

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 20th June 2016 at 7.00pm at the Parish Office, Williton

Attendees:

Councillors	Vaughan (Chairman), Aldridge (arrived at 7.15pm during item 16/20.1), Bennett, McDonald, Perrett and Richards
Public	None
Other	Mrs M Francis

Apologies:

Councillors	Parbrook
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16/14A The Chairman advised that the meeting was being recorded.

16/15A **Apologies as noted above**

16/16A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Richards	16/18.2	Personal – banks with Santander	Informed meeting

16/17A **Approval of Minutes of the Finance & Administration Committee Meeting held on 16th May 2016**

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

16/18A **Matters from the Minutes – for the purpose of report only**

16/18.1A The Clerk advised members that the repairs to the Parish Office had been carried out by B Walsh & Sons.

16/18.2A Cllr Vaughan had telephoned Santander Bank regarding a Business Bond and the Clerk had completed forms to be signed by Cllr Vaughan and Cllr McDonald.

16/18.3A It was **resolved** to defer this item to 16/23A.

16/19A **Parish Office**

After a proposal from Cllr McDonald, seconded by Cllr Perrett it was unanimously resolved that the Clerk could arrange for the carpets to be cleaned.

16/20A **Budget**

16/20.1A It was **resolved** to note the detailed Receipts and Expenditure Analysis sheet as at 31st May 2016.

16/20.2A It was **resolved** to note the provisions as at 31st May 2016.

Current Account	£ 128,123.92
Santander Time Deposit	£ 71,020.92
Petty Cash	£ 57.17
Parish Plan	£ <u>1,173.42</u>
	£ <u>200,375.43</u>

Cllr Vaughan queried the Somerset County Council grass verge areas and if EPC had agreed to tender for the work, Cllr McDonald advised that it was discussed at the last EPC meeting and a request had been sent to Highways to request the areas were cut. After a proposal from Cllr Vaughan, seconded by Cllr Richards it was unanimously **resolved** to recommend to Parish Council that tenders are sought for the cutting of Somerset County Council owned grass areas.

16/21A **Bank Reconciliation**

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

16/22A **Accounts for payment**

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

16/23A Correspondence

The Clerk advised the 2016-2018 National Salary Award had been received.
Lloyds bank changes and updates to your business accounts

16/24A End of Year Audit

Notification had been received from Jo Farr, Grant Thornton, to advise the Annual Return had been received and would be commencing their audit work in the next few weeks.

16/25A (Item 16/43.2) New Bank Account

The Clerk advised forms had been requested.

16/26A Electricity Supply Contract

The Clerk had previously distributed a summary of three quotations for the supply of electricity. After a proposal from Cllr Perrett, seconded by Cllr Richards it was unanimously **resolved** to enter a two year contract with Opus Energy.

16/27A Matters for the next meeting to be held on Monday 18th July 2016

Meeting closed at 7.30 pm