

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 19th September 2016 at 7.00pm at the Parish Office, Williton

Attendees:

Councillors	Vaughan (Chairman) McDonald and Richards
Public	None
Other	Mrs M Francis

Apologies:

Councillors	Aldridge, Bennett and Perrett
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16/41A The Chairman advised that the meeting was being recorded.

16/42A **Apologies as noted above**

16/43A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Richards	16/47.3A, 16/50.1A	Pecuniary WSC Employee	Informed meeting
Cllr McDonald	16/57A	Personal, Director Atwest	Informed meeting

16/44A **Approval of Minutes of the Finance & Administration Committee Meeting held on 18th July 2016**

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

16/45A **Matters from the Minutes – for the purpose of report only**

16/45.1A (Item 16/33.1A) The Clerk advised members that Cllr Bennett had completed and passed the Essential First Aid course and the certificate had been received.

16/46A **Parish Office**

16/46.1A The Clerk advised the PAT testing in the Parish Office had been carried out, but that the Christmas lights were still to be tested. The Clerk confirmed that Stuart Freeman had been asked to complete the test on the lights.

16/46.2A A discussion took place regarding the regular employment of a Lengthsman, of approximately two hours per week, to undertake general maintenance work. It was **resolved** the Clerk would prepare a job specification and report back to the next meeting.

16/46.3A A discussion took place regarding updating the current website and consider including the ability to incorporate an online booking facility for the proposed Pavilion. It was **resolved** the Clerk would obtain three quotations and report back to members.

16/46.4A Cllr Richards proposed the installation of two flower troughs, under the office window and the kitchen window to provide a welcoming appearance. Cllr McDonald proposed that the office was painted and a Chairman's board was erected, with a listing of Chairman to commence from the year the Parish Council moved into Killick Way. It was **resolved** the Clerk would obtain quotations for the following :

- Two flower troughs
- Chairman's Board
- Re-painting of the Parish Office
- Framed pictures of the history of Williton

16/46.5A It was **resolved** to purchase three LED PIR security lights at the cost of £19.99 each to replace the existing faulty lights. It was **resolved** the lights would be installed by a qualified electrician.

16/46.6A It was **resolved** to purchase an extending two stage ladder, with a maximum budget of £125.00, under the budget allowance of the EPC asset management.

16/47A **Budget**

16/47.1A It was **resolved** to note the detailed Receipts and Expenditure Analysis sheet as at 31st July and 31st August 2016.

16/47.2A It was **resolved** to note the provisions as at 31st July 2016.

Current Account	£ 120,714.42
Santander Time Deposit	£ 71,020.92
Petty Cash	£ 72.77
Parish Plan	£ <u>1,173.42</u>
	£ <u>192,981.53</u>

It was **resolved** to note the provisions as at 31st August 2016.

Current Account	£ 99,515.77
Santander Time Deposit	£ 71,032.37
Petty Cash	£ 89.94
Parish Plan	£ <u>1,173.42</u>
	£ <u>171,811.50</u>

It was **resolved** to remove the SCC Grass Areas out of the provision list.

16/47.3A Cllr Richards enquired if the Parish Council should submit a S106 wish list to West Somerset Council. After a discussion it was **resolved** to ask members to identify community projects which could then be applied for; allotments within walking distance of the village and an outdoor gym were highlighted.

16/47.4A Budget Consideration 2017/18 – the budget was discussed and it was **resolved** to include the following for consideration at the November Parish Council meeting;

- Website design - £1,500.00
- Lengthsmans duties - £4,000.00
- H&S audit - £2,000.00
- Audit & Accounting - £2,000.00
- Computer Supplies - £1,000.00
- Purchases - £2,000.00
- Rents/leases - £100.00
- Public toilets

Cllr McDonald advised that EPC would be spending their budget over the coming months on village signs and village crosses. It was **resolved** the Clerk would look into utilities and staffing costs.

16/48A **Bank Reconciliation**

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

16/49A **Accounts for payment**

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

16/50A **Correspondence**

16/50.1A The Clerk advised members that a BACS notification had been received from West Somerset Council regarding the War Memorial Improvements.

16/50.2A Notification had been received advising the Ideal Boiler guarantee was due to expire with an option to buy extended warrantee. It was unanimously **resolved** not to buy the extended warrantee,

16/50.3A After a proposal from Cllr McDonald, seconded by Cllr Vaughan, it was unanimously **resolved** to renew the subscription to Engage at a cost of £16.00.

16/50.4A After a proposal from Cllr McDonald, seconded by Cllr Richards, it was unanimously **resolved** to renew the subscription to SLCC at a cost of £149.00.

16/51A **Review of Financial Regulations**

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

16/52A **Review of Asset Register**

It was **resolved** to remove the set of new drags and the stepladder as these items had been previously sold. It was **resolved** to recommend to Parish Council the Asset Register with the above amendments.

16/53A Review of Risk Management

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

16/54A End of Year Audit

No further communication had been received from Grant Thornton.

16/55A (Item 16/39A) New Bank Account

No members could attend a telephone appointment on the 29th September to discuss the opening of a new deposit account, therefore, it was **resolved** the Clerk would attend an appointment with HSBC, Taunton on 4th October at 2pm on behalf of the Parish Council.

16/56A Employment Hub Computers

A discussion took place regarding the possible funding of computers for the employment hub to help encourage people into employment. Cllr Vaughan suggested obtaining clarification from West Somerset Council that they will continue to fund the Employment Hub. It was **resolved** the Clerk would contact Rosemary Woods for further clarification on funding.

16/57A Matters for the next meeting to be held on Monday 17th October 2016

Budget

Meeting closed at 8.50 pm