

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 16th November 2015 at 7.00pm at the Parish Office, Williton

Attendees:

Councillors	Vaughan (Chair), Aldridge, Denton, Bennett, McDonald, Perrett and Richards.
Public	None
Other	Mrs M Francis

Apologies:

Councillors	None
--------------------	------

15/57A **There were no apologies.**

15/58A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Vaughan	15/60.3A	Pecuniary	None

15/59A **Approval of Minutes of the Finance & Administration Committee Meeting held on 19th October 2015**

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

15/60A **Matters to Report**

15/60.1A (Item 15/42.2A) Bank Signatories – the Clerk advised this was still ongoing.

15/60.2A (Item 15/42.3A) Land between St Peters Close and High Street A reply was awaited from SALC regarding the legalities.

15/60.3A (Item 15/35A) Flooding Matters It was **resolved** to note the reply that had been received from Keith Richards, West Somerset Council regarding their policy and charges. Copies of the Environment Agency 'Living on the Edge' guide to riparian duties was available in the Parish Office. It was **resolved** to remove this item from the agenda.

15.60.4A (Item 15/48A) – Youth Service – the Clerk confirmed the Service Level Agreement had been signed and returned. It was **resolved** to remove this item from the agenda.

15/61A **Parish Office**

15/61.1A (Item 15/43.2A) Office Computers Once again, the Clerk reported no response had been received from Edward Martin Computers regarding the invoice query. It was **resolved** if a reply had not been received by the December Parish Council meeting Cllr Vaughan would speak to Mr Martin.

15/61.2A (Item 15/43.3A) Salt Box The Clerk reported the Salt Box had arrived that day and that the cost had been less than anticipated at £122.49 + vat.

15/61.3A After a proposal from Cllr McDonald, seconded by Cllr Denton, it was **resolved** the Clerk would arrange to have the office carpets cleaned, on the basis the cost would not exceed £100.00.

15/62A **Budget**

15/62.1A It was **resolved** to note the detailed Receipts and Expenditure Analysis sheet as at 31st October 2015.

15/62.2A It was **resolved** to note the provisions as at 31st October 2015.

Current Account	£ 123,351.18
Santander Time Deposit 18mths	£ 69,388.89
Petty Cash	£ 35.09
Parish Plan	£ <u>1,173.42</u>
	£ <u>193,948.58</u>

15/62.3A (Item 15/44.3A) Budget 2016/17 – The Clerk advised that Steve Plenty from West Somerset Council had been asked for information in relation to the local council tax base and had received a reply stating they were experiencing some difficulties calculating the figures which they hoped to resolve swiftly. Cllr Bennett advised that he needed a first aid refresher course and another first aider was required. It was **resolved** to ask for a Councillor to volunteer at the next Parish Council meeting. Cllr Aldridge enquired about the budget for funded projects after his proposal at EPC regarding a community bus service. It was **resolved** to include as an agenda item at the December Parish Council meeting. It was **resolved** the precept would be set in January 2016.

15/63A **Bank Reconciliation**

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

15/64A **Accounts for payment**

After a proposal from Cllr McDonald, seconded by Cllr Bennett, it was unanimously **resolved** to agree payment of the invoices on the attached list.

15/65A **Correspondence**

A request had been received from the Trustees of the Memorial Ground for the maintenance and support of the ground and its facilities through 2016 to 2017. It was **resolved** to include as an agenda item at the December Parish Council meeting.

It was noted an invitation from Kier Environmental services to settle invoices by direct debit had been received, no further action was taken.

An email had been received from Cllr Bennett suggesting the return to an external agency regarding Health and Safety. It was unanimously **resolved** to propose to Parish Council that an external agency is approached to conduct the Health and Safety audit after a proposal by Cllr Bennett, seconded by Cllr Aldridge.

15/66A **Matters for the next meeting to be held on Monday 18th January 2016**

Precept submission

Meeting closed at 8.00 pm