

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting
held on 18th March 2013 at 7.00 pm at the Parish Office, Williton

Attendees:

Councillors Vaughan (Chairman), Woods, McDonald, James and Beaver
Public None
Other Ms J Johnson-Smith

Apologies:

Councillors Bennett

12/79A Apologies as noted above

12/80A Declarations of Interest

There were none

12/81A Approval of Minutes of the Finance & Administration Committee Meeting held on 18th February 2013

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

12/82A Matters to Report

12/82.1A (Item 12/66.1A) Doniford Car Park – It was **resolved** to note that the lease had been returned to the landlord's Solicitors and a request for payment of £600 for the full term of the lease had been requested. The final copy would be returned on receipt of payment. The original lease would be kept at Risdons with a copy on file at the Parish Office.

12/82.2A (Item 12/72A) Health and Safety It was **resolved** to note the terms of the contract which had no termination clause and 6 months' notice was required for termination at the end of the 5 year period. It was **resolved** to look at alternative consultants within 9 months of the end of the contract.

12/82.3A (Item 12/74A) Website The Clerk advised that she had met with the Chairman to look at reviewing the content and had produced a draft layout which she agreed to circulate to members. Cllr McDonald advised that he had received an offer from Edward Martin to convert the site to a content managed site free of charge. The Clerk was asked to write to get more details. She also agreed to look at some of the free sites available to see if it was adequate for the Council's needs. It was **resolved** to transfer minutes from the last 2 years only due to the time it would take to transfer them.

12/82.4A Safe Route to Schools A response had been received from Watchet Town Council requesting further clarification of what assistance was required. The Clerk advised that the Environment and Planning Committee had requested that this matter remained on their agenda to avoid confusion. It was therefore **resolved** to ask the Committee to consult with Watchet and advise them of the plans for the project and refer them to the new development on the border of both parishes which may impact on this footpath and to request more information.

12/83A Parish Office

12/83.1A Parking outside Parish Office The Chairman advised that he had spoken to the neighbour who had said that he did not want the expense of marking allocated parking spaces. It was noted that the parking had improved and space had been left to allow cars to exit around the back of the building. It was **resolved** to monitor the situation.

12/84A Budget

12/84.1A It was **resolved** to note the detailed Expenditure Analysis sheet as at 28th February 2013. It was **resolved** to note the 2 quotations received for the repair of the log roll and it was **resolved** to order the plastic panel from Darren's Den at a cost of £79.60 as this would be more hard-wearing. It was **resolved** to note that some malicious damage had been done to the new play equipment which could have caused serious injury if it had not been noticed by the Groundsman. The playground had been closed whilst the repairs were carried out. Cllr McDonald agreed to report the incident to the Police. It was **resolved** to note that the welding equipment had been donated in exchange for a gatepost on the play area. It was noted that the Councillors' annual allowances were due and it was **resolved** to recommend to Full Council to add a ream or paper per year on request for each Councillor to cover the cost of printing.

12/84.2A It was **resolved** to note the provisions as at 28th February 2013 after taking out the provision for hogging and putting in £750 towards consultancy fees and £400 for pension deficit (see item 12/87.2A below).

12/85A Bank Reconciliation

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

12/86A Accounts for payment

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

12/87A Correspondence

12/87.1A It was **resolved** to note the Parish Matters Newsletter from Came and Company.

12/87.2A It was **resolved** to note the employer contribution rates for the year 2013/14 was unchanged but the past service deficit recovery would be added to the 2013/2014 contributions at £33.33 per month.

12/87.3A It was **resolved** to note that the small business relief for non-domestic rates would apply from 1 April 2013 to 31 March 2014 and therefore no charge would be made from the District Council for the next financial year.

12/87.4A It was **resolved** to note the online survey regarding Quality Parish and Town Council Scheme from SALC and Cllr Woods agreed to complete the survey. It was further **resolved** to note that the index linked value for S137 cash limit had been set at £6.98 per elector for the next financial year.

12/87.5A It was **resolved** to note correspondence between the Chairman and Steve Plenty of the District Council regarding the query of the tax base figure at Band D as published in the local paper.

12/88A Freedom of Information – Council Policy

A couple of requests for documents had been received and it was **resolved** to recommend to Full Council to set a policy of only giving Council information after receipt of a formal written request which would be brought to the Finance and Administration Committee for a decision and a charge associated with supplying the information would be determined. A clause to this effect would be added to the Terms of Reference of the Standing Orders.

12/89A Review of Youth Service Agreement

As the agreement had been in place for 6 months a review was carried out. Some concerns were expressed regarding the low numbers of attendees and Cllr Beaver advised that some progress had been made but she asked for this matter to be deferred until after the April meeting with the Youth Service when more feedback would be available.

12/90A It was **resolved** to exclude the press and public from the remainder of the meeting

12/91A Devolution of Services – Tenders for Subcontractors

The Clerk advised that she had sent out requests to contractors for the grounds maintenance of Somerset County Council land and only one quotation had been received to date. She was asked to chase the contractors for replies by 5th April.

12/92A Report of meeting with Groundsman held on 6th March

It was **resolved** to note the report and that requests for budgetary figures to cover work as set down in the specifications had been sent to 4 contractors. The Clerk was asked to chase up replies by the deadline of 25th March in order to prepare an analysis before the next meeting with the Groundsman on 10th April. A report would be written after this meeting to present to Full Council at their meeting on 7th May.

12/93A Matters for the next meeting to be held on 18th March 2013

Lengthsman Scheme – Karen Mills

Meeting closed at 9pm