

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

Attendees:

| | |
|--------------------|--|
| Councillors | Vaughan (Chairman), Woods, Bennett, McDonald, James and Denton |
| Public | None |
| Other | Mrs S Towells |

Apologies:

Councillors None

14/58A Apologies as noted above

14/59A Declarations of Interest

There were none

14/60A Approval of Minutes of the Finance & Administration Committee Meeting held on 15th September 2014

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

14/61A Matters to Report

There were none

14/62A Parish Office

14/62.1A Blind for front door of Parish Office It was **resolved** to instruct Simply Blinds to install the blinds at a cost of £98.50 plus VAT

14/63A Budget

After discussions it was **resolved** to finalise the budget for 2015/16 at the November meeting. It was **resolved** to pay Wibble Farm Nurseries £20 to plant the silver birch tree on Bellamys Corner.

14/63.1A It was **resolved** to note the detailed Expenditure Analysis sheet as at 30th September 2014.

14/63.2A It was **resolved** to note the provisions as at 30th September 2014.

| | |
|-------------------------------|---------------------|
| Current Account | £ 102,774.80 |
| Santander Time Deposit 18mths | £ 69,388.89 |
| Petty Cash | £ 31.82 |
| Parish Plan | £ 1,173.42 |
| | <u>£ 173,368.93</u> |

14/64A Bank Reconciliation

It was **resolved** to note that Cllr Vaughan carried out the bank reconciliation for the month of September 2014.

14/65A Accounts for payment

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

14/66A Correspondence

14/66.1A Report from the Health and Safety Consultant It was **resolved** to note the report that had been signed off by Cllr Koch and Cllr Bennett.

14/66.2A Minehead Eye – Service Level agreement It was **resolved** to sign the agreement.

14/66.3A ATWEST It was **resolved** to write to ATWEST and invite them to come and speak at a full Parish Council meeting and to request the figures for the amount of users of the service in Williton.

14/67A Review of Financial Regulations

It was **resolved** Cllr Vaughan would review and advise at the next meeting.

14/68A Review of Risk assessments

It was **resolved** to update issue 4 which was last update on 9th September 2013 which would become issue 5 to include public events.

14/69A Youth Service

It was **resolved** Cllr Denton would contact Naomi Griffiths and discuss more activities for the youth in Williton.

14/70A Doniford Halt Footpath

This item would be referred to the Environment and planning committee.

14/71A To exclude the press and public from the remainder of the meeting

14/72A Staffing Levels and appoint new Clerk

It was **resolved** to recommend to full council to re-grade the Deputy Clerk's pay to reflect additional responsibility of the role. It was **resolved** to note the new Parish Clerk would be working 21 hours per week.

14/73A Matters for the next meeting to be held on 17th November 2014

Budget for 2015/16

Meeting closed at 9:10 pm