

# WILLITON PARISH COUNCIL

## Minutes of the Finance and Administration Committee Meeting held on 20<sup>th</sup> May 2013 at 7.00 pm at the Parish Office, Williton

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### Attendees:

**Councillors** Vaughan (Chairman), McDonald and James

**Public** None

**Other** Ms J Johnson-Smith

### Apologies:

**Councillors** Bennett and Beaver

### 13/01A Election of Chairman and Vice Chairman

Cllr Vaughan was elected as Chairman after a proposition by Cllr McDonald and seconded by Cllr James. Cllr James was elected as Vice Chairman after a proposition by Cllr Vaughan seconded by Cllr McDonald.

### 13/02A Apologies as noted above

### 13/03A Declarations of Interest

There were none

### 13/04A Approval of Minutes of the Finance & Administration Committee Meeting held on 15<sup>th</sup> April 2013

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

### 13/05A Matters to Report

13/05.1A (Item 12/97.1A) Website The Clerk advised that she had changed the banner on the website but had been offered some help from Edward Martin's web designer to take photos using a better camera. The Clerk agreed to add a page for the Pavilion project and she asked members to give feedback of the website at the next meeting.

13/05.2A (Item 12/92.A) Freedom of Information Requests It was **resolved** to note further information had been requested from David Gliddon regarding the comments of his planning application.

13/05.3A (Item 12/97.3A) Review of Youth Service Agreement It was **resolved** to note Cllr's Beaver's report of the meeting with Minehead Eye and that the numbers were growing. A small charge of £1 had been requested from members but some were not paying. It was suggested writing to Naomi Griffiths to ask what other clubs were charging. The future service would be considered on receipt of the next invoice.

### 13/06A Parish Office

13/06.1A Review of Utility Charges The Clerk had prepared a spreadsheet analysing the costs of electricity and gas charges comparing the present costs with other companies. It was **resolved** to take out a contract with LSI, who were the recommended utility brokers from the SLCC, as their prices were considerably lower.

13/06.2A Purchase of new Monitor The Chairman had expressed concern at the monitor being used by the Clerk as it was very out of date and had lost definition. The Clerk also added that it was the wrong resolution for working on the website. It was **resolved** to purchase a new monitor from Edward Martin at a cost of £78.50 from the computer supplies budget provided it was compatible with the laptop.

### 13/07A Budget

13/07.1A It was **resolved** to note the detailed Expenditure Analysis sheet as at 30<sup>th</sup> April 2013.

13/07.2A It was **resolved** to note the provisions as at 30<sup>th</sup> April 2013.

13/076.3A It was **resolved** to close the National Westminster current account which had a nil balance due to the requirement to supply further information and it was no longer required.

### 13/08A Bank Reconciliation

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

### 13/09A Accounts for payment

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

### 13/10A Correspondence

13/10.1A It was **resolved** to renew one year of the remaining contract with Came and Co and not to enter into a 3 year agreement as more competitive prices may be available the following year.

- 13/10.2A It was **resolved** to note the details of the further reforms on Community Infrastructure Levy received from SALC and to write to Angela Lamplough expressing concern at the possibility of losing S106 monies in the future and to ask what security there was in keeping the same level of funding.
- 13/10.3A It was **resolved** to note a letter from WHEELS requesting a donation and it was **resolved** to recommend to Full Council that a donation of £50 be given.
- 13/10.4A It was **resolved** to note the renewal notice of £35 for the subscription to the Community Council and it was **resolved** to recommend to Full Council that the membership is renewed due to possible advice being sought in connection with the pavilion project.
- 13/11A Interest on Community Hall Grant**
- It was **resolved** to recommend to Full Council that no interest is given to the charity on these funds being held by the Parish Council as further grants were being awarded and members were giving their time to this project.
- 13/12A Merging of WWMRG and WCH Charities – financial implications**
- It was **resolved** to note the report from the Joint Working Group and the recommendation on budget management should a merger go ahead. The Clerk agreed to seek advice from the auditor the following day. Spending from monies allocated to charity budgets from the Parish Council funds would need to be approved at the meeting of the relevant charity.
- 13/13A** It was **resolved** to exclude the press and public from the remainder of the meeting
- 13/14A Devolution of Services – Weed Spraying**
- It was **resolved** to note West Somerset Council's response regarding the compliance in safety regulations of their weed spraying contact and that the Council were happy for them to do the work.
- 13/15A Cover of Groundsman – Report of Personnel Committee**
- It was **resolved** to note the report of the Personnel Committee and that three quotations had been received for the cover work during the Groundsman's sick absence. The District Council had been appointed to take over the temporary cover of the ground maintenance and litter management work until further notice. It was **resolved** to meet again with Martin Griffin to look at the long term situation.
- 13/16A Matters for the next meeting to be held on 17<sup>th</sup> June 2013**

Meeting closed at 8.50 pm