

**WILLITON PARISH COUNCIL**  
**Minutes of the Finance and Administration Committee Meeting**  
**held on 20<sup>th</sup> July 2015 at 7.00pm at the Parish Office, Williton**

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**Attendees:**

<b>Councillors</b>	Vaughan (Chairman), Bennett, Denton (arrived during item 15/20.2) Perrett and White
<b>Public</b>	None
<b>Other</b>	Mrs M Francis

**Apologies:**

<b>Councillors</b>	Aldridge and McDonald
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**15/15A Apologies as noted above**

**15/16A Declarations of Interest**

There were none.

**15/17A Approval of Minutes of the Finance & Administration Committee Meeting held on 15<sup>th</sup> June 2015**

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

**15/18A Matters to Report**

**15/18.1A (Item 15/06.1A) Pedestrian Crossing and Lighting**

This item was deferred until after the arrival of Cllr Denton who arrived during item 15/20.2A. This item was then re-addressed.

Cllr Denton reported on the meeting with Jan Ross from Engage regarding the Expression of Interest and application to the CIM fund. A reply had been received from David Peake who advised a costing of £200,000.00 per site for the Danesfield and Doniford Road crossings, and a further £25,000.00 to upgrade the current zebra crossing in Long Street to a toucan crossing with press button control and cameras.

After a proposal from Cllr Denton, seconded by Cllr Perrett it was unanimously **resolved** to recommend to Parish Council that letters are written to local businesses asking for support towards safety pedestrian improvements at St Peter's and Danesfield schools and consider Parish Council funding. It was further **resolved** that Cllr Denton would draft a suitable letter.

**15/18.2A (Item 15/08.3A) Bank Signatories – The Clerk confirmed the forms had been completed and had been returned to the bank. It was **resolved** Cllrs Denton and Koch would be asked to provide ID to the bank.**

**15/19A Parish Office**

After a proposal from Cllr Vaughan, seconded by Cllr Bennett it was **resolved** to move this item into committee.

**15/20A Budget**

**15/20.1A** It was **resolved** to note the detailed Receipts and Expenditure Analysis sheet as at 30<sup>th</sup> June 2015.

**15/20.2A** It was **resolved** to note the provisions as at 30<sup>th</sup> June 2015.

Current Account	£ 97,170.94
Santander Time Deposit 18mths	£ 69,388.89
Petty Cash	£ 135.93
Parish Plan	£ <u>1,173.42</u>
	£ <u>167,869.18</u>

**15/21A Bank Reconciliation**

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

**15/22A Accounts for payment**

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

**15/23A Correspondence**

The Clerk reported a certificate of inspection had been received from West of England Fire Protection Ltd.

**15/19A** It was **resolved** to exclude the press and public from the remainder of the meeting.

**Parish Office**

15/19.1A (Item 15/07.1A) Office Computers – The Clerk reported on the three quotations that had been received. It was **resolved** to request further information from two of the companies and to report back to the Full Council for recommendation.

15/19.2A Wooden Window Frame – The Clerk reported on the three quotations that had been received. After a recommendation from Cllr Bennett, seconded by Cllr Perrett, it was **resolved** to recommend to Parish Council quotation number 1.

**15/24A Matters for the next meeting to be held on Monday 14<sup>th</sup> September 2015**

Meeting closed at 8.35 pm