

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 15th April 2013 at 7.00 pm at the Parish Office, Williton

Attendees:

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

Apologies:

Councillors Bennett and James

12/94A **Apologies as noted above**

12/95A **Declarations of Interest**

There were none

12/96A **Approval of Minutes of the Finance & Administration Committee Meeting held on 18th March 2013**

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

12/97A **Matters to Report**

12/97.1A (Item 12/82.3A) Website The Clerk advised that Edward Martin had agreed to transfer the website into a content managed site free of charge and had offered the services of his web designer to set up the template in exchange for some publicity. The Clerk advised that she had updated some of the content and changed some of the menus but was working with the designer on the layout and theme of the site. The site was still live but was work in progress.

12/97.2A (Item 12/88A) Freedom of Information Requests It was **resolved** to note the guidelines that had been forwarded from the District Council. The Clerk agreed to look at the model scheme and ensure the Parish Council were complying. It was **resolved** that all requests would need to be in writing and information was legally required to be given within 20 days. It was further **resolved** that should printing costs be incurred a 10p per copy charge would be made.

12/97.3A (Item 12/89A) Review of Youth Service Agreement Cllr Beaver asked for the matter to be deferred until after the meeting with Minehead Eye later in the month.

12/98A **Parish Office**

12/98.1A Review of Charges It was **resolved** to recommend that the charges remained the same as last year.

12/99A **Budget**

12/99.1A It was **resolved** to note the detailed Expenditure Analysis sheet as at 31st March 2013. It was **resolved** to purchase the sets of clamps required to carry out the repair work to the gangs.

12/99.2A It was **resolved** to note the provisions as at 31st March 2013 and the opening balance as at 1st April 2013. The Clerk was asked to adjust the provisions by adding the costs into the 2013-2014 budget.

12/99.3A It was **resolved** to note that the current account with National Westminster Bank was still open with £0 despite the account with the bond being closed. It was **resolved** to keep the account open in case it may be required at some time in the future.

12/100A **Bank Reconciliation**

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

12/101A **Accounts for payment**

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

12/102A **Correspondence**

12/102.1A It was **resolved** to note the Annual Return for the year ended 31st March 2013 from the Audit Commission and to note the deadline of 30th June for the Council to approve the return. The Clerk agreed to place the notice for the exercise of electors' rights for the required dates.

12/102.2A It was **resolved** to note the changes to the terms and conditions from Santander.

12/102.3A It was **resolved** to note that the invitation to respond to the consultation on LGPS 2014 from Somerset County Council.

12/102.4A It was **resolved** to note the offers to quote for insurance from Aon and Brian Johnstone and Co and the Clerk was asked to check if it was necessary to go out to tender for the next year as the service provided by Came and Company had been very good and the price was very competitive last year.

12/103A Lengthsman Scheme

Karen Mills had sent her apologies as she was unable to attend the meeting but it was **resolved** to note the details that she had circulated regarding the scheme and that there was no further funding available as the allocation had been used by other Parishes.

12/104A Community Speed Watch Radar Speed Detection Device

Cllr Woods requested that the Committee considered the purchase of a Radar Speed Detection Device at a cost of £140 so that the Speed Watch team could go out on their own. It was **resolved** to recommend the purchase of this equipment together with 2 clickers.

12/105A Williton Rifle Club

A request had been received through Cllr McDonald for support from the Club for their application for S106 funding. It was **resolved** to recommend supporting their application in conjunction with the Sports Council as it was considered a valuable amenity for Williton.

12/106A It was **resolved** to exclude the press and public from the remainder of the meeting

12/107A Devolution of Services – Tenders for Subcontractors

The quotations had been analysed and it was **resolved** to make recommendations to the Full Council based on cost provided further reductions could be made by combining both weed spraying and grass cutting with the same contractor and it included strimming around all the posts.

12/108A Report of meeting with Groundsman held on 6th March

It was **resolved** to note the report of the meeting from Cllr James and the recommended option. It was **resolved** to recommend to Full Council Option 3 and to send out the analysis sheet with updated figures regarding budget costs for next year. A Personnel Meeting had been arranged on 8th May to discuss the decision taken at Full Council and to work on the next stage.

12/109A Matters for the next meeting to be held on 20th May 2013

End of Year Accounts 2013-2014

Meeting closed at 8.50 pm