

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 16th May 2011 at 7 pm at The Parish Office, Williton

Attendees:

Councillors Vaughan (Chairman), Woods, Bryant and James
Public None
Other J Johnson-Smith

Apologies:

Councillors

11/1A Election of Chairman

It was unanimously **resolved** to elect Cllr Vaughan as Chairman. Proposed by Cllr Woods and seconded by Cllr James.

11/2A Election of Vice Chairman

It was unanimously **resolved** to elect Cllr Woods as Vice Chairman. Proposed by Cllr James and seconded by Cllr Vaughan.

11/3A Apologies

No apologies had been received.

11/4A Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Woods	11/10A (cheque for Danesfield)	Personal	No participation

11/5A Approval of Minutes of the Finance & Administration Committee Meeting held on 18th April 2011

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

11/6A Matters Arising from the Minutes

11/6.1A (Item 10/128.1A) Website Maintenance Cllr James agreed to speak to Edward Martin to ask if the website could be redesigned based on templates that could be easily edited without the need to buy specialist software.

11/6.2A (Item 10/128.2A) Doniford Car Park - It was **resolved** to note that a letter had been received from the landowners' Solicitors agreeing to a 15 year lease at £100 provided all legal charges were paid for. The Clerk was asked to reply to the Solicitors confirming that the £100 figure included the 15 years and agreeing to pay their legal charges only if the lease was completed. The lease would be checked by the Council's own solicitors. It was **resolved** to recommend to Full Council to go ahead with the lease with a maximum spend of £1300 to include legal fees.

11/7A 2 Killick Way

11/7.1A Property rates It was **resolved** to note that an inspector had visited the building to assess the rateable value but no reply had been received. The Clerk was asked to chase this up and to ask for a reassessment with a reduction of 2 parking spaces.

11/7.2A Appointment of Contractor It was **resolved** to note that the appointed contractors, B Walsh, had been contacted and a meeting arranged with the working group in the Parish Office on 18th May to discuss the detail.

11/7.3A Utilities transfer and maintenance contracts The Clerk was asked to check with the Council regarding the water rates. It was **resolved** to note that the fire extinguishers in the building had been checked and to ask the Health and Safety Officer to carry out a risk assessment on completion of the project.

11/7.4A Renting of Office Space It was **resolved** to recommend to Full Council a revised rental figure of £4000 plus electricity for the leased office, incremental each year for 4 years, aimed at attracting "Start up" businesses.

11/8A Budget

11/8.1A It was **resolved** to note Bank Balances at 30th April 21011

Current Account	£ 85,327.84
Lloyds 12 mth fixed term deposit	£ 32,621.70
Nat West Bond	£ 50,367.00
Petty Cash	£ 38.32
Parish Plan	£ <u>1,173.42</u>
	£ 169,528.28

11/8.2A It was **resolved** to amend the monthly Expenditure Analysis and Council Provisions reports in line with the cost codes of the new software package and to circulate them with the Full Council papers.

11/9A Bank Reconciliation

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

11/10A Accounts for payment

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

11/11A Letter of Authority for Clerk to Cash cheques and new signatories

It was **resolved** that the Chairman would send a letter of authority to the bank for the Clerk to cash cheques up to the value of £50 in place of the Finance Clerk. It was further **resolved** that Cllr Bryant would be added to the list of signatories.

11/12A Correspondence

11/12.1A It was **resolved** to note the letter from SALC regarding the Future of Local Public Audit

11/12.2A It was **resolved** to note the notice of electricity price changes from EDF.

11/12.3A It was **resolved** to note the notice from Lloyds TSB of the cheque guarantee card scheme closing.

11/13A Health and Safety

It was **resolved** to accept the quotation received regarding the costs of replacing and servicing fire extinguishers to the new office and to the changing rooms and stores on the Recreation Ground provided one was required in the Memorial Shelter. It was further **resolved** to review the services of the Health and Safety audit contractors at the next meeting.

11/14A Asset Register

Cllr James agreed to check and update the Asset Register with the Groundsman for items kept on the Memorial Ground and the Clerk agreed to update those items in the Office.

11/15A Appointment of members to Personnel Committee

It was unanimously **resolved** to elect Cllrs Woods, James and Bryant to the Personnel Committee.

11/16A As no members of the public were present there was no need to exclude them from the meeting.

11/17A WPC Policy working practices and conditions

This item had been deferred at the meeting of the Full Council to enable new members to look at the document. It was **resolved** that it would be brought to the next Full Council meeting.

11/18A Matters for next Meeting to be held on 20 June 2011

Health and Safety

Meeting closed at 9.30 pm

Minutes taken by Clerk