

WILLITON PARISH COUNCIL

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

Attendees:

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

Apologies:

10/110A Apologies

None

10/111A Declarations of Interest

Name	Agenda Item	Interest	Action
Nil Return			

10/112A Approval of Minutes of the Finance & Administration Committee Meeting held on 21st February January 2011

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

10/113A Matters Arising from the Minutes

10/113.1A (Item 10.83.2A) Website Maintenance Update – Cllr Chadwick reported that the Front Page package was not appropriate for maintaining the website and that Dream Weaver would be used. The Clerk and Cllr Chadwick proposed to work together to move the website on. It was agreed that the last cheque for Edward Martin for work on the website should be released.

10/113.2A (Item 10/88A) Doniford Car Park – In the absence of any further information it was resolved that the Clerk be asked to contact Risdon Hosegood requesting them to move the matter on with the new owner of the car park.

10/114A 2 Killick Way

10/114.1A Property Rates – it was **resolved** to note that the Finance Clerk has appealed to the Valuation Officer requesting rate relief until such time as the building is habitable.

10/114.2A Supply of Energy – it was **resolved** to note that British Gas were currently the best option for the supply of both electricity and gas and it was agreed to move our accounts to them. In the meantime the account with Opus Energy should be paid.

10/114.3A Land Registry registration – it was **resolved** to note the registration of the title deeds.

10/114.4A Relocation costs – it was **resolved** to add a provision of £500 for costs involved in the office move.

10/114.5A West Somerset Talking Paper – it was **resolved** to note their interest to sub-let a room. The Chairman had spoken to Mr Hurst, the Chairman of WSTP, who understood a market rent would be required.

10/115A Budget

10/115.1A Council Provisions and Bank Balances - It was **resolved** to note the Council Provisions. Bank Balances at 28 February 2011 were:

Current Account	£57762.45
Lloyds 12 mth fixed term deposit	£32621.70
Nat West 18 mth fixed term deposit	£50367.00
Parish Plan	<u>£ 1173.42</u>
	<u>£141924.57</u>

It was **resolved** to include in Provisions for 2011/12:

- £6000 for a 12 hr post to include any sub-contract help required prior to such an appointment
- £5000 for furnishings at the new office
- £500 for sub-contract cleaning

- 10/115.2A Current Account Expenditure Analysis – It was **resolved** to note the updated analysis as at 28 February 2011.
- 10/115.3A Employee & Employer Pension contribution rates – it was **resolved** that the Chairman would investigate further the two options proposed by Somerset County Council and would speak to the Pensions Manager in order to reach agreement as to which route the Council will take. Proposed by Cllr Woods and seconded by Cllr Hooper. Unanimous.
- 10/115.4A Staffing Costs – dealt with in 10/115.1A above.
- 10/115.5A Budget Spend & Reporting - It was **resolved** to recommend to Full Council that for the forthcoming financial year the various separate Area Budgets be viewed and reported on as a whole rather than by individual line items. Proposed by Cllr Vaughan and seconded by Cllr Hooper. Unanimous.

10/116A Bank Reconciliation

It was **resolved** to note that Cllr Vaughan will undertake the bank reconciliation for February and March at the next meeting.

10/117A Accounts for payment

It was resolved to note the following invoices for payment:

Date	Invoice No:	Creditor	Item		Amount	VAT	Cheque No:
15.03.11		WWMRG	Refund of VAT	C	7.20	7.20	2027
15.03.11		Post Office	Purchase of stamps	C	210		2028
31.03.11		HMRC	Tax & NI to year end	C	1625.47		2029
24.03.11		Staff	Salary	C	282.93		2030
24.03.11		Staff	Salary	C	717.09		2031
24.03.11		Staff	Salary	C	1015.68		2032
24.03.11		SCC Pensions Acct	Pension contributions Feb & March	C			2033
31.03.11		Cllr Woods	Allowance	C	230		2034
31.03.11		Cllr Bigwood	Allowance	C	30		2035
31.03.11		Cllr Chadwick	Allowance	C	30		2036
31.03.11		Cllr Hooper	Allowance	C	30		2037
31.03.11		Cllr James	Allowance pro rata	C	20		2038
31.03.11		Cllr Lakin	Allowance pro rata	C	20		2039
31.03.11		Cllr Lapham	Allowance	C	30		2040
31.03.11		Cllr Peeks	Allowance	C	30		2041
31.03.11		Cllr Richards	Allowance pro rata	C	10		2042
31.03.11		Cllr Saunders	Allowance	C	30		2043
31.03.11		Cllr Vaughan	Allowance	C	30		2044
31.03.11		Ex-Cllr Aldridge	Allowance pro rata	C	12.50		2045
31.03.11		Ex-Cllr Gower	Allowance pro rata	C	10		2047
31.03.11		Ex-Cllr Morse	Allowance pro rata	C	10		2048
21.03.11		J Wagstaff	Petty Cash	C	45.38		2046
17.03.11		BT	Telephone	D	79.84	13.22	-
01.04.11		BT Payphones	Payphone Northcroft	C	360.	60	2050
21.03.11	30121993	Opus Energy	Bldg 3	C	89.14	4.24	2051
21.03.11	19,620	Agritrac	Bearings for mower	C	136.32	22.72	2052
21.03.11	31733	Gliddons	Belt for mower	C	50.77	8.46	2053
21.03.11	31548	Gliddons	Sharpen 5 cylinders/blades	C	180	30	2053
21.03.11	224963	Hawkins	Gang mower parts	C	30.72	5.12	2054
21.03.11	224962	Hawkins	Bolt	C	0.58	0.10	2054

It was **resolved** to approve the above invoices for payment. Proposed by Cllr Woods and seconded by Cllr Hooper. Unanimous.

10/118A Correspondence

- 10/118.1A **SALC** – It was **resolved** to note the email regarding PAYE and Clerks to Parish Councils.
- 10/118.2A **SALC** – It was **resolved** to note the invitation to Stakeholder Workshop.
- 10/118.3A **EDF** – It was **resolved** to note the proposed increase in energy costs.
- 10/118.4A **HMRC** – It was **resolved** to note the PAYE instructions for Parish Councils.
- 10/118.5A **Community Council** – It was **resolved** to stand by an earlier decision not to renew membership of this organisation.
- 10/118.6A **SALC** – It was **resolved** to note the email regarding Audit Commission Report and other issues.
- 10/118.7A **Future Plumbing Services** – It was **resolved** to note their letter.

- 10/118.8A **IAC** – It was **resolved** to note their introductory letter for audit services.
- 10/118.9A **SALC** – It was **resolved** to note the letter about Resolving Workplace Disputes.
- 10/118.10A **Penny Chambers** – It was **resolved** to note the letters regarding Steams Up.
- 10/118.11A **Came & Company** – It was **resolved** to note the lower quotation for the Council's insurance from this company. The Finance Clerk was asked to compare the cover with the existing policy to ensure it is similar in all respects and not detrimental to the Council. A decision as to transferring to the new insurer would be made at a later meeting as renewal was not due until June.
- 10/118.12A **Late correspondence – Quotation from Hawkins for a chain harrow.** It was **resolved** to approve the purchase of this item at £295 plus VAT. Proposed by Cllr Chadwick and seconded by Cllr Richards. Unanimous.
- 10/119A Cleaner for Priest Street Office**
- It was **resolved** that a cleaner was needed for the current office. The Finance Clerk was asked to contact the self-employed person who cleaned the office about 12 months ago. An hour a week was required. Proposed by Cllr Woods and seconded by Cllr Hooper. Unanimous.
- 10/120A Microsoft Software**
- It was **resolved** that the Clerk purchases Microsoft Office 10 as a matter of urgency, ensuring it is adequately licenced to use on the computer and the laptop. Proposed by Cllr Vaughan and seconded by Cllr Chadwick. Unanimous.
- 10/121A** Due to the confidential nature of the following items it was **resolved** that members of the public and press be requested to leave.
- 10/122A Proposed changes to Clerk's contract**
- It was **resolved** to note the recommendations made from Personnel Committee and the letter from the Clerk. It was **resolved** that the Chairman would write to the Clerk with details of the proposed arrangements. (Refer to excluded item)
- 10/123A Working Practices & Conditions**
- It was **resolved** to defer this item to the next meeting of the Finance & Administration Committee.
- 10/124A Matters for Next Meeting to be held on 18th April 2011**
- WPC working practices and conditions

Meeting closed at 9.45 pm

Minutes taken by Finance Clerk