

WILLITON PARISH COUNCIL

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

Attendees:

Councillors	Bennett (Vice-Chairman), Aldridge, Hooper, McDonald, and Richards
Public	None
Other	Mrs M Francis

Apologies:

Councillors	Vaughan and Perrett
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16/72A The Chairman advised that the meeting was being recorded.

16/73A **Apologies as noted above**

16/74A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr McDonald	16/81.1A	Prejudicial, Director Atwest	Informed meeting

16/75A **Approval of Minutes of the Finance & Administration Committee Meeting held on 17th October 2016**

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

16/76A **Matters from the Minutes – for the purpose of report only**

16/76.1A (Item 16/67.4A) Members were advised that the Clerk and Deputy Clerk would attend the Risk Assessing Workshop the following day.

16/77A **Parish Office**

16/77.1A (Item 16/163.3) There was no update.

16/77.2A (Item 16/63.2A) The Clerk advised this item was still ongoing.

16/77.3A (Item 16/63.3A) The Clerk would obtain firm quotations for a single, peaked Honours board. The flower troughs were being looked into.

16/77.4A (Item 16/63.5A) Cllr Richards advised he had no update. The Clerk advised members that Working at Heights Health and Safety would have to be addressed; it was **resolved** Cllr Bennett would discuss with Safety Synergy consultants.

16/78A **Budget**

16/78.1A It was **resolved** to note the detailed Receipts and Expenditure Analysis sheet was unavailable due to a virus being in the document. It was **resolved** to forward the report to members as soon as possible. It was resolved the Clerk would contact an IT specialist. It was further **resolved** to recommend to Full Council that a designated IT support contractor was appointed.

16/78.2A It was **resolved** to note the provisions as at 31st October 2016.

Current Account	£ 145,869.97
Santander Time Deposit	£ 71,032.37
Petty Cash	£ 109.17
Parish Plan	£ <u>1,173.42</u>
	<u>£ 218,184.93</u>

Cllrs Aldridge and Bennett requested a review of the provisions sheet to enable easier understanding, as it was felt they were difficult to understand. After a proposal from Cllr Bennett, seconded by Cllr Aldridge, it was **resolved**; with one abstention that Cllr Bennett and the Clerk would look at the forms and report back to members. It was further **resolved** that Cllr Hooper would contact Cllr Peeks and Cilla Webb regarding the Parish Plan.

16/78.3A **Budget Consideration 2017/18**

A discussion took place regarding the proposed budget and the ramifications on council tax payers. After a proposal from Cllr McDonald, seconded by Cllr Bennett, it was **resolved** to request an Extraordinary meeting be held on Monday 12th December 2016 to enable the budget to be discussed in detail. It was **resolved** the Clerk would forward the comments from SALC regarding Councillors allowances.

16/79A **Bank Reconciliation**

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

16/80A **Accounts for payment**

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

16/81A **Correspondence**

16/81.1A A donation request had been received from Atwest. Cllr Hooper expressed concern regarding the amount of requests that had recently been received. Members agreed that the service provided was a great service. After a proposal from Cllr Richards, seconded by Cllr Bennett, it was **resolved**, with 3 votes in favour, one against, to recommend to Parish Council that a donation of £500.00 be made to Atwest. Cllr McDonald did not vote. It was **resolved** the Grant Application policy needed to be updated.

16/81.2A The Clerk advised members that based on the Valuation Office Agency website; there would be no rates payable on the Parish Office. After a discussion, it was **resolved** the Clerk would contact SALC to obtain advice regarding the hiring out of rooms to commercial businesses and if rates would be payable on that scenario.

16/81.3A It was **resolved** to note the item.

16/82A (Item 16/69A) **New Bank Account**

The Clerk advised this was ongoing.

16/83A After a proposal from Cllr McDonald, seconded by Cllr Hooper, it was **resolved** to exclude the press and public from the remainder of the meeting

16/84A Quotations for painting the Parish Offices were discussed; after a proposal from Cllr Bennett, seconded by Cllr Richards, it was unanimously **resolved** to recommend to Parish Council the acceptance of the quotation from Mr Williams.

16/85A **Matters for the next meeting to be held on Monday 23rd January 2017**

Apologies from Cllrs Bennett and Aldridge.

Meeting closed at 8.35 pm