

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 20th September 2011 at 7.00 pm at the Parish Office, Williton

Attendees:

Councillors	Vaughan (Chairman), Woods, James and Bryant (left at 7.30)
Public	None
Other	J Johnson-Smith

Apologies:

Councillors

11/52A **Apologies as noted above**

11/53A **Declarations of Interest**

There were none.

11/54A **Approval of Minutes of the Finance & Administration Committee Meeting held on 25th July 2011**

It was unanimously **resolved** to approve the minutes after amending “wrong” to “front” and adding “not as per the quotation” after the word “fitted” in the second sentence of item 11/38.2A.

11/55A **Matters Arising from the Minutes**

11/55.1A (Item 11/37.1A) Website Maintenance Cllr Woods advised that she had been collecting information from local organisations but found this quite a slow process. It was suggested asking local businesses and organisations if they wanted their details on the website in the next article for Williton Window.

11/55.2A (Item 11/37.2A) Doniford Car Park - It was **resolved** to note that no reply had been received from the Solicitors to the request for amending the period of lease and the Clerk agreed to chase this up.

11/55.3A (Item 11/37.3A) Asset Register This matter would be kept on the agenda until after the office move.

11/55.4A (Item 11//45A) Village Hall Management Agreement Cllr Vaughan advised that the charity should be registered by the end of September. There were still slight problems with the transfer as 2 charges had been put on the land. Approval by 3 proprietors of the Steering Committee were still being sought.

11/55.5A (Item 11/46A) Renewal of Lease on The Copse A reply had been received from the landowners agreeing to the renewal of the lease at £50 per year with lease costs being paid by the Council. The members of the Committee were in agreement with the comments raised by the Environment and Planning Committee in that these charges were too high bearing in mind the costs incurred in maintaining the ground. It was **resolved** to recommend to Full Council that the rent should be no more than £10 per year for 10 years as it was felt that Parish Council saved the estate money by maintaining the land.

11/56A **2 Killick Way**

11/56.1A Property rates It was **resolved** to contact the District Council and advise them that the office was now occupied and therefore eligible for rates.

11/56.2A Contractor – update on progress It was **resolved** to note that the internal work was almost finished but the outside work would finish in October. The Clerk was asked to arrange with the fire service to fit extinguishers.

11/56.3A Utilities transfer and maintenance contracts The Clerk advised that nothing further had been received from Opus Energy regarding the refund due and she agreed to chase this up.

11/56.4A Renting of Office Space It was **resolved** to note that the doctors did not require the office space but it was suggested contacting Chanin and Thomas asking them to advertise the space and draw up a lease. The Clerk agreed to contact them.

11/56.5A Furniture Requirements Cllr James agreed to go to the auctions the following week and look at what was available.

11/56.6A Arrangements for move and change of address It was **resolved** to note that a removal firm had been booked for 2pm on 23rd September and the Clerk had agreed to work all day to oversee the move. The Post Office had been notified of the change of address and forwarding of post had been requested for 3 months.

11/56.7A The Clerk was asked to write to the landlords of 4 Priest Street giving notice to leave the premises on 30 October. All utilities would terminate on the same date at Priest Street.

11/57A Budget

11/57.1A It was **resolved** to note the Expenditure Analysis and Bank Balances at 31st August 2011

Current Account	£ 17,910.58
Lloyds 12 mth fixed term deposit	£ 32,621.70
Nat West Bond	£ 50,367.00
Petty Cash	£ 55.59
Parish Plan	£ <u>1,173.42</u>
	£ 102,128.29

11/57.2A It was **resolved** to recommend a change of provisions by taking out the £4000 staffing provision and adding £3000 into staffing allocation and adding £2000 into provisions for professional fees, reducing overall provisions by £2000 and reducing available reserve by £1000.

11/57.3A It was **resolved** to discuss the budget for grounds maintenance at Full Council in closed Committee but the toilets and street cleaning would be discussed in open Council. It was **resolved** to note the budget recommendations made by the Environment and Planning Committee and to set out their budget headings in a more coherent way.

11/58A Bank Reconciliation

It was **resolved** to note that Cllr Vaughan carried out the bank reconciliation for the months of July and August.

11/59A Accounts for payment

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

11/60A Correspondence

11/60.1A Minehead Eye – Request for funding It was **resolved** to recommend not to grant this request in line with the present policy

11/60.2A Bicknoller First Responders - Request for support by spreading awareness of the scheme and financial support It was **resolved** to recommend not to grant any financial support as none was given to the request for support from Williton First Responder.

11/61A Health and Safety

It was **resolved** to defer this to the next meeting in view of the Office move.

11/62A Risk Action Plan Review

It was **resolved** to defer this to the next meeting.

11/63A Matters for next Meeting to be held on Monday 17th October 2011

Budget

Meeting closed at 9.20 pm

Minutes taken by the Clerk