

WILLITON PARISH COUNCIL
Minutes of the Finance and Administration Committee Meeting
held on 15th February 2016 at 7.00pm at the Parish Office, Williton

Attendees:

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| Councillors | Vaughan (Chair), Denton (arrived during item 15/82.1A), McDonald and Perrett |
| Public | None |
| Other | Mrs M Francis |

Apologies:

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| Councillors | Bennett, Aldridge |
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15/77A Apologies as noted above.

15/78A Declarations of Interest

There were none.

15/79A Approval of Minutes of the Finance & Administration Committee Meeting held on 18th January 2016

After a proposal from Cllr McDonald, seconded by Cllr Perrett, it was unanimously **resolved** to approve the minutes.

15/80A Matters to Report

15/80.1A (Item 15/70.1A) Bank Signatories – the Clerk advised the paperwork had been returned to the bank. After a proposal from Cllr Vaughan, it was unanimously **resolved** to remove this item from the agenda.

15/80.2A (Item 15/70.2A) Land between St Peters Close and High Street Concern was raised regarding the 10-12 year length to claim ownerless land; together with the financial responsibility for the barriers and surface. Cllr Vaughan enquired if Magna Housing owned the arch. It was **resolved** the Clerk would investigate. It was **resolved** to include this item on the Parish Council agenda for a final decision.

15/81A Parish Office

It was **resolved** to note this item would be discussed in committee.

15/82A Budget

15/82.1A It was **resolved** to note the detailed Receipts and Expenditure Analysis sheet as at 31st January 2016.

Cllr Vaughan noted the EPC budget had not been used; Cllr McDonald informed members that the new agent for Savills was actively looking at the proposed Route to School; however, the outcome would depend on the trustees of the Wyndham Estate.

15/82.2A It was **resolved** to note the provisions as at 31st January 2016.

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|-------------------------------|---------------------|
| Current Account | £ 110,022.61 |
| Santander Time Deposit 18mths | £ 69,388.89 |
| Petty Cash | £ 38.58 |
| Parish Plan | £ <u>1,173.42</u> |
| | £ <u>180,623.50</u> |

Cllr Denton enquired if an amount could be set aside in the provisions for possible match funding against the CIM Fund for the Proposed Pedestrian Crossings. It was **resolved** to include the request on the Parish Council agenda. It was further **resolved** to contact outside bodies, including Magna, to ask for funding.

15/83A Bank Reconciliation

It was **resolved** to note that Cllr Vaughan carried out the bank reconciliation for the month of January 2016.

15/84A Accounts for payment

After a proposal from Cllr McDonald, seconded by Cllr Perrett, it was unanimously **resolved** to agree payment of the invoices on the attached list.

15/85A Correspondence

15/85.1A The Clerk confirmed the advice received from the internal auditor regarding the Sector Led Body Audit procurement had been to stay within the scheme.

15/86A It was resolved to exclude the press and public from the remainder of the meeting

15/87A Review of Parish Office Charges from April 2016

It was unanimously **resolved** to recommend to Parish Council that the charges remain unchanged.

15/88A Re-rendering of Parish Office

The Clerk distributed quotations for the re-rendering of an area at the Parish Office. After a discussion it was **resolved** the Clerk would obtain further information regarding the treatment and report to the March Parish Council meeting.

15/89A Review of Grounds Maintenance Contracts

After a discussion it was **resolved** the Clerk would enquire regarding the inflationary increase for a 2 year contract. It was **resolved** this item would go for final decision at the March Parish Council meeting.

It was **resolved** the Clerk would contact the current weed spraying contractor, who was a sole source, for a tender for the weed spraying. It was **resolved** the Clerk would check with West Somerset Council if Aller Meade and Blacksmiths Close had been adopted, it was **resolved** if they had been adopted, they would be included in the list of streets to be sprayed.

15/90A CiLCA Qualification

After a proposal from Cllr McDonald, seconded by Cllr Perrett it was unanimously **resolved** to recommend to Parish Council that both Clerks could start to undertake this course.

15/91A The Clerk reported a letter had been received from Risdon Hosegood Solicitors expressing concern on the lack of activity regarding the proposed land acquisition and asked if the Parish Council wanted to close down the file. It was unanimously **resolved** the Clerk would reply and request the file is left open, explaining a meeting was due to be held with the Doctors at the end of February 2016.

15/92A Matters for the next meeting to be held on Monday 21st March 2016

End of Year Audit
Provisions

Meeting closed at 8.10 pm