

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 15th September 2014 at 7.00 pm at the Parish Office, Williton

Attendees:

Councillors: Vaughan (Chairman), Bennett, Denton, James, McDonald and Woods
Public: None
Other: Mrs D Stodgell, Clerk to the Parish Council

Apologies:
Councillors: None

14/42A **Apologies as noted above.**
Deb Stodgell, the new Parish Clerk was welcomed to the meeting.

14/43A **Declarations of Interest – None declared**

Name	Item No	Interest	Action
N/A			

14/44A **Approval of Minutes of the Finance & Administration Committee Meeting held on 21st July 2014**
It was unanimously **resolved** to approve the minutes.

14/45A **Matters to Report**

14/45.1A (Item 14/35.1A) Sale and Disposal of Assets All of the necessary items had now been sold. The remaining assets which needed to be stored had been moved to the tractor shed. These items could be disposed of in due course if / when the tractor shed was demolished.

14/45.2A (Item 14/35.2A) Paul Foster Memorial The design had now been approved by the family and the bench was in the process of being made by the blacksmith. A general discussion took place with regards to the most appropriate site to position the bench, the additional cost of delivery and installation would be covered by the Parish Council. The Clerk would need to contact the family to agree a date for the unveiling. It was **resolved** to ask the Clerk to the Trustees of Williton War Memorial Recreation Ground to place the item on the agenda for further consideration at the next Trustees meeting.

14/45.3A (Item 14/35.3A) Christmas Lights at Bellamy's Corner It was noted that the Environment and Planning Committee had agreed the type and species of tree to purchase. The cost of this should be paid for out of the EPC Ground Maintenance budget. It was **resolved** not to pursue the ducting for the electrical connection as this was being arranged via another source. It was **resolved** to purchase some weights to support the 'pop up' Christmas marquees usually borrowed from Minehead Eye. The cost of £160.00 would be covered through the Tourism and Leisure budget and the weights donated to Minehead Eye in exchange for the free use of the Marquees. Cllr Woods would advise the Clerk where the weights could be purchased from.

14/45.4A (Item 14/35.5A) Investigation of West Somerset Railway link with Taunton It was **resolved** to support this investigation and potential link with Taunton.

14/46A **Parish Office**

14/46.1A Blind for front door of Parish Office It was **resolved** to purchase a roller blind for the door of the office together with two additional blinds that could be hung to the rear of the front window bays. This would provide some privacy during evening meetings or when the office was closed. The Clerk was asked to investigate costings and place the matter for further consideration at the October meeting.

14/47A **Budget**

14/47.1A It was **resolved** to note the detailed Receipts and Expenditure Analysis sheet as at 31st August 2014.

14/47.2A It was **resolved** to note the provisions as at 31st August 2014.

Current Account	£ 61,881.12
Santander Time Deposit 18mths	£ 69,388.89
Parish Plan	£ 1,173.42
Petty Cash	£ 33.84
	<u>£ 132,477.27</u>

14/47.3A Outstanding invoices from Edward Martin Computer Services A discussion took place regarding the history of this matter and it was agreed that Cllr Vaughan would meet with Edward Martin to try and resolve the outstanding issues.

14/48A **Bank Reconciliation**

It was **resolved** to note that Cllr Vaughan carried out the bank reconciliation for the months of July and August 2014.

14/49A **Accounts for payment**

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

14/50A **Correspondence**

14/50.1A Williton Bowling Club It was **resolved** to recommend to Full Council that the Parish Council support their application to the Community Impact Mitigation Fund.

14/51A **Report from the Health and Safety Consultant**

All of the Health and Safety procedures had been reviewed at the recent meeting with a few items that would require some minor action. The report was awaited and the new Health and Safety Policy general policy statement was approved and signed.

14/52A **Review of Financial Regulations**

The new model would be reviewed and adapted as required. The item was deferred until the next meeting.

14/53A **Review of Asset Register**

It was **resolved** to agree the Asset register subject to the following amendments:

- “Car park spaces” – to be removed
- “Christmas Lights outdoors (30 sets)” – adjusted cost and value to £1000
- “Pump” – to be removed
- “Speed Detector Device” – location should read Speed Watch Group

14/54A **Review of Risk Assessments**

Minor alterations needed to be made and a “Special Event” risk to be added. A risk assessment form to assess the need and type of risk for “Special Events” would need to be completed. The item was deferred until the next meeting.

14/55A **Amendments to Standing Orders**

It was **resolved** to recommend to Full Council the updated Standing Order document.

14/56A **Archived Minutes**

It was **resolved** that all minutes of meetings over 7 years old should be sent to the Somerset Heritage Centre for future preservation.

14/57A **Youth Service**

It was **resolved** to renew the existing Service Level Agreement with Minehead Eye. Cllr Denton agreed to contact St Peter’s School regarding the possibility of a temporary venue for the Youth Club whilst Washford roundabout improvements were carried out. The matter would be deferred until the next meeting.

14/58A **Matters for next meeting – 20th October 2014**

Draft Budget 2015-2016
Doniford Halt Footpath

Meeting closed at 8:55pm