

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting
held on 17th March 2014 at 7.00 pm at the Parish Office, Williton

Attendees:

Councillors	Vaughan (Chairman) McDonald and Denton
Public	None
Other	Ms J Johnson-Smith

Apologies:

Councillors	Bennett and James
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13/118A **Apologies as noted above**

13/119A **Declarations of Interest**

There were none

13/120A **Approval of Minutes of the Finance & Administration Committee Meeting held on 24th February 2014**

It was unanimously **resolved** to approve the minutes after amending 2013 to 2104 at item 13/110.2A

13/121A **Matters to Report**

13/121.1A (Item 13/108.2A) Sale and Disposal of Assets The Clerk advised that she had received two sealed offers for the tractor, link box and gang mower and had accepted the highest offer of £2,500. Arrangements were being made for the transfer of the money and the removal of the items. It was **resolved** to contact an auctioneer to arrange an auction on the memorial ground on 10th May at 10 am for the remaining items.

13/121.2A (Item 13/114A) Memorial for Paul Foster The Clerk advised that she had received a phone call from Paul's sister and the family had agreed that they would like a metal bench in the Play Area. It was suggested that the bench should have wooden slats for more comfort and the Clerk agreed to look at costs. It was **resolved** to put this suggestion on the next Trustee of the Memorial Ground agenda to seek approval.

13/122A **Parish Office**

There was nothing to report.

13/123A **Budget**

13/123.1A It was **resolved** to note the detailed Expenditure Analysis sheet as at 28th February 2014.

13/123.2A It was **resolved** to note the provisions as at 28th February 2014

Current Account	£ 57,154.42
Santander Time Deposit 18mths	£ 66,000.00
Petty Cash	£ 32.29
Parish Plan	£ <u>1,173.42</u>
	£ <u>124,360.13</u>

13/123.3A It was **resolved** to note that the 18 month time deposit account was due to mature on 20th March 2014. The Clerk had looked at various savings accounts and it was **resolved** to open a 12 month bond savings account with Santander at the interest rate of 1.4%.

13/123.4A It was **resolved** to note that receipts to the value of £364.71 had been received from Williton Cubs and the Clerk was asked to chase up the remainder of the receipts when the purchases had been made.

13/124A **Bank Reconciliation**

It was **resolved** to note that Cllr Vaughan carried out the bank reconciliation for the month of February 2014.

13/125A **Accounts for payment**

It was unanimously **resolved** to agree payment of the invoices on the attached list, however it was **resolved** not to pay the invoice to Edward Martin until a full explanation of the charges had been received.

13/126A **Correspondence**

13/126.1A It was **resolved** to note the new contact details for Peninsula Pensions

- 13/126.2A A request to subscribe to Campaign for the Protection of Rural England had been received and it was **resolved** to recommend not to subscribe to this organisation.
- 13/126.3A It was **resolved** to note the notice of important changes to the terms and conditions of the Santander account.
- 13/126.4A It was **resolved** to note the details of the insurance services of Aon and to keep on file until nearer the renewal date of the present insurance cover.
- 13/126.5A It was **resolved** to note the notice of the annual audit of accounts for the year ending 31st March 2014 had been received from Grant Thornton and that the dated of 2nd June had been appointed for the deadline for the return of the signed annual return. As the date of the Full Council meeting to approve the accounts would be 2nd June the Clerk advised she had asked for an extension until 9th June.
- 13/126.6A Notice had been received from SALC of the Consultation on a Draft Transparency Code for Parish Councils but as this was of interest only to Councils with an annual turnover of less than £25,000, it was **resolved** not to respond.
- 12/126.6A It was **resolved** to note the notice from SALC regarding the new ruling on electronic payments and the requirement from HMRC that all payments should be made electronically. The Clerk agreed to look into how this could be done.
- 12/126.7A It was **resolved** to note the notice from SALC that the council tax support grant should be accounted for separately from the precept in the Annual Return.

13/127A Renewal of Health and Safety Contract

The Clerk pointed out that the 5 year contract with Peninsula was due to terminate in December and 6 months' notice was required if it was no longer required. It was **resolved** to investigate costs of an annual Health and Safety review from an independent consultant and report back to see if savings could be made.

13/128A Review of Service Level Agreement with Minehead Eye

It was **resolved** to ask Cllr Bruford, who was the new Youth representative, to look at the Agreement and check that Minehead Eye was in compliance.

13/129A Funding Implications to Conversion Works to Public Conveniences

It was **resolved** to note that a site meeting had been held to look at alternative methods of keeping one of the toilets open 24 hours for disabled access only. A response had been received from Chris Hall, from Taunton Deane, stating that no alternatives had been found and the Council would need to confirm whether or not 2 unisex toilets were required for use during the day only, or one toilet for general use during the day and one dedicated 24 hour disabled toilet. The consensus of the responses received asked for the disabled facility to be kept and it was **resolved** to reply with this request and voicing disapproval at the lack of time to consult as a Council in order to resolve the matter before commencing work.

13/130A It was **resolved** to exclude the press and public from the remainder of the meeting.

13/131A Appointment of Contractor to maintain Parish Council land 2014-2015

The Clerk advised she had received notice that three quotations were required and she had therefore obtained two further quotations to carry out work as set out in the specification. After some discussion the Clerk was asked to contact the two contractors asking for fuller details of their experience and qualifications and to request the present contractor to itemise the costs in line with the other quotations and put together a summary of the three quotations to present to the next Full Council meeting for a decision to be made. In the interim period work would be carried out by the present contractor but the Clerk had pointed out she had requested one of the contractors who was bidding for the work to cut the grass on the ground before the end of the week to check the standard of his work. There was some discussion on the duties of lengthsman and the difficulty of finding someone to fulfil all the duties at short notice and efficiently. It was suggested that some of these duties could be carried out by the appointed contractor and the Clerk agreed to develop an additional list of duties and invite quotations to carry out the additional tasks in a separate contract.

13/132A Matters for the next meeting to be held on 21st April 2014 – Audit 2013-2014

Meeting closed at 8:55 pm