

WILLITON PARISH COUNCIL
Minutes of the Finance and Administration Committee Meeting
held on 21st October 2013 at 7.00 pm at the Parish Office, Williton

Attendees:

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

Apologies:

Councillors

13/63A Apologies as noted above

13/64A Declarations of Interest

There were none

13/65A Approval of Minutes of the Finance & Administration Committee Meeting held on 9th September 2013

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

13/66A Matters to Report

13/66.1A (Item 13/51.1A) Review of Youth Service Agreement It was **resolved** to return the payment and Service Level Agreement as the requested information had been received. Cllr Beaver advised that she had attended the Youth Conference which she felt to be very informative and commented that Minehead Eye was doing a very good job.

13/67A Parish Office

13/67.1A Waiving of letting fee It was **resolved** to recommend the waiving of the letting fee for the McMillan National Coffee Morning.

13/68A Budget

13/68.1A It was **resolved** to note the detailed Expenditure Analysis sheet as at 30th September 2013.

13/68.2A It was **resolved** to note the provisions as at 30th September 2013

Current Account	£ 50,632.76
Santander Time Deposit 18mths	£ 66,000.00
Petty Cash	£ 7.81
Parish Plan	£ <u>1,173.42</u>
	£ <u>117,813.99</u>

13/68.3A After some discussion it was **resolved** to recommend to Full Council the draft budget figures for 2014-2015. It was further **resolved** to note the reply from the District Council regarding the deadline for setting the precept.

13/69A Bank Reconciliation

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

13/70A Accounts for payment

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

13/71A Correspondence

13/71.1A It was **resolved** to note the newsletter from Came and Company.

13/71.2A It was **resolved** to note the details of the change of name from Lloyds Bank TSB to Lloyds Bank.

13/71.3A It was **resolved** to note the regulation changes to the workplace from St John Ambulance.

13/71.4A It was **resolved** to recommend subscribing to Engage West Somerset at a fee of £6.00 for 2013-2014.

13/71.5A It was **resolved** to note the new model Standing Orders from SALC

13/71.6A It was **resolved** to note the return of the Lease for Doniford Car Park together with the Register Entries of Title.

13/71.7A It was **resolved** to recommend a donation of £10 to ATWEST Hospital Car Scheme.

13/72A Report from Health and Safety Review

It was **resolved** to note the report from the Health and Safety Consultant and that there were few outstanding actions.

13/73A It was resolved to exclude the press and public from the remainder of the meeting

13/74A Report of Meeting with Groundsman and HR Consultant regarding his return to work

It was **resolved** to note that the Groundsman had been offered two options and he had confirmed acceptance of option 2 to take effect from 31st October 2013.

13/75A Matters for the next meeting to be held on 18th November 2013

Meeting closed at 8.45 pm