

WILLITON PARISH COUNCIL
Minutes of the Finance and Administration Committee Meeting
held on 19th January 2015 at 7.00pm at the Parish Office, Williton

Attendees:

Councillors	Vaughan (Chairman), Woods, James, McDonald and Denton
Public	None
Other	Mrs M Francis

Apologies:

Councillors	Bennett
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14/84A Apologies as noted above

14/85A Declarations of Interest

There were none

14/86A Approval of Minutes of the Finance & Administration Committee Meeting held on 17th November 2014

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

14/87A Matters to Report

14/87.1A (Item 14/77.1A) Review of Financial Regulations. The Clerk presented the draft and after clarification on some points it was **resolved** the Clerk would make the alterations and forward the final copy by email.

14/87.2A (Item 14/77.2A) Youth Service. It was **resolved** to note an email from Naomi Griffiths advising that unfortunately no one attended the trip that had been organised to Minehead Eye on the 17th January 2015. It was suggested a 'deposit' system would be beneficial to ensure future attendance. After a discussion regarding Annual funding and 3-year funding, it was **resolved** that Cllr Denton would seek further information. Cllr Denton reported "Get Set" were a new organisation to help troubled teenagers and would be based at Sure Start. It was **resolved** the Clerk would write to Cllr Davies to request further information regarding the criteria needed for the 3-year funding and ask for his support. It was further **resolved** the Clerk would also request support from the Community Grant, for Youth Provision, which would be available again from April 2015. Naomi Griffiths asked for confirmation that the £2,000.00 council contribution to the youth club would still be applied in 2015/16 financial year, this was unanimously **resolved** as Match Funding and as long as funding was in place.

A further discussion took place regarding the pedestrian crossings outside Danesfield and St Peters Schools. It was **resolved** to note that the school would be writing to the Parish Council regarding this matter.

14/88A Parish Office

14/88.1A Clerks training It was unanimously **resolved** to agree a day's training for the Clerk and Assistant Clerk on the 29th January 2015 at a cost of £75.00.

14/89A Budget

14/89.1A It was **resolved** to note the detailed Expenditure Analysis sheet as at 31st December 2014. It was **resolved** to transfer the requested amount of £7,000.00 to the Trustees of the Memorial Ground, as **resolved** in the Full Council meeting held on 1st December 2014. Cllr Vaughan estimated the amount of available reserve for the beginning of April. It was further **resolved** to amend the Youth Provision on the income column to be the same as the cumulative total.

14/89.2A It was **resolved** to note the provisions as at 31st December 2014.

Current Account	£ 85,024.44
Santander Time Deposit 18mths	£ 69,388.89
Petty Cash	£ 51.07
Parish Plan	£ <u>1,173.42</u>
	£ <u>155,637.82</u>

It was **resolved** to make alterations to the Estimated Provisions to include Capital Projects as agreed in the Full Council meeting held on the 5th January 2015. It was **resolved** to note the Precept had been submitted to District Council.

14/89.3A Christmas Expenditure – It was **resolved** to note the income to date was £794.00. An invoice from Edward Martin had been requested by Cllr James but had still not been received. It was **resolved** to note payment was due from two businesses regarding their trees. A discussion took place regarding more lights for next year, subject to permission, to be erected around the Egremont corner, the Chip shop and in the tree on the corner by the carpark. At the brush-up meeting to be held on the 28th January, Cllr James would clarify the total income from the stalls in the District Council Offices, of which Love Williton collected. After a proposition from Cllr James, seconded by Cllr Woods, it was unanimously **resolved** to spend the budget, including income, by purchasing further 'warm white' lights.

14/90A **Bank Reconciliation**

It was **resolved** to note that Cllr Vaughan carried out the bank reconciliation for the months of November and December 2014.

14/91A **Accounts for payment**

It was unanimously **resolved** to agree payment of the invoices on the attached list. It was further **resolved** the Clerk would contact Edward Martin to request his invoice for the supply of the Christmas Trees.

14/92A **Correspondence**

14/92.1A It was **resolved** to note a letter had been received from West Somerset Council regarding Street Cleansing and Public Convenience Cleaning Contract. After a proposal from Cllr James, seconded by Cllr Vaughan, it was **resolved** the Clerk would reply to say the Parish Council have reviewed their budget and have done their best to safe money in light of the £10,000 grant that had been withdrawn from District Council. It was **resolved** to also state in the letter that the Parish are still awaiting an update on costs saved regarding the public toilets.

An article was reported in the West Somerset Free Press regarding the increase in parking charges. It was **resolved** the Clerk would write to the council before their meeting on Wednesday 21st January to ask again for the Parish Councils proposal of ½ hour free parking, as it was felt if they would be changing the by-laws this would be the ideal opportunity to implement changes.

It was **resolved** to propose at the next Full Council meeting that the council purchase 3 dumpy bags of chippings to be spread at Doniford Car Park. It was **resolved** the Clerk would obtain three quotations for the supply of the chippings. It was also **resolved** the Clerk would contact District to advise the bin had been damaged and needed repairing/replacing.

Cllr Denton proposed that a grant application be made for Outdoor Gym Equipment to be positioned on the grass area at North Croft. As the grant had to be made by the 26th January it was felt there was insufficient time, however, Cllr Denton would approach Magna and advise them of the grant.

14/93A It was **resolved** to exclude the press and public from the remainder of the meeting.

14/94A **Purchase of Doctors' Land**

After a discussion it was unanimously **resolved** to adopt the following correct procedures :

- All correspondence must pass through the Parish Office and not to a single Councillor.
- All emails, letters or other correspondence – the Parish Office must be copied into all communication at the outset.
- No agreements are to be entered into without being voted on and being **resolved**.
- All responses from the Doctors must be sent to the Parish Office.

A letter had been received from Risdon Hosegood Solicitors setting out their fees regarding the purchase of Doctors' land. It was **resolved** to recommend to Full Council, to instruct Risdon Hosegood Solicitors to act on the Parish Councils behalf and agree their fee.

It was **resolved** to report to Full Council the recommendation for the appointment of a bid manager.

14/95A **Matters for the next meeting to be held on 16th February 2015**

Meeting closed at 8.55 pm