note that Cllr Vaughan would undertake the bank reconciliation for July & August.

10/46A Accounts for payment

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

Accounts for Payment – August 2010

Date	Invoice No:	Creditor	Item		Amount	VAT	Cheque No:
23.07.10	481204	Viking Direct	Stationery	C	46.08	6.86	1980
10.07.10	222680	Hawkins Agri Ltd	H&S equipment	C	89.54	13.34	1981
0	ACR339	TRAVIS PERKINS	H&S equipment	C	5.15	0.77	1982
03.08.10		SCC	Fitting louvre to Light	C	78.82	11.74	1983
10.08.10		T-Shirt Warehouse	For Steams Up	C	494.00		1984
10.08.10	2499	Janet Wagstaff	H&S equipment purchased on credit card	C	21.38	3.18	1985
23.08.10		Employee	Salary	C	282.93		1866
23.08.10		Employee	Salary	C	716.89		1867
23.08.10		Employee	Salary	C	1015.88		1868
31.08.10		SCC Pension Account	Pension Contribution	C	211.12		1869
09.08.10	1735F	Moore Stephens	Audit	C	470.00	70.00	1870

Accounts for Payment – September 2010

Date	Invoice No:	Creditor	Item		Amount	VAT	Cheque No:
23.07.10	27846	Gliddons	H&S equipment for groundsman	C	21.55	3.21	1871
05.08.10	ACR419	Travis Perkins	Metpost x4	C	39.95	5.95	1872
05.08.10	ACR444	Travis Perkins	Fence posts, ply & paint	C	114.20	17.01	1872
11.08.10	ACR560	Travis Perkins	Paint memorial shelter WWMRG	C	55.00	8.19	1872
12.08.10	257740086044	Vodafone	Mobile	DD	9.97	1.48	-
04.08.10		BT	Internet Services	DD	88.12	13.12	-
13.09.10		WWMRG	VAT refund	C	75.82	-	1873
17.08.10		Wessex Water	WWMRG	C	65.37	-	1875
24.08.10		Wessex Water	Office	C	51.26	-	1874
13.08.10	125297	Edward Martin	Call out & labour charge re possible computer virus	C	58.75	8.75	1876
14.08.10	125311	Edward Martin	Labour re Website	C	11.75	1.75	1876
02.09.10	ACS356	Travis Perkins	Steams Up	C	1813.36	270.09	1883
02.09.10	ACS335	Travis Perkins	Steams Up	C	11.75	1.75	1883
13.07.10	19,209	Agritrac	H&S Equipment	C	206.94	30.82	1884
22.09.10		Employee	Salary	C	1015.68	-	1877
22.09.10		Employee	Salary	C	716.89	-	1878
22.09.10		Employee	Salary	C	282.93	-	1880
30.09.10		SCC Pension Acct	Pension Contribution	C	211.12	-	1881
30.09.10		HMCR	2 nd quarter Tax & NI	C	1625.27	-	1882

Cheque no: 1879 spoilt & Cheque no: 1885 cancelled

It was resolved to approve the above invoices for payment. Proposed by Cllr Vaughan and seconded by Cllr Hooper. Unanimously agreed.

10/47A **Budget 2011/2012** – This matter was dealt with at 10/44.1A above.

10/48A Correspondence

10/48.1A It was **resolved** to note the email from SALC regarding Precept Capping and to recommend that Williton Parish Council does not believe that this should apply to Parish Councils with a precept of less than £750K.

10/48.2A It was **resolved** to note the letter from Moore Stephens and the satisfactory completion of the external audit.

10/48.3A It was **resolved** to note that a direct debit has been set up with EDF.

10/49A Matters for next Meeting to be held on 18th October 2010

2011/2012 Budget; Building 3

Meeting closed at 9.30 pm

Minutes taken by Finance Clerk

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting
held on 13th September 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

10/40A Apologies

As noted above

10/41A Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Chadwick	10/43.3A	Personal	None

10/42A Approval of Minutes of the Finance & Administration Committee Meeting held on 19 July 2010

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

10/43A Matters Arising from the Minutes

10/43.1A (Item 10/20.1A) Update on Health & Safety Audit - In the absence of Cllr Aldridge this matter was deferred. It was **resolved** to ask Cllr Aldridge to give an update on this issue to Full Council on 27th September. It was noted however that a meeting had taken place with staff members to move some issues on.

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