

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 18th April 2011 at 7 pm at The Parish Office, Williton

Attendees:

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

10/125A Apologies

Cllr Richards sent apologies.

10/126A Declarations of Interest

Name	Agenda Item	Interest	Action
Nil Return			

10/127A Approval of Minutes of the Finance & Administration Committee Meeting held on 21st March January 2011

It was unanimously **resolved** to approve the minutes. Proposed by Cllr Hooper and seconded by Cllr Woods.

10/128A Matters Arising from the Minutes

10/128.1A (Item10/113.1A) Website Maintenance Update – Cllr Chadwick agreed to meet with the Clerk as a matter of urgency in order to bring the website up to date. The Clerk to respond to the email from Jenny Gibson of Williton Window.

10/128.2A (Item10/113.2A) Doniford Car Park – It was **resolved** to note that the Clerk had written to both Risdon Hosegood and to the new owner and responses were awaited.

10/129A 2 Killick Way

10/129.1A Property Rates – It was **resolved** to note the result of the appeal to the Valuation Officer was awaited. It was also **resolved** that in order to maintain right of access for the owner of the adjacent property, the Parish Council should utilise only 4 of the 6 parking spaces at the new office which should realise a reduction in the rates payable.

10/129.2A Supply of Energy – it was **resolved** to note that a contract had been received from British Gas.

10/129.3A Renting of office space – The proposals for hiring office space were considered and the charges for using the meeting room, foyer and kitchen were agreed in principle. However, it was **resolved** that the Legion should only be offered free use on Armistice Day and Armed Forces Day. At other times they would be charged at the Parish rate. With regard to leasing an office, it was **resolved** to ask the Clerk to contact Chanin & Thomas for guidance as to the potential expectation for renting out an office of 4m x3.5 m and use of facilities.

10/130A Budget

10/130.1A Council Provisions and Bank Balances - It was **resolved** to adjust the Council Provisions. Bank Balances at 31 March 2011 were:

Current Account	£54419.88
Lloyds 12 mth fixed term deposit	£32621.70
Nat West 18 mth fixed term deposit	£50367.00
Parish Plan	<u>£ 1173.42</u>
	<u>£138582.00</u>

10/130.2A Current Account Expenditure Analysis – It was **resolved** to note the updated analysis as at 31st March 2011.

10/130.3A Employee & Employer Pension contribution rates – it was **resolved** that following the Chairman's conversation with Somerset County Council, Option 2 should be adopted commencing at 14.6% plus £300 for the year 2011-12. Proposed by Cllr Hooper and seconded by Cllr Chadwick. Unanimous.

10/130.4A Parish Office Running Costs – With an adjustment to the number of parking bays the expenditure summary was considered appropriate. It was **resolved** that the building sub-committee would explore options for purchasing furniture, such as auctions.

10/131A Bank Reconciliation

It was **resolved** to note that Cllr Vaughan would undertake the bank reconciliation for February and March.

10/132A Accounts for Payment

It was **resolved** to note and approve for payment the attached list of invoices. Proposed by Cllr Hooper and seconded by Cllr Woods. Unanimous.

10/133A Insurance – Following receipt of a renewal quotation from existing insurers Aon and the cheaper one from Came and Company, the Chairman had spoken to SALC to check the quality of the latter's performance and had received assurance on this point. The Chairman had also been advised to hold the insurance in the name of Williton Parish Council and Williton War Memorial Recreation Ground Reg. Charity No. 211212. It was **resolved** that the Council's insurances be transferred to Came and Company with effect from renewal on 1st June 2011, with a commitment to stay with them for 3 years to obtain a further discounted rate. Proposed by Cllr Woods and seconded by Cllr Hooper. Unanimous. The Finance Clerk was asked to obtain quotation for increasing office contents sum insured to £5000.

10/134.A Correspondence

10/134.1A **Came & Company** – It was **resolved** to note the email from Came & Company giving a summary of their policy cover.

10/135A Due to the confidential nature of the following item it was resolved that members of the public and press be requested to leave.

10/135.1A **Williton Parish Council's Policy for Working Practices & Conditions** – Following a review of the proposals, it was **resolved** to recommend them to Full Council at the next meeting in May. Proposed by Cllr Hooper and seconded by Cllr Chadwick. Unanimous.

10/136A The Chairman expressed a vote of thanks to the Finance Clerk who was leaving at the end of April and to Cllr Hooper and Cllr Chadwick who were both retiring as Councillors.

10/137A Matters for Next Meeting to be held on 16th May 2011

Meeting closed at 8.55 pm

Minutes taken by Finance Clerk