

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting
held on 20th February 2012 at 7.00 pm at the Parish Office, Williton

Attendees:

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

Apologies:

Councillors

11/105A **Apologies as noted above**

11/106A **Declarations of Interest**

There were none.

11/107A **Approval of Minutes of the Finance & Administration Committee Meeting held on 16th January 2012 November 2011**

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

11/108A **Matters Arising from the Minutes**

11/108.1A (Item 11/96.1A) Doniford Car Park – It was **resolved** to note that the lease was being checked by Risdons.

11/108.2A (Item 11//103A) Lease at Bellamy's Corner It was **resolved** to note that the work to the lease was nearly complete and the Clerk was asked to check with the Solicitors if they were able to find out who owned the wall.

11/109A **New Parish Office**

11/109.1A Outstanding issues The Clerk advised that a quotation had been received to replace the side door and she was asked to obtain two more quotations before going ahead. She also advised that she had received a quotation from the plumber to install the water boiler and it was **resolved** to go ahead with the order as it was within the budget figure allocated.

11/109.2A Renting of Office Space The Clerk was asked to speak to Chanin & Thomas to change the rental charges to negotiable and see if this would attract more interest and it was further suggested putting flyers through the letterboxes in the offices in the trading estate area behind the Recreation Ground.

11/109.3A Review of Letting Charges A request had been received to use the facilities for a One Day Radio Presenter course for young people. It was **resolved** to waive charges for the use of the facilities but any future sessions would be charged. After examining the charges for the District Council chamber revised letting charges were discussed and agreed to take effect from 1st April 2012.

11/109.4A Village Jubilee Clock It was **resolved** to look at the practical options of hanging the clock on the roof or wall of the office.

11/110A **Budget**

11/110.1A It was **resolved** to note the Expenditure Analysis and Bank Balances at 31st January 2012

Current Account	£ 19,396.70
Lloyds 12 mth fixed term deposit	£ 32,621.70
Nat West Bond	£ 50,367.00
Petty Cash	£ 19.27
Parish Plan	£ 1,173.42
	£ 102,075.00

11/111A **Bank Reconciliation**

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

11/112A **Accounts for payment**

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

11/113A **Correspondence**

- 11/113.1A It was **resolved** to note a request from Somerset Care for financial support for the proposed new garden at Croft house and to recommend to Full Council a donation of labour to help towards establishing a garden with a donation at the end of the financial year if there was any money left in the budget.
- 11/113.2A It was **resolved** to note the acknowledgement of the precept form from West Somerset Council and to note that the percentage change for a band D property would be 1.72%
- 11/113.3A It was **resolved** to note the update regarding the capping of Council Tax at Parish Councils from SALC.
- 11/113.4A It was **resolved** to note the request to supply a quotation from Zurich Insurance but to make no changes.
- 11/113.5A It was **resolved** to note the Audit Commission report "Auditing the Accounts 2010/11 – Parish Councils" from Moore Stephens
- 11/113.6A It was **resolved** to note the new banding for employee contribution rates from Somerset Pensions.

11/114A Williton Community Hall

Cllr Vaughan agreed to check on the latest position regarding the closure of the Village Hall Steering Committee and advised that there would be a need to audit the accounts at the time of closure and move the funds into a new account. The financial year would start from the date the charity was registered.

11/115A Devolution of Services

Cllr James and the Clerk had met with the Groundsman to discuss the proposals from the District Council. He agreed to draw up a schedule of his duties throughout the year in the same format as that provided by the District Council in order to make some comparisons before looking at the implications of the swap of duties proposed by the Council. It was **resolved** to agree to take on the additional duties in exchange for the work required to maintain the County Council areas and to look at the grass cutting on the recreation ground as a separate issue and explore other options. It was **resolved** to note that the Groundsman would need to attend a Playground Inspection training course before undertaking some of the new duties.

11/116A Budget for Projects

It was **resolved** to put £500 to the Queen's Jubilee celebrations and £500 to Street Art from the Tourism and Leisure budget. It was **resolved** to recommend to Full Council to donate £100 to Quantock Federation towards mugs for the children. The Olympic torch would require no funding as it was not passing through the centre of the village. Flags and bunting could be put out but this had already been purchased.

11/117A Reduction of Committee meetings

After some discussion it was **resolved** to recommend a reduction in the number of Committee meetings held within the year due to the increasing number of working groups that were being formed and to put this matter on the Full Council agenda.

11/118A Matters for next Meeting to be held on Monday 19th March 2012

Meeting closed at 9.50pm