

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting
held on 24th February 2014 at 7.00 pm at the Parish Office, Williton

Attendees:

Councillors Vaughan (Chairman) McDonald, James, and Denton (from Item 13/108.2A)
Public None
Other Ms J Johnson-Smith

Apologies:

Councillors Bennett

13/105A **Apologies as noted above**

13/106A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr James	13/108.2A & 13/112A	Personal	Participation

13/107A **Approval of Minutes of the Finance & Administration Committee Meeting held on 20th January 2014**

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

13/108A **Matters to Report**

13/108.1A (Item 13/97.2A) Victim Support request for donation It was **resolved** to note that the organisation had supported 22 victims of crime in the TA4 postal area and to recommend to Full Council to make a donation of £50.

13/108.2A (Item 13/99A) Sale and Disposal of Assets The Clerk advised that she had carried out some research into the value of some of the larger items and suggested ways of advertising these items including notice boards and specialist magazines. Cllr James advised that she had received an offer for the tractor, link box and the disassembled gangs. It was **resolved** to advertise these items in the County Gazette and the West Somerset Free Press at the end of the week, to ask Bacon Farm (collectors of old tractors) and Gliddons if they were interested and if no interest came forward to consider the offer at the Full Council meeting. It was **resolved** to sell the gang mower in its present disassembled state and not arrange for it to be reassembled.

13/109A **Parish Office**

13/109.1A Parking outside Office A response had been received from the neighbour who claimed that he tried where possible to leave space around the rear of the office which had been hindered by the storage of the salt bags. The Clerk advised that she had arranged to move the salt bags to the side of the building and it was **resolved** to write back and suggest an informal meeting to look at ways of marking mutually agreeable areas at the back of the building for the parking of 3 vehicles, in line with the terms of the Deed of Easement.

13/110A **Budget**

13/110.1A It was **resolved** to note the detailed Expenditure Analysis sheet as at 31st January 2014 and to take £2037.29 from the Youth Provision in the reserves to the Youth provision allocation.

13/110.2A It was **resolved** to note the provisions as at 31st January 2013

Current Account	£ 66,515.69
Santander Time Deposit 18mths	£ 66,000.00
Petty Cash	£ 40.83
Parish Plan	£ 1,173.42
	<u>£ 133,729.94</u>

13/111A **Bank Reconciliation**

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

13/112A **Accounts for payment**

It was unanimously **resolved** to agree payment of the invoices on the attached list. An invoice had been received from Edward Martin for renewal of Customer Control Panel Access and a separate invoice for copying Wordpress site without virus and the Clerk was asked to get fuller details of these charges and specific information regarding virus infected file before agreeing payment.

13/113A Correspondence

- 13/113.1A Details of the Somerset Levels Flood Relief Fund and request for donation had been received and it was **resolved** to recommend not to support financially as a Council but to encourage individuals to do so.
- 13/113.2A Details of a briefing regarding imminent repeal of two cheque signature rule had been received from SALC and it was **resolved** unanimously to continue with the rule as a Council should this be repealed.
- 13/113.3A It was **resolved** to note the details of the Final Local Government Finance Settlement from SALC and that this should not affect Williton.
- 13/113.4A It was **resolved** to note the change in administrative procedures of pensions and the relocation of Peninsula Pensions.
- 13/113.5A It was **resolved** to note that the application to Safer Somerset Partnership for the speedwatch signs had not been successful and the Clerk was asked to look at their suggestion of applying to the Police and Crime Commission Community Action Fund if this had not already been done.

13/114A Memorial for ex Groundsman, Paul Foster

Suggestions had been received regarding suitable memorials for Paul Foster but it was **resolved** to write to the family asking them for their ideas before proceeding further.

13/115A It was **resolved** to exclude the press and public from the remainder of the meeting.

13/116A Appointment of Contractor to maintain Parish Council land 2014-2015

It was **resolved** to recommend to Full Council to proceed with a contract with the present contractors in line with the agreed specification as the work during the past year had been satisfactory. Additional work would be added if required throughout the year. It was further **resolved** to request an additional litter collection until the start of the new contract.

13/117A Matters for the next meeting to be held on 17th March 2014

Meeting closed at 8:10 pm