

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 15th June 2015 at 7.00pm at the Parish Office, Williton

Attendees:

Councillors	Vaughan (Chairman), Bennett, Denton (left during item 15/09 on fire emergency) and McDonald
Public	None
Other	Mrs M Francis

Apologies:

Councillors	Aldridge and Perrett
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15/01A Election of Chairman and Vice Chairman

Cllr Vaughan was unanimously elected as Chairman after a proposal by Cllr McDonald and seconded by Cllr Bennett and Cllr Bennett was unanimously elected as Vice-Chairman after a proposal by Cllr Denton, seconded by Cllr McDonald.

15/02A Election of Personnel Sub Committee and Disciplinary Panel

Cllrs McDonald, Denton and Bennett were unanimously elected to the Personnel Committee and Disciplinary Panel.

15/03A Apologies as noted above

15/04A Declarations of Interest

There were none

15/05A Approval of Minutes of the Finance & Administration Committee Meeting held on 20th April 2015

After a proposal from Cllr Vaughan, seconded by Cllr McDonald, it was unanimously **resolved** to approve the minutes.

15/06A Matters to Report

(Item 14/130.3A) Pedestrian Crossing and Lighting

Cllrs McDonald and Denton reported on a meeting held with David Peaks, Highways Manager, on the 11th June 2015 to discuss the crossing at both Danesfield and St Peter's Schools. David Peaks advised on two areas of funding, CMF and SIS. To apply for the CMF, the Parish Council would be required to manage the project. The SIS would be applied for via Cllr Davies, but Somerset County Council would manage the project. Firm costings would need to be obtained; however, each crossing was anticipated to cost approximately £135,000.00. In addition the crossing at Long Street was discussed with a view to upgrading the current Zebra crossing to a Pelican crossing, at an approximate cost of £25,000.00. It was suggested that all three crossings are put under one funding application as they would all involve children getting to and from school safely. It was **resolved** the Clerk would contact Cllr Davies to request a meeting to discuss the SIS funding on either Friday 26th June or Monday 29th June.

15/07A Parish Office

15/07.1A The Clerk reported the office computers were extremely slow. It was **resolved** the Clerk would obtain three quotations for upgrading the system and report back to the next meeting.

It was reported maintenance was required on the wooden window frames at the front of the building. It was **resolved** the Clerk would obtain quotations for the replacement of damaged timber and re-staining and report back to the next meeting.

15/08A Budget

15/08.1A It was **resolved** to note the detailed Receipts and Expenditure Analysis sheet as at 31st May 2015.

Cllr Vaughan reported the discretionary rate relief for the Parish Office may come to an end in 2016.

It was **resolved** to note that as there were no Election Costs this would be an underspend on the budget. It was **resolved** the WPC grounds maintenance would be changed to show as income as this amount had been held as provision from the last financial year; this would make the remaining balance stand at £8,000.00.

15/08.2A It was **resolved** to note the provisions as at 30th April 2015.

Current Account	£ 111,247.54
Santander Time Deposit 18mths	£ 69,388.89
Petty Cash	£ 159.74
Parish Plan	£ <u>1,173.42</u>
	£ <u>181,969.59</u>

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

Current Account	£ 104,907.27
Santander Time Deposit 18mths	£ 69,388.89
Petty Cash	£ 188.24
Parish Plan	£ <u>1,173.42</u>
	£ <u>175,657.82</u>

15/08.3A Bank Signatures

It was **resolved** to note Cllr Koch had agreed to be a signatory and forms were being completed. After a proposal from Cllr Vaughan, seconded by Cllr McDonald it was unanimously **resolved** Cllr Denton would become the fourth signatory.

15/09A **Bank Reconciliation**

It was **resolved** to note that Cllr Vaughan carried out the bank reconciliation for the months of April and May 2015.

15/10A **Accounts for payment**

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

15/11A **Correspondence**

The Clerk reported an email had been received from Tsunami Dojos, the judo club based at Danesfield School, advising they had been raising money to replace the judo mats and whilst they had raised £2,500.00 a further £500.00 was still needed and they asked if the Parish Council have or know of any funds allocated for local community groups. It was **resolved** the Clerk would reply to request further information, including how many members the group had, how many were from the Williton Parish, what their financial position was and what were the future aspirations of the club. It was **resolved** to report the reply to the next Parish Council meeting.

15/12A **Room Hire Charge for Christmas Festival Meetings**

It was **resolved** that if it was a group that the Parish Council was involved in, no charge would be made for using the Parish Office.

15/13A **End of Year Audit**

It was **resolved** to note that the end of year accounts had been submitted and received by the external auditor, Grant Thornton.

15/14A **Matters for the next meeting to be held on Monday 20th July 2015**

Meeting closed at 8.35 pm