

WILLITON PARISH COUNCIL
Minutes of the Finance and Administration Committee Meeting
held on 14th September 2015 at 7.00pm at the Parish Office, Williton

Attendees:

Councillors	McDonald (acting Chair), Aldridge and Perrett
Public	None
Other	Mrs M Francis

Apologies:

Councillors	Bennett, Denton and Vaughan
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15/25A Apologies as noted above

15/26A Declarations of Interest

There were none.

15/27A Approval of Minutes of the Finance & Administration Committee Meeting held on 20th July 2015

The minutes were approved by Cllr Perrett as the only attendee of the previous meeting present. Cllr Aldridge abstained.

15/28A Matters to Report

15/28.1A (Item 15/06.1A) Pedestrian Crossing and Lighting

A letter to businesses had been approved at the August 2015 Parish Council meeting. Cllr Denton had reported he had distributed the letter to the businesses in High Street, but not Roughmoor Industrial Estate.

The Clerk reported that two businesses, Clotted Cream and Gliddons, had contacted the office for further information and clarification on the positioning of the proposed crossings.

It was reported there had been an accident involving a child on the Doniford Road, by The Paddocks. Cllr McDonald expressed his opinion that the views of the Parish Council had not been taken into account at the appropriate District Council planning meeting when the plans for The Paddocks were being decided upon. It was **resolved** that Cllr McDonald would write to Highways and the District Council regarding this matter and the Parish Councils on-going concerns.

15/28.2A (Item 15/08.3A) Bank Signatories – Cllr Denton confirmed he had provided his ID to the bank earlier in the day. As Cllr Koch had resigned it was **resolved** to propose to Parish Council that Cllr Perrett become a signatory and also request one further Councillor; to give five signatories in total.

15/29A Parish Office

15/29.1A The Clerk reported the PAT testing had not taken place due to being unable to make contact with the electrician. It was **resolved** the Clerk could contact any electrician to obtain a quotation for the work to be undertaken.

15/29.2A (Item 15/92) The Clerk reported the new computer had been installed and was working well to date; however, there was a query on a call-out charge that had been invoiced. It was **resolved** the Clerk would write and query the invoice.

15/29.3A (Item 15/93) The Clerk reported the Parish Office window had been repaired and re-stained. The Councillors agreed it had made a great improvement.

Salt Box – Cllr McDonald reported the salt bags outside the building were beginning to disintegrate and suggested a salt-box is purchased to store the bags inside. It was **resolved** the Clerk would obtain three quotations for plastic boxes and report back to the next meeting.

Love Williton had asked if the Parish Office would like a Christmas Tree displayed on the building this season at a cost of £25.00. After a proposal from Cllr Perrett, seconded by Cllr Aldridge it was unanimously **resolved** to agree to the tree.

15/30A Budget

15/30.1A It was **resolved** to note the detailed Receipts and Expenditure Analysis sheet as at 31st July and 31st August 2015.

15/30.2A It was **resolved** to note the provisions as at 31st July 2015.

Current Account	£ 91,268.70
Santander Time Deposit 18mths	£ 69,388.89
Petty Cash	£ 161.32
Parish Plan	£ <u>1,173.42</u>
	£ <u>161,992.33</u>

It was **resolved** to note the provisions as at 31st August 2015.

Current Account	£ 89,863.11
Santander Time Deposit 18mths	£ 69,388.89
Petty Cash	£ 136.76
Parish Plan	£ <u>1,173.42</u>
	£ <u>160,062.18</u>

15/31A Bank Reconciliation

It was **resolved** to note that Cllr McDonald carried out the bank reconciliation for the month of July and August 2015.

15/32A Accounts for payment

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

15/33A Correspondence

15/33.1A The Clerk reported the Audited Annual Return for year ended 31st March 2015 had been received. It was **resolved** the Notice of Conclusion of Audit would be completed and displayed in the notice board. It was **resolved** the Clerk would complete the satisfaction questionnaire and return.

15/34A (Item 15/80.1) The Clerk had previously distributed information from NALC regarding claiming ownerless land. It was noted the area would have to be included in the annual Health and Safety Check list and that the barriers would have to be maintained. After a discussion it was **resolved** the Clerk would obtain further information and costings and report to the next Parish Council meeting.

15/35A (Item 15/22.4B) **Flooding Matters – Rate of Charges** – After a discussion it was **resolved** the Clerk would contact the District Council to request further information on their procedures and charges, and how the Parish Council should report any problem.

15/36A (Item 15/26.4B) **CCTV – DBS Checks** – It was **resolved** the Clerk would contact the DBS explaining the situation with the CCTV recording and seek advice regarding any necessary checks for the Clerk and Deputy Clerk.

15/37A **NatWest Bank** – Cllr McDonald had previously forwarded his report from a meeting that had taken place with NatWest Bank, Cllr Karen Mills from District Council and Dulverton Town Council. A discussion took place regarding allowing NatWest to use the parking spaces outside the Parish Council office on a Tuesday between 10am and 11.30am and whether a charge should be incurred for the use of the parking. It was reported that NatWest had verbally agreed they would carry out the necessary Health and Safety and Risk Assessments. After a proposal from Cllr McDonald, seconded by Cllr Perrett, it was **resolved** to propose to Full Council that NatWest be allowed the use of the parking spaces.

15/38A

Matters for the next meeting to be held on Monday 19th October 2015

Bus service to connect Doniford and St Audries to Williton.

Meeting closed at 8.40 pm