

# WILLITON PARISH COUNCIL

## Minutes of the Finance and Administration Committee Meeting held on 21st January 2013 at 7.00 pm at the Parish Office, Williton

### Attendees:

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

### Apologies:

**Councillors**

**12/48A Apologies as noted above**

**12/49A Declarations of Interest**

There were none

**12/50A Approval of Minutes of the Finance & Administration Committee Meeting held on 19<sup>th</sup> November 2012**

It was unanimously **resolved** to approve the minutes with the following amendment. (Item 12/46A) To delete "the scope of work and costs" from the second sentence and replace with "an agency agreement".

**12/51A Matters to Report**

12/51.1A (Item 12/34.1A) Doniford Car Park – It was **resolved** to note that the final lease had been returned from the Solicitors for signature. The lease was duly signed by the Chairman and Vice Chairman of the Council.

**12/52A Parish Office**

12/52.1A British Gas It was **resolved** to note that an invoice had been received detailing incorrect readings and the Clerk advised that British Gas had agreed to send an amended invoice detailing the correct reading. She advised that a letter of authority had to be sent in order for her to deal with the account.

**12/53A Budget**

12/53.1A It was **resolved** to note the detailed Expenditure Analysis sheet as at 31<sup>st</sup> December 2012. The Clerk was asked to make some changes to the formula in the cumulative total column to show cumulative totals only without any deduction of income.

12/53.2A It was **resolved** to note the provisions as at 31<sup>st</sup> December 2012 and it was **resolved** to put back £700 from utilities into the reserves. It was **resolved** to note the Bank Balances at 31<sup>st</sup> December 2012

Current Account	£ 58,317.18
Santander Time Deposit 18mths	£ 66,000.00
Petty Cash	£ 92.03
Parish Plan	£ <u>1,173.42</u>
	£ <u>125,582.63</u>

**12/54A Bank Reconciliation**

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

**12/55A Accounts for payment**

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

**12/56A Correspondence**

12/56.1A It was **resolved** to note the revised insurance schedule and details of a new website for members' area from Came and Company. It was further **resolved** to note the advice given regarding winter maintenance and the Groundsman would be asked to lag the pipes in the changing rooms.

12/56.2A It was **resolved** to return the Parish and Town Council Survey from West Somerset Council with the agreed comments.

12/56.3A It was **resolved** to note the website listing of electrical contractors on the Electrical Safety Register.

12/56.4A It was **resolved** to note the items of interest from SALC.

**12/57A Report on Health and Safety Audit**

The Clerk agreed that she had carried out most of the tasks required in Part 1 of the Consultant's Report. The administration of health and safety was discussed and it was felt that the workload was quite a burden on the Clerk considering how small the business and that more help should be provided from the consultants. The Clerk was asked to look at the termination clause of the contract and to check with Watchet Town Council and the District Council to see how much time was spent on their health and safety administration. Cllr Koch and the Clerk had arranged to meet on 30<sup>th</sup> January to go through the outstanding items.

**12/58A Budget 2013-2014 – implication of new legislation**

As the decision regarding the distribution of the grant to Councils would not be taken until the District Council's Full Council meeting on 23<sup>rd</sup> January it was **resolved** to recommend to take out £8000 from the budget allocated to Safe Route to Schools, Christmas festivities, Youth Provision and Grants if the precept would need to be increased substantially.

**12/59A Website**

The present website was considered not fit for purpose as it could not be edited without specific software and skills and it was **resolved** to look at content managed sites and to get some quotations for consideration.

**12/60A It was resolved to exclude the press and public from the remainder of the meeting**

**12/61A Devolution of Services – Report of Meeting with Chairmen of Parish Councils**

Cllr McDonald reported on the meeting held with other Parish Councils who expressed similar dissatisfaction with the progress of the devolution. The Clerk was asked to chase David Peake who had still not responded regarding the County grass cutting programme. It was **resolved** to look at the implications at the Personnel Meeting to be held on 23<sup>rd</sup> January.

**12/62A Matters for the next meeting to be held on 18<sup>th</sup> February 2013**

Report from Personnel Committee and budget implications

Meeting closed at 9.25pm