

WILLITON PARISH COUNCIL
Minutes of the Finance and Administration Committee Meeting
held on 21st February 2011 at 7 pm at The Parish Office, Williton

Attendees:

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

Apologies:

Councillors Vaughan

10/99A Apologies

Apologies were received from Cllr Vaughan. In his absence the Chair was taken by Cllr Hooper.

10/100A Declarations of Interest

Name	Agenda Item	Interest	Action
Nil Return			

10/101A Approval of Minutes of the Finance & Administration Committee Meeting held on 17th January 2011

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

10/102A Matters Arising from the Minutes

10/102.1A (Item 10.83.2A) Website Maintenance Update – Cllr Chadwick reported that agreement had been reached with Edward Martin for the Council to maintain the pages of its website. In due course it would be necessary for the Council to purchase the appropriate software package and Cllr Chadwick agreed to find out the cost of purchasing Front Page. In the meantime there may be an additional cost to the Clerk's hours to undertake some of the work required on her own computer which has the necessary software.

10/102.2A (Item /84.4A) It was **resolved** to note the improved rate of interest to 2.85% for the Nat West Enhanced Fixed Rate Bond by extending the period from 12 to 18 months.

10/102.3A (Item 10/84.5A) It was **resolved** to note the re-investment of the Lloyds Deposit Bond for a further 12 months, at the rate of 1.55%.

10/102.4A (Item 10/84.6A) It was **resolved** to note the closure of the Bank of Ireland account

10/102.5A (Item 10/88A) Doniford Car Park – in the absence of any further information, this item was deferred until the next meeting.

10/103A Budget

10/103.1A Council Provisions and Bank Balances - It was **resolved** to note the Council Provisions. Bank Balances at 31st January 2010 were:

Current Account	£59523.56
Lloyds 12 mth fixed term deposit	£32218.96
Nat West 18 mth fixed term deposit	£50367.00
Parish Plan	<u>£ 1173.42</u>
	<u>£143282.94</u>

10/103.2A Current Account Expenditure Analysis – It was **resolved** to note the updated analysis at 31 January 2011.

10/103.3A Bldg No 3 - It was **resolved** to note that the appointed surveyor has drawn up plans for the potential layout of the new office building.

10/103.3.1A Bldg 3 Rates - It was **resolved** to note the letter from West Somerset Council advising that the property will no longer be exempt from rates as from 1 April 2011 and a 100% charge will apply. As the building would be uninhabitable for a considerable period, it was **resolved** that the Finance Clerk should contact WSC to establish if rate relief is given in these circumstances.

10/103.3.2A It was **resolved** to note that the WPD Community Chest for energy efficiency improvements is not available to Councils. However, it may be appropriate for the Memorial Ground changing room and it was **resolved** to pass this information to Trustees.

10/103.3.3A Information relating to items required for the new office were passed to Cllr Woods. These included hand dryers for the toilet, security items such as locks and key pads. Cllr Hooper has the contact details for two cleaners who may be interested in cleaning the new office. They are both self-employed. With regard to charges to be made for groups to use the meeting room, these would be established at a later date. In the meantime, Cllr Richards would find out the charges made for use of the Chapel for comparison purposes. It was **resolved** that charges should be kept at a reasonable level and all users should be treated equally.

10/103.3.4A It was **resolved** to note the Opus Energy quotation for the supply of both Gas and Electricity. The Finance Clerk was asked to obtain quotations from both EDF and British Gas for consideration at the next meeting.

10/104.A **Personnel & subcontract costs 2011-12 provisions** – It was **resolved** to refer this item to the Personnel Committee in the first instance.

10/105A **Employer & Employee Pension Contribution rates** – It was **resolved** to refer this item to the Personnel Committee in the first instance.

10/106A Bank Reconciliation

It was **resolved** to note that Cllr Chadwick would undertake the bank reconciliation for January.

10/107A Accounts for payment

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

Date	Invoice No:	Creditor	Item		Amount	VAT	Cheque No:
17.12.10	50611	Viking Direct	Stationery	C	85.39	12.72	2015
19.01.11		Aon Limited	IT Bldg Insurance	C	215.66		2016
14.02.11		SALC	Training	C	****		2017
22.02.11		Staff	Salary	C	****		2018
22.02.11		Staff	Salary	C	****		2019
22.02.11		Staff	Salary	C	1015.68		2020
12.02.11	96611	D L J Wilkins	Pat Testing & work Mem Grd	C	168.45		2021
20.01.11		EDF	Office Electricity	D	165.35	8.38	-
20.02.11		BT	Internet Services	D	90.00	15.00	-
30.01.11		The Business	Fuel	D	29.76	1.49	-
24.01.11	126318	Edward Martin	Transfer & labour for domain change	C	76.99	12.83	2022
16.02.11	11296	WSC	Hire of Chamber for Christmas	C	30.00	5.00	2024
11.02.11		Wessex Water	Water Rates	C	34.02		2025
16.02.11		Jude Johnson Smith	Travel Claim	C	32.00		2026
WWRMG							
31.01.11	1706	Andrew Maclean	Work to Lime Trees	C	215.00		68
04.02.11		EDF	Electricity Changing Rooms	C	126.22	6.01	69
12.02.11		Wessex Water	Water Rates	C	81.27		70

It was **resolved** to approve the above invoices for payment but to retain the cheque for Edward Martin pending completion of some outstanding work. Proposed by Cllr Hooper and seconded by Cllr Chadwick.

10/108A Correspondence

10/108.1A **Two requests for funding from Jill Martin-Pope** – It was **resolved** to note both requests but in the light of the policy decision made at Full Council regarding grants and the expected increase in funding requests likely to be received as Government cuts bite, it was **resolved** to pass this item to Full Council for consideration.

10/108.2A **Somerset Scientific Services** – It was **resolved** to note the good health and safety report relating to the Changing Rooms but this item should be passed to Trustees.

10/108.3A **Williton Country Market** – It was **resolved** to note the letter expressing interest in hiring the meeting room at the new office.

10/109A Matters for Next Meeting to be held on 21st March 2011

Website
Bldg 3
Doniford Car Park
Cleaner for Priest Street office

Meeting closed at 8.45 pm

Minutes taken by Finance Clerk