

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting
held on 16th April 2012 at 7.00 pm at the Parish Office, Williton

Attendees:

Councillors Vaughan (Chairman), Woods, Wood and James
Public None
Other None

Apologies:

Councillors Beaver

11/128A **Apologies as noted above**

11/129A **Declarations of Interest**

Name	Agenda item	Interest	Action
Cllr Woods	11/136.2A	Personal	None
Cllr James	11/135A payment to S Freeman	Personal	None

11/130A **Approval of Minutes of the Finance & Administration Committee Meeting held on 19th March 2012**

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

11/131A **Matters Arising from the Minutes**

11/131.1A (Item 11/122.1A) Doniford Car Park – It was **resolved** to note that the lease had been returned from Risdons with several queries which the Chairman and Vice Chairman were investigating and would report back to Full Council.

11/131.2A (Item 11/122.3A) Budgets for projects – It was **resolved** to pay the 2 bands £150 each and Quantock Federation £100 for mugs from the Jubilee budget and it was **resolved** to recommend a further £300 from the provisions to go towards additional costs for this project. The Street Art budget of £500 was expected to be underspent and it was **resolved** to recommend that any underspend should go towards other community events that were being investigated.

11/132A **New Parish Office**

11/132.1A Outstanding issues The Clerk advised that she had received confirmation from the roofing contractors that the placing of the Jubilee Clock would not invalidate any warranty. It was **resolved** to note that the water boiler had been installed and the exterior door had been ordered. It was **resolved** to recommend £600 provision to cover any outstanding bills for refurbishment as this budget had been underspent at year end. It was further **resolved** to recommend £700 provision for outstanding utility bills as no invoice had yet been received from British Gas for gas supply. The Clerk was asked to chase this up.

11/132.2A Guarantees It was **resolved** to note that guarantees had been received for the windows and the fibre glass roof.

11/132.3A Leased Office It was **resolved** to note interest had been shown and Cllr Vaughan and the Clerk agreed to meet with the potential tenant to discuss terms with a provision for an index link rise and report the proposals to Full Council. Regarding the future use of Trustee land by the Parish Council it was **resolved** to recommend to the Trustee of the Williton War Memorial Ground a reciprocal agreement as the Parish Council were giving their facilities free of charge for the charity's meetings.

11/133A **Budget**

11/133.1A It was **resolved** to note the Expenditure Analysis and Bank Balances at 31st March 2012

Current Account	£ 42,759.33
Lloyds 12 mth fixed term deposit	£ 0
Nat West Bond	£ 50,367.00
Petty Cash	£ 67.26
Parish Plan	£ 1,173.42
	£ 94,367.01

11/133.2A It was **resolved** to note the provisions as at 31st March 2012 and to recommend changes as proposed during the meeting for the provisions to the opening balance April 2012. There was some discussion regarding provisions for the purchase of land and it was **resolved** to recommend that this item is moved from the Environment and Planning Committee to the Full Council in the future.

11/133.3A The Clerk was asked to look at opening a new interest account with National Westminster and it was **resolved** to recommend to Full Council an opening figure of £40,000 bearing in mind the imminent receipt of half year's precept and to review the amount to add to this account at the time of the maturity of the present bond in August.

11/134A Bank Reconciliation

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

11/135A Accounts for payment

It was unanimously **resolved** to agree payment of the invoices on the attached list. The Clerk advised that she had returned the welding gas cylinder to BOC and had requested a credit note to the invoice they had raised as this was not being used. It was **resolved** to recommend selling the remaining equipment and taking it off the asset register and to apply for a reduction in the cost of the insurance policy.

11/136A Correspondence

11/136.1A It was **resolved** to note the Notice and the Advertisement of Annual Audit from Moore Stephens.

11/136.2A It was **resolved** to note the request from Quantock Federation for a contribution towards the Jubilee Mugs and to send a cheque for £100 as agreed from the Jubilee budget.

11/136.3A It was **resolved** to note that the District Council would be holding meetings to discuss the Referendum to which Parish Councillors would be invited and it was felt important that members were kept informed of developments which would affect next year's precept.

11/137A Audit 2011-12

It was **resolved** to note the Clerk's report from the session on Preparing for Audit held by SALC and to note that BACS could now be used by Parish Councils and the Clerk agreed to look at this for salary payments.

11/138A Williton Community Hall

It was **resolved** to note that an application had been made to Lloyds TSB for a bank account but no confirmation had been received. Cllr Vaughan agreed to chase this up. Notice had been received from the insurance company of the additional premium of £131.25 to cover insurance for the Community Hall. This figure would be included in the Community Hall budget.

11/139A Future Schedule of Finance and Administration Committee Meetings

It was felt that there was a lot of duplication between Committee and Full Council meetings as many of the decisions needed to be made at Full Council and it was agreed there could be a reduction in the amount of meetings during the next year. After some discussion it was **resolved** to recommend to Full Council that meetings were held in the months of September, October and November to put recommendations together for the budget and to undertake annual duties and at year end in April. Additional meetings to be convened as needed. All accounts for approval and other business would be carried out at Full Council meetings. It was further **resolved** to recommend that both Environment and Finance Committees would be made up of a minimum of 6 members and more members could take part if they chose to do so. The Personnel Committee would also be elected at Full Council. It was noted that any changes agreed at Full Council would need to be set down in the Standing Orders.

11/140A Policy for Minor Grants

It was **resolved** to recommend that there was a provision of £1000 put towards minor grants and each application would be judged on their own merit but should benefit the Parish.

11/141A Grounds Maintenance

There was nothing further to report from the District Council therefore it was difficult to plan a budget for any additional work. Cllr Vaughan was asked meanwhile to draw up a specification in order to get quotations from contractors to cover sickness and holidays.

11/142A Matters for the next meeting – date to be confirmed

Election of Chairman and Vice Chairman
Review of Financial Regulations
Review of Asset Registers
Review of Risk Registers
Review of Health and Safety
Budget 2013-2014

Meeting closed at 9.40pm