

# WILLITON PARISH COUNCIL

## Minutes of the Finance and Administration Committee Meeting held on 16<sup>th</sup> October 2017 at 7.15 pm at the Parish Office, Williton

### Attendees:

<b>Councillors</b>	Vaughan (Chairman) Aldridge, Doherty, Hooper, Richards and Perrett
<b>Public</b>	None
<b>Other</b>	Mrs M Francis

### Apologies:

<b>Councillors</b>	None
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17/64A The Chairman advised that the meeting would be recorded.

17/65A **Apologies as noted above**

17/66A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Richards	17/72A	Personal	Informed meeting

17/67A **Approval of Minutes of the Finance & Administration Committee Meeting held on 18<sup>th</sup> September 2017**

After a discussion and listening to the recording of the previous meeting, it was unanimously **resolved** to approve the minutes after a proposal from Cllr Doherty, seconded by Cllr Hooper.

17/68A **Matters from the Minutes – for the purpose of report only**

17/68.1A (Item 17/52.1A) It was **resolved** to note that Cllr Vaughan and the Clerk had still to visit Santander Bank.

17/69A **Parish Office**

17/69.1A (Item 17/37.1A) Honours Board The Honours Board had been completed and was on display in the Parish Office; therefore, it was **resolved** to remove this item from the agenda.

17/69.2A Consideration of New Alarm System After a discussion, it was **resolved** the Clerk would obtain three quotations for an Alarm System for the Parish Office, to include panic buttons in the office and within the Foyer.

17/69.3A Loop system for Parish Office Cllr Richards had been advised that some Councillors were sometimes unable to hear proceedings clearly. After a proposal from Cllr Richards, seconded by Cllr Hooper it was **resolved** the Clerk would obtain three quotations for a loop system to incorporate microphones and speakers.

17/70A **Budget**

17/70.1A It was **resolved** to note the detailed Receipts and Expenditure Analysis sheet as at 31<sup>st</sup> July, 31<sup>st</sup> August and 30<sup>th</sup> September 2017.

17/70.2A After a proposal from Cllr Vaughan, seconded by Cllr Richards, it was unanimously **resolved** to recommend to Parish Council that the Williton Pavilion Project Donation of £13,367.00 was passed to Williton War Memorial Recreation Ground Charity at the end of the financial year.

After a proposal from Cllr Vaughan, seconded by Cllr Richards it was unanimously **resolved** to recommend to Parish Council to write to Young Equestrians advising if no reply received within 28 days then the grant offer would be withdrawn.

It was further **resolved** to request EPC to consider a contract for the supply of hanging baskets. The Williton Window provision would be put back into available reserve.

It was **resolved** the Flood Equipment provision would be kept due to being grant money.

It was **resolved** to note the provisions as at 31<sup>st</sup> July 2017.

Current Account	£ 104,896.32
Santander Time Deposit 18mths	£ 71,042.56
Petty Cash	£ 70.93
Parish Plan	£ <u>1,173.42</u>
	£ <u>177,183.23</u>

It was **resolved** to note the provisions as at 31<sup>st</sup> August 2017.

Current Account	£ 101,807.32
Santander Time Deposit 18mths	£ 71,042.56
Petty Cash	£ 56.33
Parish Plan	£ <u>1,173.42</u>
	£ <u>174,079.63</u>

It was **resolved** to note the provisions as at 30<sup>th</sup> September 2017.

Current Account	£ 141,197.96
Santander Time Deposit 18mths	£ 71,042.56
Petty Cash	£ 50.33
Parish Plan	£ <u>1,173.42</u>
	£ <u>213,464.27</u>

17/70.3A Budget Consideration 2018/19 – the budget was discussed and it was **resolved** to include the following for consideration at the November Parish Council meeting;

- Staff Costs – Clerk to advise projected costs
- Health and Safety – increase to £1,500 due to Pavilion
- Insurance – increase to £5,000.00 (due to Pavilion cost, which would be deducted from subsidy)
- Public toilets – new provision of £6,000.00
- Doniford Car Park – new provision of £5,000.00
- Youth Provision – increase to £6,000.00
- Future Development – delete provision due to the fact the library were not moving
- Pavilion – delete provision
- Website – reduce provision to £500.00 for ongoing costs and emails

Cllr Vaughan advised based on current situation there would be an underspend on the current year's budget. It was noted an invoice had not been received from West Somerset Council regarding the Ground Maintenance.

It was proposed to recommend to Parish Council to obtain a price from the Environment Agency to obtain a report regarding the coastal erosion at Doniford Car Park and allocate a provision of £5,000.00 for the survey.

The word 'Competition' would be deleted from The heading 'Christmas lighting, Festival and Competition'.

Cllr Aldridge advised members the Bus Service was still ongoing and requested the project was still given consideration.

#### 17/71A **Bank Reconciliation**

It was **resolved** to note that Cllr Vaughan carried out the bank reconciliation for the months of July, August and September 2017.

#### 17/72A **Accounts for payment**

It was unanimously **resolved** to note the payments on the attached list.

#### 17/73A **Correspondence**

17/73.1A It was **resolved** to note the letter from The Pensions Regulator advising contributions would be increasing.

17/73.2A Lloyds Bank notification of updating Business accounts – it was **resolved** to note this item.

17/73.3A WSC Precept BACS notification – it was **resolved** to note this item.

**17/74A Parish Council Website**

The Clerk advised this was still ongoing.

**17/75A Review of Financial Regulations**

It was **resolved** the Clerk would check the relevant acts were still current. After a proposal from Cllr Richards, seconded by Cllr Aldridge, it was **resolved** to recommend to Parish Council the Financial Regulations document with no amendments.

**17/76A Review of Asset Register**

It was **resolved** to include the replacement value of the Flood Shed and Flood Equipment. After a proposal from Cllr Aldridge, seconded by Cllr Doherty, it was **resolved** to recommend to Parish Council the Asset Register with the above amendments.

**17/77A Review of Risk Management**

After a proposal from Cllr Aldridge, seconded by Cllr Doherty, it was **resolved** to recommend to Parish Council the Risk Management document with no amendments.

**17/78A End of Year Audit**

The completed Audit for the year ended 31 March 2017 had been received from Grant Thornton. It was **resolved** the Notice of Conclusion of Audit would be displayed.

**17/79A Matters for the next meeting to be held on 20<sup>th</sup> November 2017**

Parish Office Hire Charges

Meeting closed at 8.56 pm

Signed as a true and correct record .....

Dated .....