

# WILLITON PARISH COUNCIL

## Minutes of the Finance and Administration Committee Meeting held on 25<sup>th</sup> July 2011 at 8.35 pm at the Council Chamber, Williton

### Attendees:

<b>Councillors</b>	Vaughan (Chairman), Woods and James
<b>Public</b>	None
<b>Other</b>	J Johnson-Smith

### Apologies:

#### Councillors

- 11/33A The Committee meeting was originally convened on 18<sup>th</sup> July but as it was inquorate it was rescheduled to the above date. Those Councillors in attendance were Cllrs Woods and Vaughan.
- 11/34A **Apologies as noted above**
- 11/35A **Declarations of Interest**  
There were none.
- 11/36A **Approval of Minutes of the Finance & Administration Committee Meeting held on 20<sup>th</sup> June 2011**  
It was unanimously **resolved** to approve the minutes.
- 11/37A **Matters Arising from the Minutes**
- 11/37.1A (Item 11/22.1A) Website Maintenance Cllr Woods agreed to work on the content for the missing pages during August and pass the details on to Edward Martin.
- 11/37.2A (Item 11/22.2A) Doniford Car Park - It was **resolved** to note that an acknowledgement had been received from the Solicitors with notice that the landowners were considering our request.
- 11/37.3A (Item 11/22.3A) Asset Register It was **resolved** to note that the Asset Register had been updated with items from the Memorial Ground. The list would be further updated after the move to the new office.
- 11/38A **2 Killick Way**
- 11/38.1A Property rates It was **resolved** to note that the rates had been zero rated during the building work and would be reviewed when work had been completed.
- 11/38.2A Contractor – update on progress It was **resolved** to note that work was about to start on the roof and Hi-Tech drains were due to start the work to the drains. The windows had been ordered but it was noted that the front door had been fitted not as per the quotation and the contractor would be asked to change this. The building would be open for members to view progress on the following Saturday morning between 9.30 and 10.30am.
- 11/38.3A Utilities transfer and maintenance contracts The Clerk advised that she had now received confirmation from British Gas of the transfer of contracts but an overpayment was due from Opus Energy arising from the previous invoice that was paid on an estimate reading.
- 11/38.4A Renting of Office Space It was **resolved** to note that no response had been received from the advertisement. It was suggested contacting the Doctors practice as it was thought that a problem existed with shortage of space for consultancy rooms. Cllr Vaughan agreed to contact them. It was **resolved** to note that no reply had been received from the Solicitors regarding the drawing up of a lease and it was advised that due to an early retirement this matter was being passed to another member of staff.
- 11/38.5A Furniture Requirements This matter would be deferred until after the move.
- 11/39A **Budget**
- 11/39.1A It was **resolved** to note the Expenditure Analysis and Bank Balances at 30<sup>th</sup> June 2011
- |                                  |                     |
|----------------------------------|---------------------|
| Current Account                  | £ 58,107.74         |
| Lloyds 12 mth fixed term deposit | £ 32,621.70         |
| Nat West Bond                    | £ 50,367.00         |
| Petty Cash                       | £ 19.26             |
| Parish Plan                      | £ 1,173.42          |
|                                  | <b>£ 142,289.12</b> |
- 11/39.2A It was **resolved** to allocate the provision costs into the budget.

**11/40A Bank Reconciliation**

It was **resolved** to note that Cllr Vaughan carried out the bank reconciliation for the month of June.

**11/41A Accounts for payment**

It was unanimously **resolved** to agree payment of the invoices on the attached list and to make interim payments during August of agreed items of expenditure.

**11/42A Correspondence**

All items of correspondence were dealt with through the minutes.

**11/43A Audit**

It was **resolved** to note the receipt of the audited accounts and the request to display a Notice of Closure.

**11/44A Health and Safety**

It was **resolved** to note the receipt of the report and Action Plan from the Peninsula consultancy visit and defer any items relating to this to the next meeting to give an opportunity for the members and the Health and Safety representatives to look at the report.

**11/45A Village Hall Management Agreement**

Cllr Vaughan advised that the transfer was nearing completion.

**11/46A Lease on the Copse**

It was **resolved** to note no reply had been received from the landlords and the Clerk agreed to chase this up.

**11/47A Risk Action Plan Review**

Cllr Vaughan advised that he would forward amendments to the Action Plan in the light of risks identified by the Clerk, the Groundman and Cllr Peeks. This would be deferred to the next meeting.

**11/48A Devolvement of Services from District Council**

It was **resolved** to defer this until after the meeting with the District Council on 1<sup>st</sup> August when more details would be known

**11/49A It was resolved to exclude the press and public from the remainder of the meeting**

**11/50A To agree salary scales and conditions of services of new member of staff**

It was **resolved** to recommend to Full Council a slight increase in salary scale and change of hours and to start the recruitment process

**11/51A Matters for next Meeting to be held on Tuesday 20<sup>th</sup> September 2011**

Budget

Meeting closed at 9.35 pm

Minutes taken by the Clerk