

**WILLITON PARISH COUNCIL**  
**Minutes of the Finance and Administration Committee Meeting**  
**held on 19<sup>th</sup> October 2015 at 7.00pm at the Parish Office, Williton**

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**Attendees:**

<b>Councillors</b>	Vaughan (Chair), Aldridge, Denton (arrived during item 15/42.1A), Bennett, McDonald, Perrett (left during item 15/50A), Richards and White.
<b>Public</b>	None
<b>Other</b>	Mrs M Francis

**Apologies:**

<b>Councillors</b>	None
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**15/39A Apologies as noted above**

**15/40A Declarations of Interest**

There were none.

**15/41A Approval of Minutes of the Finance & Administration Committee Meeting held on 14th September 2015**

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

**15/42A Matters to Report**

**15/42.1A** (Item 15/06.1A) Pedestrian Crossing and Lighting The Clerk reported that Cllr Davies had requested a meeting to discuss the crossing by St Peter's School, Doniford Road, however, Cllr Davies had recently been unwell and a date was yet to be confirmed. From the pedestrian letter, in total three local companies had contacted the Parish Office requesting further information and a donation had been received from Love Williton for £50.00.

Cllr McDonald reported at the EDF meeting, which had been held the previous week, it had been requested that more applications for funding were submitted. It was **resolved** a working group would be formed to undertake the necessary applications in conjunction with Angela Summers. The working group would hold a meeting with Cllr Davies regarding the SIS funding, then a separate meeting with Angela Summers, Highways and Jan Ross regarding the EDF funding. It was **resolved** to recommend to Parish Council the forming of a working group.

It was **resolved** to remove this item from the agenda as it would feature on the Parish Council in the future.

Cllr Aldridge expressed his views regarding the letter that was sent to Highways regarding the recent road traffic incidents, stating that he wanted to know the facts before a letter was sent and that assertions could not be made. Cllr McDonald confirmed the content of the letter was factually correct as per the minutes of West Somerset Council planning meetings.

**15/42.2A** (Item 15/08.3A) Bank Signatories – It was **resolved** at the October Parish Council meeting that Cllr Richards would become the extra signatory for the account. The Clerk confirmed Cllr Richards had submitted his identification details. Cllr Perrett would present his identification details shortly.

**15/42.3A** (Item 15/34A) Land between St Peters Close and High Street A reply was awaited from SALC regarding the legalities.

**15/42.4A** (Item 15/35A) Flooding Matters It was **resolved** the Clerk would contact Keith Richards regarding District Council policy and charges.

**15/42.5A** (Item 15/36A) CCTV – DBS Checks The Clerk confirmed that DBS checks were not needed for the Clerks. It was **resolved** to add access to the CCTV to the Trustee agenda. It was further **resolved** to keep a copy of the codes in a sealed envelope

15/42.6A (Item 15/37A) NatWest Bank The Clerk advised that NatWest had agreed to the £50.00 per calendar month charge and would be operating from the Parish Council car parking spaces as from Tuesday 20<sup>th</sup> October 2015. It was **resolved** to remove this item from the agenda.

#### 15/43A Parish Office

15/43.1 (Item 15/29.1A) PAT Testing The Clerk advised she had spoken to Stuart Freeman and had been informed the testing was carried out biennially.

15/43.2 (Item 15/29.2A) Office Computers The Clerk reported no response had been received from Edward Martin Computers regarding the invoice query. It was **resolved** the Clerk would contact again.

15/43.3 Salt Box After a proposal from Cllr Vaughan, seconded by Cllr Perrett, it was unanimously **resolved** to purchase a 12 Cu Ft Grit Bin – 350 litre capacity from GritBins.net at a cost of £89.99 (ex vat). It was further **resolved** to purchase the Grit/Salt Adhesive Decal at £7.20 and the Snow Shovel and Clip at £23.40, giving a total cost of £137.59 (ex vat) inc delivery.

#### 15/44A Budget

15/44.1A It was **resolved** to note the detailed Receipts and Expenditure Analysis sheet as at 30<sup>th</sup> September 2015.

15/44.2A It was **resolved** to note the provisions as at 30<sup>th</sup> September 2015.

Current Account	£ 134,934.50
Santander Time Deposit 18mths	£ 69,388.89
Petty Cash	£ 121.62
Parish Plan	£ 1,173.42
	<u>£ 205,618.43</u>

15/44.3A Budget 2016/17 – The budget was discussed and it was **resolved** to include the following for consideration at the November Parish Council meeting;

- Increase the emergency reserve by £5,000.00 to cover rate relief
- Consult SALC regarding salaries and Somerset County Council regarding pension deficit
- Grounds Maintenance - tenders
- Weed spraying – tenders
- Insurance – increase as necessary for Pavilion

Cllr Bennett advised that a Personnel meeting had taken place and it was noted that salaried staff were supporting events at no cost. It was unanimously **resolved** to include in the budget a contingency for overtime; it was **resolved** the overtime would not be obligatory.

The Clerk reminded the Councillors of the Auditors recommendation not to pay a Councillor Allowance. It was **resolved** to remove this from the budget, but to incorporate under the heading Councillors Expenses. It was noted this would be especially for the Chairperson to be able to reclaim expenses. Councillors were reminded they were entitled to one ream of paper per year, which could be collected from the Parish Office.

15/44.4A Insurance Premium Tax – it was **resolved** to note the email from Zurich Insurance advising that as from 1<sup>st</sup> November 2015 the Chancellor announced an increase in the rate of Insurance Premium Tax from 6% to 9.5%.

#### 15/45A Bank Reconciliation

It was **resolved** to note that Cllr Vaughan carried out the bank reconciliation for the month of September 2015.

#### 15/46A Accounts for payment

After a proposal from Cllr Vaughan, seconded by Cllr Perrett, it was unanimously **resolved** to agree payment of the invoices on the attached list.

**15/47A Correspondence**

15/47.1A It was **resolved** to note the brochure from Glasdon UK Ltd.

It was **resolved** to note the loan repayment notification.

**15/48A Youth Service**

A Service Level Agreement and Grant Application had been received and forwarded to Councillors prior to this meeting. It was **resolved** to recommend the agreement to Parish Council for signing.

Information had been requested from Naomi to send off to Somerset County Council for completion of the Safe and Welcoming Quality Assurance files for the release of the remainder of the grant outstanding to the Parish Council. It was **resolved** the Clerk would reply with the information requested.

Cllr Denton expressed his dissatisfaction regarding the lack of communication from Naomi Griffiths, it was agreed that he could contact Naomi by email, to discuss the matter.

**15/49A Review of Risk Assessments**

It was **resolved** to recommend to Parish Council the Risk Assessment document with no amendments.

**15/50A Review of Standing Orders**

After a proposal from Cllr McDonald, seconded by Cllr Denton it was unanimously **resolved** to recommend to Parish Council an amendment to item 22(g) to read 'To sign and serve on Councillors by electronic mail a summons to attend meetings of the Council, confirming the time, date, venue and agenda of a meeting of the Council or a committee or sub-committee at least 3 clear days before the meeting'.

**15/51A Review of Financial Regulations**

It was **resolved** to recommend to Parish Council the Financial Regulations document with no amendments.

**15/52A Review of Asset Register**

It was **resolved** to include the Flood Warden equipment, new computer and plastic ducks to the register. It was further **resolved** to change 'Community Hall' to 'WWMRG'. It was **resolved** to recommend to Parish Council the Asset Register with the above amendments.

**15/53A Review of Health and Safety**

Cllr Bennett reported the review would be completed that week.

**15/54A Bus service to connect Doniford and St Audries to Williton**

It was **resolved** to move this item to the next EPC meeting.

**15/55A Request for Rubbish Bin, Killick Way**

After a proposal from Cllr Vaughan, seconded by Cllr Denton it was **resolved** to recommend to Parish Council the installation of a rubbish bin by the new bench in Killick Way. The Clerk would contact Keith Richards for written costing.

**15/56A Matters for the next meeting to be held on Monday 19th October 2015**

Budget

Meeting closed at 9.45 pm