

# WILLITON PARISH COUNCIL

## Minutes of the Finance and Administration Committee Meeting held on 20th June 2011 at 7.10 pm at The Parish Office, Williton

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### Attendees:

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

### Apologies:

<b>Councillors</b>	Bryant
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11/19A **Apologies as noted above**

11/20A **Declarations of Interest**

There were none.

11/21A **Approval of Minutes of the Finance & Administration Committee Meeting held on 16<sup>th</sup> May 2011**

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

11/22A **Matters Arising from the Minutes**

11/22.1A (Item 11/6.1A) Website Maintenance Cllr James had spoken to Edward Martin who had agreed to do the additional pages within the contracted price. After some discussion it was **resolved** that the Clerk would undertake the maintenance of the website from home for no more than 4 hours per month and to keep a record of the time spent as she had the necessary software on her home computer. Photographs for the new members were to be taken at the next meeting. A volunteer would be needed to create the content for Edward Martin to populate the blank pages and additional pages that had been included in the original quotation.

11/22.2A (Item 11/6.2A) Doniford Car Park - It was **resolved** to note that no reply had been received from the Solicitors regarding the request for a 15 year minimum lease.

11/22.3A (Item 11/14A) Asset Register Cllr James had arranged to work with the Groundsman in the coming week on the items being held on the Recreation Ground. The Clerk had updated the items within the office. A revised register would be required when the office relocated to the new building.

11/23A **2 Killick Way**

11/23.1A Property rates It was **resolved** to note that no reduction in rates would be granted but the position would be reassessed when work commenced.

11/23.2A Variations to contract After some discussion over the high costs of the alarm system and contribution of costs from the neighbour it was **resolved** not to install the alarm system but to look at cheaper systems. It was further **resolved** to ask for a contribution from the neighbour towards the work to the drains and the resurfacing of his area of the car park at a cost of £667. The costs for the lowering of the kerb would be paid by the Parish Council. All additional costs came within the refurbishment budget.

11/23.3A Utilities transfer and maintenance contracts The Clerk advised that she was still waiting to hear back from British Gas regarding the transfer of electricity and gas and had chased this up. A fire risk assessment would be required when the work was finished and the building occupied and Cllr Hall had agreed to carry this out.

11/23.4A Renting of Office Space It was **resolved** to advertise the leased office in the West Somerset Free Press on 2<sup>nd</sup> July and to place full details on the Latest News page of the website. The Clerk was asked to contact Risdons regarding setting up a draft lease to be used as a master with a 3 month termination clause.

11/23.5A Furniture Requirements Cllr James agreed to investigate furniture available through auction but it was **resolved** to decide on the final list of requirements after the move had taken place.

11/24A **Budget**

11/24.1A	It was <b>resolved</b> to note the Expenditure Analysis and Bank Balances at 31 <sup>st</sup> May 2011
	Current Account                    £ 73,791.72
	Lloyds 12 mth fixed term deposit   £ 32,621.70
	Nat West Bond                    £ 50,367.00
	Petty Cash                         £ 21.69
	Parish Plan                         £ <u>1,173.42</u>
	<b><u>£ 157,975.53</u></b>

11/24.2A It was **resolved** to set the budget for Street Art at £300.

11/24.3A It was **resolved** to make some minor amendments to the Council Provisions by reducing the staffing costs but adding a budget for Street Art and legal charges towards drawing up leases for The Copse, Doniford Car Park and the new Office.

**11/25A Bank Reconciliation**

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

**11/26A Accounts for payment**

It was unanimously **resolved** to agree payment of the invoices on the attached list.

**11/27A Correspondence**

11/27.1A It was **resolved** to note the letter from South West Regional Board and to cancel the membership.

**11/28A Audit**

It was **resolved** to note the report from the Internal Auditor.

**11/29A Health and Safety**

The Clerk advised that a meeting had been arranged with the Peninsular Advisor and the Clerk, the Groundsman and Health and Safety Parish representatives on 28<sup>th</sup> June and she would report back to the next meeting.

**11/30A Village Hall Management Agreement**

Cllr Vaughan advised that new accounts would be set up by transferring the present accounts to new Village Hall accounts after they had been audited.

**11/31A Review of Standing Orders and Financial Regulations**

It was **resolved** to recommend the minor amendments to the Financial Regulations and the Appendices to the Standing Orders to the Full Council.

**11/32A Matters for next Meeting to be held on 18<sup>th</sup> July 2011**

Lease on the Copse  
Risk Action Plan Review  
Devolvment and Devolution

Meeting closed at 10.00 pm

Minutes taken by the Clerk