

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 17th June 2013 at 7.00 pm at the Parish Office, Williton

Attendees:

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|--------------------|-----------------------------------------|
| Councillors | McDonald (Chairman), Bennett and Beaver |
| Public | None |
| Other | Ms J Johnson-Smith |

Apologies:

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| Councillors | Vaughan and James |
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13/17A Election of Chairman and Vice Chairman

As the Chairman and Vice Chairman were not present Cllr McDonald was unanimously elected to chair the meeting.

13/18A Apologies as noted above

13/19A Declarations of Interest

There were none

13/20A Approval of Minutes of the Finance & Administration Committee Meeting held on 20th May 2013

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

13/21A Matters to Report

13/21.1A (Item 13/05.1A) Website The Clerk advised that she had made some changes as requested by Cllr McDonald and that it was now much easier to add new content. Members were asked to pass any relevant information to the Clerk to put on the website.

13/21.2A (Item 13/05.3A) Review of Youth Service Agreement Cllr Beaver advised members that she had attended a meeting at the Minehead Eye and that there were now 8 girls and 15 boys registered although more boys often came. The boys enjoyed being at the fire station. Negotiations were continuing with Danesfield School to use their facilities and to amalgamate both the boys and girls to reduce the number of total sessions. There was a suggestion of getting the youth involved with monitoring bird boxes and Cllr Beaver agreed to put this suggestion forward. It was **resolved** to discuss the query regarding the invoice with Naomi Griffiths at the next Full Council meeting when she would be attending to update the members. It was further **resolved** to note the late letter from the Somerset Youth and Community Worker regarding funding with the deadline of 15th July for applications and to look further into this before the next Full Council meeting.

13/22A Parish Office

13/22.1A Disposal of old computer and monitor It was **resolved** to recommend disposal of these items as they were of no value and were taking up storage space. The Clerk agreed to remove the hard drive before disposing of the items.

13/23A Budget

13/23.1A It was **resolved** to note the detailed Expenditure Analysis sheet as at 31st May 2013.

13/23.2A It was **resolved** to note the provisions as at 31st May 2013. It was **resolved** to note the Bank Balances at 31st May 2013

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|-------------------------------|--------------------|
| Current Account | £ 74,109.81 |
| Santander Time Deposit 18mths | £ 66,000.00 |
| Petty Cash | £ 96.70 |
| Parish Plan | £ <u>1,173.42</u> |
| | £ <u>41,379.93</u> |

13/24A Bank Reconciliation

It was **resolved** to note that Cllr Vaughan would be asked to carry out the bank reconciliation for the month of May.

13/25A Accounts for payment

It was unanimously **resolved** to agree payment of the invoices on the attached list. It was further **resolved** to write to Edward Martin, Chairman of the Chamber of Commerce to chase up the outstanding payment.

13/26A Correspondence

13/26.1A It was **resolved** to note the revised schedule in line with the updated asset register from Came and Company which included a refund of £190.27 to the original premium. The Clerk confirmed that she had checked the sections against the asset register and all items were covered and it was **resolved** to write to the insurance company agreeing to the amendment.

13/26.2A It was **resolved** to note the internal audit report from Bryan Howe and to follow up the recommendations.

13/26.3A It was **resolved** to note the renewal letter for the tractor insurance from Higos Insurance Services and to agree payment to ensure cover should anyone need to drive the vehicle during the Groundsman's absence.

13/27A It was **resolved** to exclude the press and public from the remainder of the meeting

13/28A Cover of Groundsman – Report of meeting with Groundsman

It was **resolved** to note the report of from Cllr McDonald of the meeting with the Groundsman to discuss his return to work.

13/29A Matters for the next meeting to be held on 29th July 2013

Meeting closed at 8.15 pm