

# WILLITON PARISH COUNCIL

## Minutes of the Finance and Administration Committee Meeting held on 16<sup>th</sup> June 2014 at 7.00 pm at the Parish Office, Williton

### Attendees:

<b>Councillors</b>	Vaughan (Chairman) McDonald, Woods, Bennett and James
<b>Public</b>	None
<b>Other</b>	Ms J Johnson-Smith

### Apologies:

<b>Councillors</b>	Denton
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#### 14/18A **Apologies as noted above**

#### 14/19A **Declarations of Interest**

There were none

#### 14/20A **Approval of Minutes of the Finance & Administration Committee Meeting held on 19<sup>th</sup> May 2014**

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

#### 14/21A **Matters to Report**

14/21.1A (Item 14/06.1A) Sale and Disposal of Assets Enquiries were still being made regarding the sale of the unsold items from the auction and the Clerk advised that she had advertised the list in the Williton Window. It was **resolved** that any unsold items would be put in the tractor shed and the whole lot would be scrapped in August. The Clerk and Assistant Clerk had agreed to go down to the ground to sort out all unwanted items and either sell or dispose of them. She pointed out that the pressure washer that was sold had been returned as it was not working and it was **resolved** to dispose of this item.

14/21.2A (Item 14/06.2A) Memorial for Paul Foster It was **resolved** to go ahead with the design received from Allerford Forge for a bespoke bench with a tractor motif in the back within the price quoted of £500-£600. A concrete base would need to be laid and the exact location in the play area agreed. Donations to the memorial would be requested at the Village Fete.

14/21.3A (Item 14/06.3A) Renewal of Health and Safety Contract It was **resolved** to note that the Clerk was meeting Cllr Bennett to explore other areas of advice and ensure that the Council was covered.

14/21.4A (Item 14/06.4A) Christmas Lights at Bellamy's Corner Cllr James asked if this item could be deferred.

14/21.5A (Item 14/06.5A) Appointment of Insurers It was **resolved** to note that the Chairman had checked all the documents and the policy had been confirmed and all documents had been received.

14.21/6A (Item 14/13A) Public Toilets It was **resolved** to note the reply from the District Council and that they were not willing to open their toilets to the public. It was further **resolved** to write back asking if signs could be placed on the door indicating the location of other public toilets within the village eg in Spar and where to get a radar key to use the disabled toilet.

#### 14/22A **Parish Office**

It was **resolved** to arrange for the carpets in the office to be cleaned during August.

#### 14/23A **Budget**

14/23.1A It was **resolved** to note the detailed Expenditure Analysis sheet as at 31<sup>st</sup> May 2014 and that there was an error in the formula on the Pavilion line which the Clerk agreed to correct.

14/23.2A It was **resolved** to note the provisions as at 31<sup>st</sup> May 2014.

Current Account	£ 77,560.90
Santander Time Deposit 18mths	£ 69,383.38
Petty Cash	£ 64.48
Parish Plan	£ <u>1,173.42</u>
	£ <u>148,182.18</u>

14/23.3A It was **resolved** to note confirmation of the opening of the Santander 12 month Fixed Rate Business Bond Account which would be due to mature on 1<sup>st</sup> May 2015. The gross interest rate would be 1.40%.

#### 14/24A **Bank Reconciliation**

It was **resolved** to note that Cllr Vaughan carried out the bank reconciliation for the month of May 2014.

**14/25A Accounts for payment**

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

**14/26A Correspondence**

14/26.1A It was **resolved** to note the report from the auditor and his recommendation to close the Parish Plan account and transfer the funds into the Parish Council account. The Clerk agreed to check the signatories to the account and the minutes at the time the account was opened before making a recommendation to Full Council.

14/26.2A It was **resolved** to note the request for a donation of £100 from the Somerset Wildlife Trust and to pass to the Trustee of the Memorial Ground to investigate what the response was to the Trustee's previous suggestion of placing a box for owls on the ground as this had been put to them when they last requested a donation.

**14/27A Pensions Discretion Policy**

It was **resolved** to note that Cllr Bennett had arranged to meet the Clerk in order to formulate a policy.

**14/28A Archie Project**

Cllr Vaughan advised that as representative he felt that the Parish Council was not very active at the present time and after some discussion it was **resolved** to recommend to Full council that a budget of £2000 taken from the reserves was put towards a budget for Community Care and Support for the parish of Williton and projects would be investigated which could help the elderly and carers.

**14/29A Suggested Projects for Hinkley CIM Fund**

Cllr James put forward a proposal to investigate ways that a bid from the fund could be made in order to open up a link with Taunton of the West Somerset Railway and for the service to be run on a commercial basis as opposed to being a tourist attraction which she felt would meet all the criteria of the fund and offset the impact of the additional traffic on the roads. This proposition was seconded by Cllr Bennett and unanimously agreed in principle to obtain more information and work with the County and District Councillors. It was further **resolved** to put in an Expression of Interest for funds towards the Pavilion provided the planning permission was granted on 26th June.

**14/30A Grounds Maintenance Contract**

There was concern expressed at the drop in service during the period of Adrian Turner from the District Council's absence due to sickness and the short staffing issues. It was **resolved** to write to Chris Hall asking for reassurance that the service would not be affected and to consider this impact when carrying out the proposed review of grounds maintenance staffing.

**14/31A Matters for the next meeting to be held on 21<sup>st</sup> July 2014**

Meeting closed at 8:05 pm