

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 16th May 2016 at 7.00pm at the Parish Office, Williton

Attendees:

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

Apologies:

Councillors	Aldridge, Parbrook and Perrett
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16/01A Election of Chairman and Vice Chairman

Before the election Cllr Richards asked Cllr Vaughan if being the Chairman of finance would be too much due to the work he carries out in conjunction with the Pavilion, to which Cllr Vaughan replied that due to the good work undertaken by the Clerks there was not a lot of work to do for the finances, therefore, he would be happy to stand as Chairman.

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

16/02A Apologies as noted above

16/03A Declarations of Interest

There were none

16/04A Approval of Minutes of the Finance & Administration Committee Meeting held on 18th April 2016

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

16/05A Matters from the Minutes – for the purpose of report only

There were no matters to report

16/06A Parish Office

The Clerk reported that she had again contacted B Walsh & Sons regarding a start date for the repair to the window and was advised they hoped to start within the next two weeks.

16/07A Budget

16/08.1A It was **resolved** to note the detailed Receipts and Expenditure Analysis sheet as at 30th April 2016.

16/08.2A It was **resolved** to note the provisions as at 30th April 2016.

Current Account	£ 141,386.46
Santander Time Deposit 18mths	£ 69,388.89
Petty Cash	£ 46.74
Parish Plan	£ <u>1,173.42</u>
	£ <u>211,995.51</u>

Cllr Vaughan advised members that the year had commenced with £33,632.51 available reserve. Cllr Richards queried the sum that was being held in the current account and asked the question if the monies were secure. The Clerk confirmed that up to a maximum of £75,000.00 was protected by the Financial Services Compensation Scheme. After a proposal from Cllr Bennett, seconded by Cllr McDonald it was unanimously **resolved** the Clerk would contact NatWest regarding opening a new account to safeguard balance of funds and recommend to Parish Council that monies are transferred.

16/08A Bank Reconciliation

It was **resolved** to note that Cllr Vaughan carried out the bank reconciliation for the month of April 2016.

16/09A Accounts for payment

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

16/10A Correspondence

16/10.1A The Clerk reported an Annual Interest Summary had been received from Santander and the new balance was noted.

16/10.2A It was **resolved** to note a cheque had been received from CCS Village SOS Project.

16/10.3A The Clerk advised a Santander Business Bond Certificate had been received. It was noted that Cllr Vaughan had been unable to attend the office to contact Santander and request that funds are re-invested into a new 1 year fixed Santander Business Bond at a rate of 0.75% AER/gross, as per item number 15/271, it was **resolved** Cllr Vaughan would action this.

16/11A End of Year Audit

It was **resolved** to note that the end of year accounts had been completed and submitted to Bryan Howe for audit.

16/12A Proposed Pedestrian Crossing

It was unanimously **resolved** after a proposal from Cllr Vaughan, seconded by Cllr Richards, to move this item onto Parish Council agenda as Cllr Denton was no longer on this committee. It was **resolved** the Clerk would forward details of the CIM application to Cllr Richards and include copies of the Pavilion and Playground applications.

16/13A Matters for the next meeting to be held on Monday 20th June 2016

Meeting closed at 7.50 pm