

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 9th September 2013 at 7.00 pm at the Parish Office, Williton

Attendees:

Councillors	Vaughan (Chairman) McDonald, James (Item 13/61A only), Bennett, Beaver and Denton (left at 8.10pm at Item 13.56A)
Public	None
Other	Ms J Johnson-Smith

Apologies:

Councillors

13/48A **Apologies as noted above**

13/49A **Declarations of Interest**

There were none

13/50A **Approval of Minutes of the Finance & Administration Committee Meeting held on 29th 2013**

It was unanimously **resolved** to approve the minutes after adding "and other charity matters" to the last sentence in Item 13/46A.

13/51A **Matters to Report**

13/51.1A (Item 13/33.1A) Review of Youth Service Agreement It was **resolved** to note the quotation from Minehead Eye for youth provision from 1st October 2013 to 30th September 2014 of £4074.59 plus VAT provided a venue could be found to enable one session per week. It was further **resolved** to note that a grant had been awarded of £3370 from the Somerset Youth and Community Group and Cllr Beaver pointed out that there would be an opportunity to apply for further funding in the new year. It was **resolved** to recommend to Full Council that the present Service Level Agreement with Minehead Eye should be extended for a further 12 months based on the quotation. Cllr Beaver confirmed that she would be attending the Regional Youth Work Unit One Day Conference on 19th October 2013.

13/51.2A (Item 13/41A) Williton Twinning Association Civic Reception It was **resolved** to note the confirmation and Legal Topic Note from SALC regarding the policy of spending Council funds on civic events.

13/52A **Parish Office**

13/52.1A Decorating of Office It was **resolved** to note that the Clerk and Cllr Bennett had decorated the foyer and meeting room. The Clerk agreed to arrange a service of the gas boiler and the repair of the faulty smoke alarm. It was suggested purchasing a carbon monoxide detector and the Clerk agreed to look into this.

13/53A **Budget**

13/53.1A It was **resolved** to note the detailed Expenditure Analysis sheet as at 31st August 2013.

13/53.2A It was **resolved** to note the provisions as at 31st July and 31st August 2013 and to transfer £3369.37 from the Youth Provision and £8500 from the Pavilion Project to the expenditure analysis budget. It was **resolved** to note the Bank Balances at 31st August 2013

Current Account	£ 56,303.96
Santander Time Deposit 18mths	£ 66,000.00
Petty Cash	£ 23.00
Parish Plan	£ 1,173.42
	<u>£ 123,500.38</u>

13/54A **Bank Reconciliation**

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

13/55A **Accounts for payment**

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

13/56A **Correspondence**

13/56.1A It was **resolved** to note the letter from David Shattock requesting help to purchase pop up tents for Williton Cub Group. It was **resolved** to write back requesting prices and quantities of pop up tents required and to recommend to Full Council that this money is donated from the Youth Provision budget.

13/56.2A It was **resolved** to note the receipt of the audited Annual Return from Grant Thornton.

13/57A Review of Asset Register

It was **resolved** to note the up to date Asset Register

13/58A Review of Risk Management

It was **resolved** to adopt Issue 4 of the Risk Register for a further year with no changes.

13/59A Review of Financial Regulations

It was **resolved** to make no changes to the existing Financial Regulations.

13/60A It was resolved to exclude the press and public from the remainder of the meeting

13/61A Groundsman's Sick Leave

It was **resolved** to note the report from Serco and to arrange a meeting with Martin Griffin, Human Resources Consultant, in order to present some proposals to take to Full Council. A meeting would also be arranged with the Groundsman to discuss the report and his progress.

13/62A Matters for the next meeting to be held on 21st October 2013

Draft Budget proposals
Health and Safety Review

Meeting closed at 8.30 pm