

WILLITON PARISH COUNCIL
Minutes of the Finance and Administration Committee Meeting
held on 18th April 2016 at 7.00pm at the Parish Office, Williton

Attendees:

Councillors	Vaughan (Chair), Bennett, McDonald, Parbrook and Perrett
Public	None
Other	Mrs M Francis

Apologies:

Councillors	Aldridge
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15/104A **Apologies as noted above.**

15/105A **Declarations of Interest**

There were none.

15/106A **Approval of Minutes of the Finance & Administration Committee Meeting held on 21st March 2016**

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

15/107A **Matters to Report**

There were no matters to report.

15/108A **Parish Office**

The Clerk reported a start date was still awaited from B Walsh & Sons Ltd to carry out the repairs.

15/109A **Budget**

15/109.1A It was **resolved** to note the detailed Receipts and Expenditure Analysis sheet as at 31st March 2016.

15/109.2A It was **resolved** to note the provisions as at 31st March 2016.

Current Account	£ 100,725.19
Santander Time Deposit 18mths	£ 69,388.89
Petty Cash	£ 96.59
Parish Plan	£ <u>1,173.42</u>
	£ <u>171,384.09</u>

15/109.3A After a proposal from Cllr Vaughan, seconded by Cllr McDonald it was unanimously **resolved** that the Trustee would draw on the budget of £7,000.00, allocated from the Parish Council to carry through pre-tender negotiations and costs and upon request from the Trustees the Parish Council would pay the invoice.

15/110A **Bank Reconciliation**

It was **resolved** to note that Cllr Vaughan carried out the bank reconciliation for the month of March 2016.

15/111A **Accounts for payment**

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

15/112A **Correspondence**

15/112.1A Notice had been received from Santander stating options for the maturing Business Bond fund. Discussions took place regarding the interest rate of 0.75% AER/gross. After a proposal from Cllr Perrett, seconded by Cllr McDonald it was unanimously **resolved** to hold an Extra-ordinary meeting and recommend the re-investment of the funds for a further 12 months.

15/112.2A It was **resolved** to note this item.

15/113A End of Year Audit of Accounts 2015-2016

The Clerk confirmed work was in progress.

15/114A Proposed Pedestrian Crossing

There was no further update.

15/115A Meeting Voice Recorder

In accordance with the Openness of Local Government Bodies Regulations 2014 recording is allowed at all formal meeting. Members discussed the information regarding three different devices and after a proposal from Cllr Parbrook, seconded by Cllr Perrett it was unanimously **resolved** to purchase Philips DVT8000 at a cost of £139.99, as it was the opinion of the members that this model met the requirements to a high standard.

Matters for the next meeting to be held on Monday 18th April 2016

Election of Officers

Meeting closed at 7.45 pm