

WILLITON PARISH COUNCIL
Minutes of the Finance and Administration Committee Meeting
held on 21st March 2016 at 7.00pm at the Parish Office, Williton

Attendees:

Councillors	Vaughan (Chair), Aldridge, Bennett, McDonald and Perrett
Public	None
Other	Mrs M Francis

Apologies:

Councillors	Denton
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15/93A **Apologies as noted above.**

15/94A **Declarations of Interest**

There were none.

15/95A **Approval of Minutes of the Finance & Administration Committee Meeting held on 15th February 2016**

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

15/96A **Matters to Report**

15/96.1A (Item 15/89A) The Clerk advised members a reply had been received from Highways confirming that Aller Meade and Blacksmiths Close had not yet been adopted and would therefore not be included in the weed spraying contract.

15/97A **Parish Office**

The Clerk confirmed that B Walsh & Sons Ltd had been instructed to carry out the repairs, but awaited a start date.

15/98A **Budget**

15/98.1A It was **resolved** to note the detailed Receipts and Expenditure Analysis sheet as at 29th February 2016.

15/98.2A It was **resolved** to note the provisions as at 29th February 2016.

Current Account	£ 107,350.87
Santander Time Deposit 18mths	£ 69,388.89
Petty Cash	£ 44.64
Parish Plan	£ <u>1,173.42</u>
	£ <u>177,957.82</u>

After a discussion it was **resolved** to recommend to the Parish Council that the following monies were added to the provisions before the start of the next financial year; Youth Provision £4,490.00 (£1,500 grant received in January 2016 and £2,990.00 grant received in March 2016); Youth Parish Council £500.00 (grant received March 2016); Flood Equipment £891.17 (balance outstanding of grants received).

After a proposal from Cllr Perrett, seconded by Cllr Bennett it was unanimously **resolved** to recommend to Parish Council the profit and allocation from Christmas December 2015 is added to the provisions, totalling £800.00, which would allow a total budget of £1,300.00 for the Christmas lighting and festival budget.

After a proposal from Cllr Vaughan, seconded by Cllr Aldridge it was unanimously **resolved** to recommend to Parish Council the sum of £3,250.00 is added to the provisions to cover costs from the Pavilion Project Manager, Chris Mitchell Architects.

After a further proposal from Cllr Vaughan, seconded by Cllr Aldridge it was unanimously **resolved** to recommend to Parish Council the sum of £35,000.00 is added to the provisions to cover Land Acquisition and fees.

It was **resolved** the Clerk would contact Angela Summers to discuss the invoicing and vat implications on the 106 funding money.

15/99A Bank Reconciliation

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

15/100A Accounts for payment

After a proposal from Cllr Aldridge, seconded by Cllr Bennett, it was unanimously **resolved** to agree payment of the invoices on the attached list.

15/101A Correspondence

15/101.1A It was **resolved** to note that Small Business Rate Relief had been applied on the Non Domestic Rate Bill 2016/2017, giving a zero total.

15/101.2A It was **resolved** to note the advice from SALC that the Department for Communities and Local Government (DCLG) had advised that the appropriate sum for the purpose of section S.137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2016-17 was £7.42. Cllr Aldridge suggested that this was included in the next edition of the Williton Window.

15/101.3A It was **resolved** to note this item.

15/101.4A It was **resolved** to note this item.

The Clerk advised members that a BACS remittance advice had been received from Somerset County Council for payment of Discretionary Grant towards a Youth Parish Council for £500.00 and Somerset Youth and Community Group Grant (YCGG) for £2,990.00.

15/102A Audit of Accounts 2015-2016

The Clerk confirmed the auditor had agreed to carry out the audit and that form from Grant Thornton had been received that day for completion within the set time frame.

15/103A Matters for the next meeting to be held on Monday 18th April 2016

End of Year Audit

Meeting closed at 8.00 pm