

# WILLITON PARISH COUNCIL

## Minutes of the Finance and Administration Committee Meeting held on 21<sup>st</sup> November 2011 at 7.00 pm at the Parish Office, Williton

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### Attendees:

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

### Apologies:

#### Councillors

11/80A **Apologies as noted above**

1181A **Declarations of Interest**

There were none.

11/82A **Approval of Minutes of the Finance & Administration Committee Meeting held on 17<sup>th</sup> October 2011**

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

11/83A **Matters Arising from the Minutes**

11/83.1A (Item 11/68.2A) Doniford Car Park - It was **resolved** to note the clarification of the terms of the lease at £20 per annum for a 30 year lease and to recommend to Full Council that these terms are accepted.

11/83.2A (Item 11/68.3A) Asset Register This Clerk advised that she had sent an updated copy of the register to the insurance company who had requested an itemised list of values of each asset.

11/83.3A (Item 11//68.4A) Village Hall Management Agreement Cllr Vaughan advised that the Solicitors were still waiting for signatures on the deed of covenant from the neighbours of the land but the target for completion was the end of the month.

11/84A **New Parish Office**

11/84.1A Change of Utilities The Clerk advised that a credit notification from EDF Energy on the close of the account at Priest Street had been received but she was still awaiting payment.

11/84.2A Contractor – outstanding issues Most outstanding issues had been dealt with, although the faulty part in the toilet still needed to be replaced but was on order. Cllr Vaughan asked the Clerk to check that all guarantees had been received.

11/84.3A Renting of Office Space The Clerk advised that no real interest had been shown from prospective tenants and it was **resolved** to advertise with other agents and to post fliers to potential small businesses in Williton.

11/84.4A Outstanding Furniture Requirements The picture rails had been purchased and installed but a few additional parts were required which Cllr Vaughan agreed to order. Cllr Wood agreed to arrange for pictures to be displayed. It was suggested purchasing an electric water boiler for lettings that could be plumbed in to the system, as the British Legion had bought in their own which was considered a possible health and safety issue. It was **resolved** to recommend to Full Council the purchase of this item with an estimated value of £500 including fitting.

11/84.5A Letting Arrangements The wording for the Conditions of Hire was agreed with some minor alterations. It was **resolved** to keep to the agreed charges and review again in April as it was too soon to see if the fees set were reasonable. Artists could exhibit for 4 weeks at a time at their own risk and free of charge but the Parish Council would receive a 10% commission of any sales. If artists wanted to use the facilities for a launch the normal charges would apply. Provided the Twinning Association had an officially elected representative from the Parish Council they would be allowed to use the meeting room free of charge, but would be charged for any events.

11/84.6A Arrangements for Refuse Collection It was **resolved** to ask the District Council if the small amount of rubbish from the office could be put into their bins. The Clerk agreed to continue to take all paper rubbish to the recycling centre.

11/84.7A Parish Office Open Day It was **resolved** to agree on the wording and to order an A5 plaque which could be mounted in the window. The Clerk was asked to obtain a quotation from Glenmore Bakery for an assortment of pastries and to ask the manager at Croft House if the easel and curtain could be borrowed for the unveiling. Invitations had been sent out.

**11/85A Budget**

11/85.1A It was **resolved** to note the Expenditure Analysis and Bank Balances at 31<sup>st</sup> October 2011

Current Account	£ 33,371.34
Lloyds 12 mth fixed term deposit	£ 32,621.70
Nat West Bond	£ 50,367.00
Petty Cash	£ 48.05
Parish Plan	£ <u>1,173.42</u>
	<b>£ 117,581.51</b>

11/85.2A It was **resolved** to update provisions by removing £2000 professional fees and putting it into the budget allocation.

11/85.3A Cllr Vaughan circulated the revised draft budget figures which were discussed and added that the final figure for the subsidy to the Trustees of the Memorial Ground would be discussed at a meeting of the Budget Monitoring Officers and after agreement at the next Trustees meeting. The final draft budget would then be presented to Full Council at the meeting on 5<sup>th</sup> December. It was **resolved** to recommend no more than a 5% increase in the precept.

**11/86A Bank Reconciliation**

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

**11/87A Accounts for payment**

It was unanimously **resolved** to agree payment of the invoices on the attached list. It was further **resolved** to pay regular payments and salaries and agreed budget items during December.

**11/88A Correspondence**

11/88.1A It was **resolved** to note the procedures and timescale for next year's precept from West Somerset Council.

11/88.2A A request for financial support had been received from WHEELS. It was **resolved** to recommend to Full Council not to support the application this year as the County Council had already given funding and to review again next year if the County subsidy was withdrawn.

11/88.3A It was **resolved** to note the receipt of the Completion Certificate for building work at 2 Killick Way from the District Council

11/88.4A It was **resolved** to note the Building Regulation Compliance Gas Safety Certificate from Gas Safety Register.

11/88.5A It was **resolved** to note the Parish Matters Newsletter from Came and Company.

11/88.6A It was **resolved** to note the installation of new smart meter and change of procedure from British Gas.

**11/89A Health and Safety**

The Clerk advised that she had met with the Health and Safety officers who were checking the risk assessments that she had carried out and checking the fire risk assessment. The Clerk advised that ex-Councillor Mrs Lakin had offered to help as a Health and Safety representative and it was agreed to ask her to do this.

**11/90A Risk Action Plan Review**

It was **resolved** to note the amended plan and to check on the risk relating to avoiding confrontation with members of the public. The Clerk agreed to check with Peninsular.

**11/91A Consultation on Public Toilets**

There was nothing further to report as there had been no reply from the District Council since their meeting on 15<sup>th</sup> November.

**11/92A Matters for next Meeting to be held on Monday 16<sup>th</sup> January 2012**

Precept submission

Meeting closed at 10 pm

Minutes taken by the Clerk