

**WILLITON PARISH COUNCIL**  
**Minutes of the Finance and Administration Committee Meeting**  
**held on 17<sup>th</sup> October 2016 at 7.00pm at the Parish Office, Williton**

**Attendees:**

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

**Apologies:**

**Councillors** None

16/58A The Chairman advised that the meeting was being recorded.

16/59A **Apologies as noted above**

16/60A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Richards	16/64.3A,	Pecuniary WSC Employee	Informed meeting

16/61A **Approval of Minutes of the Finance & Administration Committee Meeting held on 19<sup>th</sup> September 2016**

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

16/62A **Matters from the Minutes – for the purpose of report only**

16/62.1A (Item 16/46.1A) The Clerk advised members that the Christmas lights had been PAT tested.

16/62.2A (Item 16/54A) The Clerk advised members that the Audited Annual Return for the year ended 31<sup>st</sup> March 2016 had been received and that the Notice of Conclusion of Audit had been displayed to meet the requirements.

16/63A **Parish Office**

16/63.1A A discussion took place regarding the position of Lengthsman. After a proposal from Cllr Bennett, seconded by Cllr Hooper, it was **resolved** to recommend to Parish Council that the position be advertised for gardening, repairs and cleaning. It was **resolved** to note the successful applicant would have relevant public liability insurance and the contract would be on a self-employed basis.

16/63.2A The Clerk advised some quotations had been received, but further information had been requested.

16/63.3A Details of Honours board were distributed. Quotations were still awaited regarding painting of offices and flower troughs.

16/63.4A The Clerk advised the bulbs had been replaced by Stuart Freeman so there had been no need to replace the lights.

16/63.5A Cllrs Richards advised there was no update.

16/64A **Budget**

16/64.1A It was **resolved** to note the detailed Receipts and Expenditure Analysis sheet as at 30<sup>th</sup> September 2016. The Clerk advised members that the WWMRG Trustees had paid £1,297.50 towards the Memorial Improvements and due to grant money being received from S106 could be returned to the WWMRG Trustees. After a proposal from Cllr Vaughan, seconded by Cllr McDonald, it was **resolved** to include this with the WWMRG subsidy at the end of the financial year.

16/64.2A It was **resolved** to note the provisions as at 30<sup>th</sup> September 2016.

Current Account	£ 151,611.36
Santander Time Deposit	£ 71,032.37
Petty Cash	£ 80.67
Parish Plan	£ <u>1,173.42</u>
	£ <u>223,897.82</u>

- 16/64.3A This item would be addressed under the Top 5 Priorities which would be discussed at the next Parish Council meeting. It was **resolved** Cllr Bennett would obtain further information regarding a possible enterprise hub located within the old NatWest building. Cllr Hooper requested members to consider a possible lease on the library which would address the needs of a Council Chamber. It was **resolved** to contact Somerset County Council to look into a possible lease.
- 16/64.4A Budget Consideration 2017/18 – the budget was discussed and it was **resolved** to include the following for consideration at the November Parish Council meeting;
- Staff Costs – increase to £35,000.00
  - Public toilets – new provision for £10,000.00
  - Future Development – new provision for £5,000.00
  - Legal Charges – increase to £3,000.00
  - Care in the Community / Well Being – increase to £1,500.00
  - Pavilion – decrease to £1,000.00
- It was **resolved** to recommend to Parish Council that no extra funding be added to the Doniford Car Park budget.
- 16/65A Bank Reconciliation**
- It was **resolved** to note that Cllr Vaughan carried out the bank reconciliation for the month of September 2016.
- 16/66A Accounts for payment**
- It was unanimously **resolved** to agree payment of the invoices on the attached list. The Clerk advised an invoice had been received regarding the maintenance of the closed churchyard; after a proposal from Cllr Richards, seconded by Cllr Vaughan, it was **resolved** to return the invoice but include a letter, with a cheque, stating the contribution was a donation and did not need invoicing.
- 16/67A Correspondence**
- 16/67.1A A donation request had been received from West Somerset Advice Bureau. Members expressed concern regarding the amount of requests that could now be received as a result of funding cuts. Cllr Bennett stated that thought was required with regards to budgeting and the criteria that would need to be met. After a proposal from Cllr Vaughan, seconded by Cllr McDonald, it was **resolved** to recommend to Parish Council that a donation was made on the proviso that an advisory presence is maintained in Williton and the amount be determined at Parish Council.
- 16/67.2A The Clerk advised members that a BACS notification had been received from West Somerset Council regarding the Precept.
- 16/67.3A After a proposal from Cllr McDonald, seconded by Cllr Richards, it was unanimously **resolved** not to donate to the Somerset Community Justice Partnership.
- 16/67.4A It was **resolved** to enrol both the Clerk and Deputy Clerk on the accredited Risk Assessing Workshop.
- 16/68A (Item 16/133.2) Capping Consultation**
- Members acknowledged that the Parish Council does not meet the criteria at the present time but needed to be mindful for the future. After a proposal from Cllr Richards, seconded by Cllr Bennett it was **resolved** to support the consultation.
- 16/69A (Item 16/55A) New Bank Account**
- The Clerk advised the appointment with HSBC had been cancelled and had received advice to look elsewhere. It was **resolved** to open an instant access business savings account with Nationwide which the Clerk could open online.
- 16/70A Employment Hub Computers**
- The Clerk advised members she had spoken to Tracey Bland as suggested by Rosemary Woods, and had been informed the employment hub had recently received computers donated by EDF and had no need for further devices. It was confirmed the employment hub would continue, but would not be funded by West Somerset Council.
- 16/71A Matters for the next meeting to be held on Monday 21<sup>st</sup> November 2016**
- Budget

Meeting closed at 8.52 pm