

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 22nd April 2014 at 7.00 pm at the Parish Office, Williton

Attendees:

Councillors	Vaughan (Chairman) McDonald, Denton and James (from Item 13/136.1A)
Public	None
Other	Ms J Johnson-Smith

Apologies:

Councillors	Bennett
--------------------	---------

13/133A Apologies as noted above

13/134A Declarations of Interest

There were none

13/135A Approval of Minutes of the Finance & Administration Committee Meeting held on 17th March 2014

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

13/136A Matters to Report

13/136.1A (Item 13/121A) Sale and Disposal of Assets The Clerk advised she had advertised the auction. It was **resolved** not to put any reserves on the items. Cllrs Denton and McDonald agreed to meet the following Monday to look at the items and check that all items could be moved to the tractor shed for the auction. Cllr McDonald agreed to act as auctioneer if no other volunteer came forward, as there were only a few items for sale. Arrangements would be made to dispose of the remaining unwanted items together with the tractor shed after the auction.

13/136.2A (Item 13/122A) Memorial for Paul Foster The Trustee to the Memorial Ground had agreed for a bench to be sited in the play area and the Community Hall Fundraising Group had agreed to arrange a stall for funds towards this at the village fete. It was **resolved** the Parish Council would pay the balance and the cost of a plaque.

13/136.3A (Item 13/127A) Renewal of Health and Safety Contract The Clerk advised she had sought advice from the internal auditor and the insurance representative regarding the requirement to renew the contract for Health and Safety with Peninsula and she confirmed that as long as arrangements were in place to review health and safety procedures and risk assessments were kept up to date, there was no need to continue with the contract. It was therefore **resolved** to recommend to Full Council to terminate the contract with Peninsula in December and give the 6 months required notice time. The Council would continue with their annual audit and report actions to the Committee.

13/137A Parish Office

There was nothing to report.

13/138A Budget

13/138.1A It was **resolved** to note the detailed Expenditure Analysis sheet as at 31st March 2014.

13/138.2A It was **resolved** to note the provisions as at 31st March 2014 and the opening balance as at 1st April 2014 and to add the provision for the pavilion project into the new year's budget.

Current Account	£ 53,234.88
Santander Time Deposit 18mths	£ 69,356.78
Petty Cash	£ 72.32
Parish Plan	£ 1,173.42
	<u>£ 123,837.40</u>

13/138.3A It was **resolved** to note that a notice had been received from Santander regarding the temporary Time Deposit account and a further letter which was unclear whether it referred to the new account that had been requested and whether the interest figures were gross or net of tax. Cllr Vaughan agreed to contact the bank for clarification and advise the Clerk of the outcome.

13/138.4A It was **resolved** to note that £1000 had been set aside in the budget for training should this be required by staff in the forthcoming year.

13/139A Bank Reconciliation

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

13/140A Accounts for payment

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

13/141A Correspondence

13/141.1A It was **resolved** to note details of the renewal of the annual subscription of Engage at £12 and to recommend to Full Council that the subscription is continued.

13/141.2A It was **resolved** to note the letter from SALC regarding the benefits of remaining a member and to continue with the membership.

13/141.3A It was **resolved** to note the acknowledgement from Victim Support of the donation.

13/141.4A It was **resolved** to note the details of the insurance services of Aon and that a quotation had been requested.

13/141.5A It was **resolved** to note the notice from 10 Downing Street regarding employment allowance on NI contributions and that local government employers were not eligible.

13/141.6A It was **resolved** to note the Policy Review Survey form NALC.

12/141.7A It was **resolved** to note the notice of small business relief to non-domestic rates for 2014-2015 and that no charges were due for the next financial year.

12/141.8A It was **resolved** to note the guidance notes on employer discretions policy from Peninsula Pensions and that it was a requirement from all employers. The Clerk advised that Cllr Bennett had offered help with writing this policy on his return from leave.

13/142A Audit of Accounts 2013-2014

The Clerk advised that she had completed the end of year accounts and was awaiting a second visit from the auditor.

13/143A Christmas Lights at Bellamy's Corner

Cllr James asked if consideration could be given to additional electrical fixing for the Christmas lights to enable a smaller tree to be erected with more lights. She agreed to obtain quotes for the cost of the ducting.

13/144A It was **resolved** to exclude the press and public from the remainder of the meeting.

13/145A Appointment of Insurers 2014-2015

The Clerk advised she had received four quotations, but as the last one had only been received half an hour before the meeting she had not had time to look at all the detail. The lowest price received had not included all the assets and was limited in detail. The other 3 quotations were examined and it was **resolved** to recommend to Full Council to appoint the insurers with the lowest quotation provided all the areas were covered to the same level and the tractor shed was included.

13/146A Matters for the next meeting to be held on 19th May 2014

Model Financial Regulations
Pensions Discretion Policy
Review of Hire Charges of Parish Office

Meeting closed at 8:15 pm