

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting
held on 18th February 2013 at 7.00 pm at the Parish Office, Williton

Attendees:

Councillors Vaughan (Chairman), Woods, McDonald, Bennett, James and Beaver

Public None

Other Ms J Johnson-Smith

Apologies:

Councillors

12/63A Apologies as noted above

12/64A Declarations of Interest

There were none

12/65A Approval of Minutes of the Finance & Administration Committee Meeting held on 21st January 2013

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

12/66A Matters to Report

12/66.1A (Item 12/51.1A) Doniford Car Park – It was **resolved** to note that the engrossed lease had still not been received and no reply had been received to the request for notification of outstanding legal costs.

12/67A Parish Office

12/67.1A British Telecom It was **resolved** to note that a new contract had been received with better terms including a new hub. The Clerk advised that this had been installed and wireless was now working properly. It was **resolved** to note that the new hub allowed access to BT Openzone which could be of benefit to people renting the premises.

12/67.2A Parking outside Parish Office It was **resolved** to note that access to the area behind the Parish Office had been blocked at times by the neighbours and the Clerk and Cllr McDonald had spoken to Mr Venner requesting him to leave space for access. Mr Venner had referred to the easement in the deeds which allowed him to park up to 3 cars. Cllr Vaughan agreed to talk to him to find a solution.

12/68A Budget

12/68.1A It was **resolved** to note the detailed Expenditure Analysis sheet as at 31st January 2013. It was **resolved** to recommend to the Full Council to make a grant of £250 to the Trustee of Williton War Memorial Ground towards the administrative costs of carrying out the questionnaire survey for the Pavilion project. It was further **resolved** to note that charges would be made for the disposal of green waste in the next financial year.

12/68.2A It was **resolved** to note the provisions as at 31st January 2013.

12/69A Bank Reconciliation

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

12/70A Accounts for payment

It was unanimously **resolved** to agree payment of the invoices on the attached list

12/71A Correspondence

There was none.

12/72A Health and Safety Progress Report

It was **resolved** to note that the Clerk had carried out all actions on the Action Plan and had contacted Watchet Town Council for advice on their costs for health and safety. The Clerk agreed to look at the details of the termination clause of the contract with Peninsular for consideration at the next meeting.

12/73A Agreed Budget 2013-2014

It was **resolved** to note the final figures of the agreed budget after setting the precept at the Full Council meeting. There was some discussion regarding the final figures and concern at the recommendations made at Full Council which had caused the precept to be increased to a much higher figure than anticipated.

12/74A Website

The Clerk had looked at various options and it was **resolved** to recommend to Full Council a budget of £1000 to spend on producing a new content managed website that could be edited by the Clerk and members of the Council. Cllr McDonald agreed to work with the Clerk to look at some examples for the next meeting,

12/75A Safe Route to Schools Funding

As the route was to run to Watchet, it was suggested writing to Watchet Town Council to ask if they would be interested in working together on the project to enable joint funding applications.

12/76A It was **resolved** to exclude the press and public from the remainder of the meeting

12/77A Devolution of Services – Tenders for Grass Cutting

It was **resolved** to note that there would be a Personnel Meeting on 27th February to discuss the consultant's report. A price of approximately £350 had been quoted for materials to repair and service the gang mowers plus 35 hours of the groundsman's time. It was **resolved** to ask the Groundsman to go ahead with the repairs and complete the work by the end of March before the grass cutting season got underway. This would come out of this year's asset maintenance budget. It was **resolved** to note that maps had been received from David Peake for the grass cutting areas of County Council land. The Clerk was asked to write to contractors enclosing a copy of the map and requesting prices per cut. She was further asked to contact the weedspraying contractor requesting a map of the areas in order to check them before requesting a quotation.

12/78A Matters for the next meeting to be held on 18th March 2013

Meeting closed at 9pm