

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 20th January 2014 at 7.00 pm at the Parish Office, Williton

Attendees:

Councillors	Vaughan (Chairman) McDonald, James, Bennett, Beaver and Denton
Public	None
Other	Ms J Johnson-Smith

Apologies:

Councillors

13/89A **Apologies as noted above**

13/90A **Declarations of Interest**

There were none

13/91A **Approval of Minutes of the Finance & Administration Committee Meeting held on 18th November 2013**

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

13/92A **Matters to Report**

There were none

13/93A **Parish Office**

13/93.1A Parking outside Office Concern was expressed regarding the persistent blocking of the right of access around the back of the office and it was **resolved** to write to the neighbour requesting that he kept the access way clear and seek advice from the Solicitors.

13/94A **Budget**

13/94.1A It was **resolved** to note the detailed Expenditure Analysis sheet as at 31st December 2013.

13/94.2A It was **resolved** to note the provisions as at 31st December 2013

Current Account	£ 69,455.51
Santander Time Deposit 18mths	£ 66,000.00
Petty Cash	£ 22.62
Parish Plan	£ 1,173.42
	<u>£ 136,651.55</u>

13/94.3A It was **resolved** to note the advice given by Minehead Eye to continue to budget for youth provision and that a provision had been made to cover the cost of the youth provision until the end of the 2014-2015 financial year with a budget of £2000 being put aside to cover this. The provision would be reviewed annually. It was **resolved** to note that representatives would inspect the youth club on 11th February in line with the terms of the Youth and Community Group Grant.

13/94.4A It was **resolved** to note the quotation received from a national company to carry out PATS testing and it was **resolved** to recommend that the Council's regular contractor is used again to carry out the tests provided the difference in costs were nominal.

13/94.5A It was **resolved** to note the guidance and that a sum of £7.20 per elector for 2014-2015 had been confirmed for the purposes of allocating grants through S137 and it was **resolved** to create a separate budget heading to include this.

13/95A **Bank Reconciliation**

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

13/96A **Accounts for payment**

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

13/97A **Correspondence**

13/97.1A It was **resolved** to note receipt of the tractor insurance schedule from Higos Insurance Services.

13/97.2A It was **resolved** to note a request for funding from Victim Support and to reply asking for statistics of support given to residents of the parish before considering any contribution.

13/97.3A It was **resolved** to note the administrative changes to the Somerset Pension Fund.

13/98A Grounds Maintenance and Lengthsman's specifications

It was **resolved** to note the specification the Clerk had drawn up to cover the work that the Groundsman carried out and to arrange a meeting with the District Council in order to discuss the details of the specification before requesting a quotation.

13/99A Disposal of Assets

It was **resolved** to note that the Clerk and Cllr Bennett had drawn up a list of assets that could be either kept, sold or disposed of. Cllr Denton agreed to give the Clerk details of an agricultural company in Taunton who bought second hand machinery in order that the larger items could be advertised. It was also suggested advertising these items with Mole Valley Farmers. It was further recommended to hold an auction on the ground in late March in order to sell the remainder of the assets, and all items of little value would be sold for scrap or disposed.

13/100A It was **resolved** to exclude the press and public from the remainder of the meeting.

13/101A Appointment of Contractor to cut grass on SCC owned land 2014-2016

It was **resolved** to recommend to Full Council that in view of the cost difference, to continue with the existing contractors for the next two financial years as the standard of work had been acceptable.

13/102A Appointment of Contractor to repair gang mowers

Two estimates had been received to carry out the work to reassemble the gang mowers after their service last year which had not been completed due to the Groundsman's illness. It was **resolved** to seek a firm quotation after checking that all parts could be located, and obtaining a second quotation for the sale of the mowers in their present disassembled state.

13/103A Actions from Staff Appraisals

It was **resolved** to note that staff appraisals had been carried out with both the Clerk and the Assistant Clerk and Cllr James drew members' attention to actions resulting from the appraisals whereby members were requested to give time to the staff when returning from leave to catch up on work during their absence, and to book appointments if they needed to work with the staff for a length of time so that they could plan their workload around this. It was requested that members should not expect to have read emails relating to a meeting if they had been sent out the same day.

13/104A Matters for the next meeting to be held on 24th February 2014

Meeting closed at 9.00 pm