

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 21st July 2014 at 7.00 pm at the Parish Office, Williton

Attendees:

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

Apologies:

Councillors	McDonald and James
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14/32A **Apologies as noted above**

14/33A **Declarations of Interest**

Name	Item No	Interest	Action
Cllr Woods	14/35.1A	Personal	No comment

14/34A **Approval of Minutes of the Finance & Administration Committee Meeting held on 16th June 2014**

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

14/35A **Matters to Report**

14/35.1A (Item 14/21.1A) Sale and Disposal of Assets More assets had been sold and only a couple remained which the Clerk agreed to advertise in the free advert section of the West Somerset Free Press. Cllr Denton agreed to arrange a date with the Clerk to clear out the workshops and tractor shed and arrange for scrap metal to be collected and it was **resolved** to recommend to the Trustee of the Memorial Ground to scrap the tractor shed at the same time.

14/35.2A (Item 14/21.2A) Memorial for Paul Foster A modified design had been received and it was **resolved** to write to the family to check they were happy with the design before proceeding any further with the work.

14/35.3A (Item 14/21.4A) Christmas Lights at Bellamy's Corner As Cllr James was not present it was **resolved** to defer this item.

14.35.4A (Item 14/21.6A) Public Toilets It was **resolved** to note the reply from the District Council stating they were not happy to advertise the facilities of shops in the village or to give out radar keys for emergencies.

14/35.5A (Item 14/29A) Investigation of West Somerset Railway link with Taunton It was **resolved** to defer this item.

14/36A **Parish Office**

14/36.1A Booking Requests An enquiry had been received from West Somerset Advice Bureau to use the Meeting Room on a regular basis for drop-in sessions and appointments at a maximum of 9hrs per week over 3 days per week. It was **resolved** to agree to this request provided it was either on Monday, Tuesday, Wednesday or Thursday mornings so as not to interfere with other regular bookings on Fridays. A 10% discount would be offered for regular use.

A further request had been received from the Royal British Legion to use the Parish rooms for a public exhibition of World War I memorabilia from 11th September until 22nd September and it was **resolved** to agree to this request provided it was confined to the Meeting Room only leaving the foyer available for other regular letting users.

14/36.2A Deep Clean of Office It was **resolved** to employ a cleaner for a thorough clean of the office during August.

14/36.3A Review of Hire Charges It was **resolved** to defer this item until February in order to review charges for the next financial year. Charges would remain the same for the remainder of this financial year.

14/36.4A Parking outside Parish Office The Clerk advised members of a car that was persistently using the Office car parking for their own use and that she had spoken to the driver to request that he refrained from doing so. It was **resolved** to write to the driver if he ignored the request.

14/37A Budget

14/37.1A It was **resolved** to note the detailed Expenditure Analysis sheet as at 30th June 2014 and that there was an error in the formula on the Pavilion line which the Clerk agreed to correct.

14/37.2A It was **resolved** to note the provisions as at 30th June 2014 and to check with Minehead Eye regarding any deadlines on applying for any further grants for the Youth Service.

Current Account	£ 71,432.49
Santander Time Deposit 18mths	£ 69,388.89
Petty Cash	£ 17.05
Parish Plan	£ <u>1,173.42</u>
	£ <u>142,011.85</u>

14/37.3A The minutes or previous meetings were checked regarding the opening of a separate account to hold the funds of the Parish Plan and it was **resolved** to keep the present account provided the bank confirmed that the funds would not become dormant if the account was not used after a certain period.

14/38A Bank Reconciliation

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

14/39A Accounts for payment

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

14/40A Correspondence

14/40.1A It was **resolved** to note the audited Annual Return for year ended 31st March 2014 and Notice of Conclusion of Audit from Grant Thornton.

14/40.2A It was **resolved** to note the notice of the publication of the new Governance and Accountability Practitioners Guide 2014 and the Clerk was asked to check the cost of the publication and download a copy from the SALC website.

14/40.3A It was **resolved** to note the Local Audit Consultation Executive Summary from SALC.

14/40.4A It was **resolved** to note the request for details of Independent Recommended Medical Practitioners/Occupational Health Doctors used for ill health retirement cases from Peninsula Pensions and to reply confirming that SERCO would be used in such cases.

14/41A Matters for the next meeting to be held on 15th September 2014

Report from Health and Safety Consultant
Review of Financial Regulations
Review of Risk Assessments
Review of Asset Register

The Chairman ended the meeting by thanking the Clerk for all the work she had done with the finances during her time as Responsible Financial Officer.

Meeting closed at 8:34 pm