

# WILLITON PARISH COUNCIL

## Minutes of the Finance and Administration Committee Meeting held on 16<sup>th</sup> January 2012 at 7.00 pm at the Parish Office, Williton

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### Attendees:

<b>Councillors</b>	Woods (Chairman), James, Wood, Beaver and Vaughan (arrived 8.40pm)
<b>Public</b>	None
<b>Other</b>	J Johnson-Smith

### Apologies:

#### Councillors

11/93A **Apologies as noted above**

11/94A **Declarations of Interest**

There were none.

11/95A **Approval of Minutes of the Finance & Administration Committee Meeting held on 21<sup>st</sup> November 2011**

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

11/96A **Matters Arising from the Minutes**

11/96.1A (Item 11/83.1A) Doniford Car Park - It was **resolved** to chase up the lease and request for this to be finalised before the end of the financial year.

11/96.2A (Item 11//83.3A) Village Hall Management Agreement As the transfer had still not been completed it was proposed postponing the meeting scheduled on 23<sup>rd</sup> January and putting the inaugural agenda after the Trustees meeting on 30<sup>th</sup> January.

11/96.3A (Item 11/91.A) Consultation on Public Toilets and Devolution of Services Discussions were taking place with the District Council regarding proposals for grounds maintenance. It was **resolved** that the Personnel Committee would meet to discuss the implications on 25<sup>th</sup> January at 1.30pm and it was unanimously **resolved** that Cllr Beaver would join the Committee due to the long term absence of Cllr Bryant.

11/97A **New Parish Office**

11/97.1A Outstanding issues The Clerk advised that although the draught from the side door had improved slightly since the draught excluder had been fitted, it was suggested obtaining costs of replacing the door and frame with a double glazed door if the cost was within the remaining budget. The Clerk advised that she was still looking at options for the boiler and it was **resolved** to purchase a standalone electric boiler if a plumbed in one was not suitable for the kitchen.

11/97.2A Renting of Office Space The Clerk advised that she had received interest from two potential tenants. She had also received notice from Steve Watts that they would not be requiring any additional space for their staff. It was suggested contacting Somerset County Council to see if they might need additional space in view of their relocation to Williton District Council offices.

11/97.3A Letting Arrangements A request had been received from the Global Friends Network for hire of the Parish Office with a dog handler for training purposes. It was **resolved** that provided the rooms were left in a clean state there would be no objection. Cllr Wood agreed to circulate details of the exhibition space to local artists. The Clerk was asked to check the insurance cover for the exhibits.

11/97.4A Village Clock The Clerk asked the Committee members their views on the proposal from the Environment and Planning Committee regarding locating the village clock on the Parish Office building. Cllr James advised that, at a recent meeting of the Chamber of Commerce, the Spar had agreed to locate the clock on their premises and pay for the electricity. The Clerk was asked to write to the Manager to confirm this proposal and to ask if he would be prepared to sponsor the clock with Magna Housing.

**11/98A Budget**

11/98.1A It was **resolved** to note the Expenditure Analysis and Bank Balances at 31<sup>st</sup> December 2011

Current Account	£ 17,854.00
Lloyds 12 mth fixed term deposit	£ 32,621.70
Nat West Bond	£ 50,367.00
Petty Cash	£ 58.88
Parish Plan	£ <u>1,173.42</u>
	<b>£ 102,075.00</b>

11/98.2A It was **resolved** to update provisions by adding £2500 from the reserves for legal fees.

11/98.3A Budget 2012-2012 It was **resolved** to put Christmas lights and Christmas Festival into the same budget heading for next year. It was **further** resolved to check there were no outstanding expenses relating to the Christmas Festival. It was further **resolved** that a sum needed to be allocated for travel expenses to attend meetings.

**11/99A Bank Reconciliation**

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

**11/100A Accounts for payment**

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

**11/101A Correspondence**

11/101.1A It was **resolved** to note the invoice from the Avon & Somerset Constabulary for rent for the period 1/1/12 to 31/3/12 and to note the Clerk's response reminding them that the Council left the premises in September and all rent was paid.

11/101.2A It was **resolved** to note the new legislation regarding excessive Council Tax from SALC..

11/101.3A It was **resolved** to note the receipt of the Completion Certificate for building work at 2 Killick Way from the District Council

11/101.4A It was **resolved** to note the notice regarding the retention period of Employer's Liability Certificates from Came and Company.

11/101.5A It was **resolved** to note the notice of Fixed Term Electricity contract from British Gas.

11/101.6A Details of First Aid Refresher courses from St John Ambulance had been received with a 50% discount offered provided it was booked before 31<sup>st</sup> March and it was **resolved** to ask the Groundsman to attend this.

**11/102A Precept 2012-2013**

As the budget had been agreed at the Full Council meeting on 3<sup>rd</sup> January the Chairman signed the Local Government Finance Act 1992 form for a precept of £82,850.

**11/103A Lease at Bellamy's Corner**

It was **resolved** to chase up the lease and request for it to be finalised before the end of the financial year.

**11/104A Matters for next Meeting to be held on Monday 20<sup>th</sup> February 2012**

Devolution of Services  
Williton Community Hall  
Expenditure relating to Queen's Jubilee and Olympic Torch

Meeting closed at 9.10pm