

WILLITON PARISH COUNCIL

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

Attendees:

Councillors	Vaughan (Chairman), Bennett, Perrett and Richards (arrived at 7.09pm, during item 16/32)
Public	None
Other	Mrs M Francis

Apologies:

Councillors Aldridge and McDonald

16/28A The Chairman advised that the meeting was being recorded.

16/29A **Apologies as noted above**

16/30A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Richards	16/20.1A	Pecuniary	Informed meeting

16/31A **Approval of Minutes of the Finance & Administration Committee Meeting held on 20th June 2016**

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

16/32A **Matters from the Minutes – for the purpose of report only**

16/32.1A (Item 16/18.2A) The Clerk advised members the Santander Business Bond certificate had arrived and the annual gross interest rate was 0.75%.

16/33A **Parish Office**

16/33.1A A First Aid course had been booked for Cllr Bennett to attend on 13th August 2016 at a cost of £30.00. Cllr Richards would attend a SALC course 'Being a successful chairman' at a cost of £30.00. Cllr Bennett would check if a Fire Extinguisher course was needed and if a fire warden was required.

16/34A **Budget**

16/34.1A It was **resolved** to note the detailed Receipts and Expenditure Analysis sheet as at 30th June 2016.

16/34.2A It was **resolved** to note the provisions as at 30th June 2016.

Current Account	£ 123,666.48
Santander Time Deposit	£ 71,032.37
Petty Cash	£ 68.52
Parish Plan	£ <u>1,173.42</u>
	£ <u>195,940.79</u>

The Clerk confirmed a price had not yet been received regarding the cutting of SCC grass verges. It was noted a meeting was due with Naomi Griffith and the Youth Funding provision would be discussed.

16/35A **Bank Reconciliation**

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

16/36A **Accounts for payment**

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

16/37A **Correspondence**

The Clerk advised the new contract had been received from Opus Energy which would commence on 1st August 2016 for a period of two years.

16/38A **End of Year Audit**

No further communication had been received from Grant Thornton. The Annual Report by the internal Auditor had been received and it was **resolved** this would be circulated to Councillors for the August Parish Council agenda.

16/39A (Item 16/43.2) **New Bank Account**

The Clerk advised despite repeated requests no forms had been received from NatWest bank. It was **resolved** to look into a savings account with another bank.

16/40A **Matters for the next meeting to be held on Monday 19th September 2016**

Budget

Meeting closed at 7.45 pm