

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 29th July 2013 at 7.00 pm at the Parish Office, Williton

Attendees:

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

Apologies:

Councillors	Beaver
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13/30A **Apologies as noted above**

13/31A **Declarations of Interest**

There were none

13/32A **Approval of Minutes of the Finance & Administration Committee Meeting held on 17th June 2013**

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

13/33A **Matters to Report**

13/33.1A (Item 13/21.2A) Review of Youth Service Agreement An explanation of the charges had been received and it was **resolved** to pay the invoice as it was within the agreed amount of the Service Level Agreement and a balance of £3,496.33 would be carried over to the next contract. Minehead Eye would be asked to provide a written quotation per session for the next year, ideally based on combining the two groups to one session per week.

13/34A **Parish Office**

13/34.1A Decorating of Office The Clerk offered to repaint the foyer and meeting room during August as there were no meetings and it was **resolved** that provided this would not impact on the workload of the office she should carry out this work.

13/34.2A Parish Office Letting Charges The Clerk pointed out that there were inconsistencies as the charges for both rooms for commercial use were not proportionate to the charges for one room. This had not been noticed before as no requests had been received for both rooms for commercial lets. It was **resolved** to make the amendments.

13/35A **Budget**

13/35.1A It was **resolved** to note the detailed Expenditure Analysis sheet as at 30th June 2013.

13/35.2A It was **resolved** to note the provisions as at 30th June 2013. It was **resolved** to note the Bank Balances at 30th June 2013

Current Account	£ 69,108.38
Santander Time Deposit 18mths	£ 66,000.00
Petty Cash	£ 48.49
Parish Plan	£ <u>1,173.42</u>
	£ <u>41,379.93</u>

13/36A **Bank Reconciliation**

It was **resolved** to note that Cllr Vaughan would be asked to carry out the bank reconciliation for the month of June.

13/37A **Accounts for payment**

It was unanimously **resolved** to agree payment of the invoices on the attached list. It was **resolved** to note that the outstanding amount from the Chamber of Commerce had been settled. It was further **resolved** to apply to the bank to add Cllr McDonald to the list of signatories and if this was not possible to substitute Cllr Woods with Cllr McDonald as Cllr Woods was no longer on the Committee.

13/38A **Correspondence**

13/38.1A It was **resolved** to note the consultation on A New Future: developing the strategy from SALC.

13/38.2A It was **resolved** to note the correspondence from the external auditor regarding discrepancies in the figure submitted on the Annual Return and that this had now been rectified.

13/38.3A It was **resolved** to note the confirmation of the first aid training for Cllr Bennett.

- 13/38.4A It was **resolved** to note the expected new publication of Local Councils Explained which provided easy to read narrative about the roles of parish councils A special discount was being offered to NALC members of £49.99 and it was **resolved** to recommend purchasing one copy to be held in the Parish Office. It was further **resolved** to buy 5 hard copies of the new edition of the Good Councillor Guide at £2 per copy which Cllr Bennett agreed to collect from Taunton for new Councillors.
- 13/38.5A It was **resolved** to note that a letter had been received from Danesfield School requesting a donation towards the Annual Fun Run but as the letter had been posted by hand at the old address in Priest Street it had taken 4 months to be delivered. As the event had since taken place the Clerk was asked to write back explaining the delay in receiving this and asking them to amend their records.
- 13/39A Report of SLCC Meeting**
- It was **resolved** to note the written report from the Clerk which dealt with two items, VAT and Pensions. She confirmed that the new legislation would not affect the Council until 2015 but advised the Council to be aware of the changes nearer this time.
- 13/40A Purchase of Defibrillator**
- As no prices had yet been received it was **resolved** to pass this matter back to Full Council.
- 13/41A Williton Twinning Association**
- Cllr Vaughan had written to the Association to request that the civic link was re-established and it was agreed that the Charter would be forwarded to the Parish Council for safekeeping. It was **resolved** to keep the Charter with the legal documents at Rissons and keep a copy in the Office. The Clerk was asked to find out the policy of spending Council money on a civic reception.
- 13/42A Maintenance of Williton Community Hall Land**
- It was **resolved** that the Parish Council would pay for the maintenance of the Community Hall land and would incorporate the costs in the Environment and Planning grounds maintenance budget.
- 13/43A Control of Money at Events**
- It was **resolved** to organise a feedback meeting with the Fundraising Group in order to look at ways of developing a mutually agreeable system for handling money.
- 13/44A It was resolved to exclude the press and public from the remainder of the meeting**
- 13/45A Cover of Groundsman**
- It was **resolved** to note that the Groundsman was still on sick leave and a doctor's report was expected shortly. This matter would be discussed at the forthcoming Personnel Committee meeting on 14th August and it was hoped to report back to Full Council in October.
- 13/46A Pay Settlement and Review of Assistant Clerk's salary scale**
- It was **resolved** to recommend agreement of the pay settlement set down by NALC for the Clerk and the Assistant Clerk and to check the recommendations for the Groundsman. It was further **resolved** to recommend an increase in salary scale for the Assistant Clerk and an increase of 4 hours per week in order to carry out the work relating to the Pavilion Project and other charity matters.
- 13/47A Matters for the next meeting to be held on 9th September 2013**

Meeting closed at 9 pm