

WILLITON PARISH COUNCIL
Minutes of the Finance and Administration Committee Meeting
held on 16th March 2015 at 7.25pm at the Parish Office, Williton

Attendees:

Councillors	Vaughan (Chairman), Bennett, James, McDonald and Woods
Public	None
Other	Mrs M Francis

Apologies:

Councillors	Denton
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14/111A **Apologies as noted above**

14/112A **Declarations of Interest**

There were none

14/113A **Approval of Minutes of the Finance & Administration Committee Meeting held on 16th February 2015**

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

14/114A **Matters to Report**

14/114.1A (Item 14/99.1A) Youth Service Due to the absence of Cllr Denton it was **resolved** to defer this item to the next meeting.

14/114.2A (Item 14/92.2A) Street Cleansing and Public Convenience Cleaning Contract After a discussion it was unanimously **resolved** the Clerk would request further information regarding the frequency of services in Watchet and Minehead for comparison.

14/114.3A (Item 14/104.1A) Community Council for Somerset (CCS) Membership The Clerk had completed the membership form and it was **resolved** to send with the relevant fee.

14/115A **Parish Office**

Cllr McDonald reported cars had been parked outside the Parish Office. After a proposal from Cllr McDonald, seconded by Cllr Vaughan, it was **resolved** to purchase two signs to say "Private Parking".

Cllr Woods recommended replacing the existing tables with folding tables. It was **resolved** the Clerk would look into prices and report back to the next meeting.

14/116A **Budget**

14/116.1A It was **resolved** to note the detailed Expenditure Analysis sheet as at 28th February 2015. It was **resolved** to move the balance remaining from WPC Grounds Maintenance and the Pavilion Project to provisions to cover any outstanding invoices from March. It was further **resolved** to finalise the Trustee amount after the last VAT return for the financial year had been completed.

14/116.2A It was **resolved** to note the provisions as at 28th February 2015.

Current Account	£ 81,083.96
Santander Time Deposit 18mths	£ 69,388.89
Petty Cash	£ 123.18
Parish Plan	£ <u>1,173.42</u>
	£ <u>151,769.45</u>

14/116.3A (Item 14/101.3A) Christmas Expenditure – It was resolved to note that all outstanding monies had been received. A Pro-forma invoice and two credit notes had been received for the lights, there were unanimously **resolved** to finalise the budget. It was **resolved** the Clerk would action the final order.

14/116.4A After a proposition from Cllr Vaughan, seconded by Cllr James, it was **resolved** to increase Councillors expenses to £50 per councillor on a pro-rata basis and that the Chairperson would receive an extra £200.00. It was **resolved** to note this had already been included in the budget.

14/117A Bank Reconciliation

It was **resolved** to note that Cllr Vaughan carried out the bank reconciliation for the month of February 2015.

14/118A Accounts for payment

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

14/119A Correspondence

14/119.1A A request had been received from St John Ambulance asking for donations. After a discussion it was unanimously **resolved** to include this item on the April Full Council Agenda with a recommendation of donating funds in the next financial year to benefit the local community, such as providing 1st Aid Training for the Youth Club.

14/120A Pedestrian Crossing and Lighting

It was reported that Cllr Davies was looking into the possibility of a 3rd allocation for SIS funding.

14/121A Outdoor Gym

It was **resolved** the Clerk would contact Watchet Town Council to enquire cost and supply details. It was further **resolved** to include this item on the next Trustee Agenda.

14/122A It was **resolved** to exclude the press and public from the remainder of the meeting.

14/123A End of Year Audit

It was unanimously resolved to contact the Auditor regarding the Audit. It was **resolved** the Clerk would investigate the year-end timetable and ensure the accounts are published at the correct time. It was **further** resolved to include the WWMRG and Community Hall.

It was **resolved** to arrange a meeting between the Working Group and the Auditor to discuss the finances of the Pavilion.

14/124A NALC National Salary Award & Pension Scheme

The new pay scales were noted and unanimously **resolved**.

It was unanimously **resolved** the Clerk and Deputy Clerk would commence their Pension after 1st April 2015. It was further **resolved** the Clerk would clarify the percentage and annual payment and report back to the next meeting.

14/125A Credit Application Form

It was unanimously **resolved** to submit the application form to CRS Builders.

14/126A Matters for the next meeting to be held on 20th April 2015

End of year audit

Meeting closed at 8.35 pm