

**WILLITON PARISH COUNCIL**  
**Minutes of the Finance and Administration Committee Meeting**  
**held on 17<sup>th</sup> November 2014 at 7.00pm at the Parish Office, Williton**

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**Attendees:**

<b>Councillors</b>	Vaughan (Chairman), Woods, Bennett, McDonald and Denton
<b>Public</b>	None
<b>Other</b>	Mrs M Francis

**Apologies:**

<b>Councillors</b>	Cllr James
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**14/74A Apologies as noted above**

**14/75A Declarations of Interest**

There were none

**14/76A Approval of Minutes of the Finance & Administration Committee Meeting held on 20<sup>th</sup> October 2014**

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

**14/77A Matters to Report**

14/77.1A (Item 14/67A) Review of Financial Regulations. The previous Clerk had asked Cllr Vaughan to review, it was noted there were weakness in certain areas. It was **resolved** the Clerk would prepare a draft to be circulated at the January meeting.

14/77.2A (Item 14/69A) Youth Service. Cllr Denton reported he had met with Naomi Griffiths from Minehead Eye. It was noted that funding was changing from annual to 3-yearly. Cllr Denton reported he will organise a trip to Minehead Eye in January and if there was enough interest will apply for extra funding from County. Naomi had been asked to clarify in writing the funding situation.

(Item 14/68A) Review of Risk Assessments – It was **resolved** to update and circulate for Full Parish Council

(Item 14/72A) Staffing Levels – It was noted that it was not discussed at Full Council. It was **resolved** the Personnel Committee would meet early December.

**14/78A Parish Office**

14/78.1A (14/62.1A) Blind for front door of Parish Office It was **resolved** to note the blind would be fitted on Wednesday 19<sup>th</sup> November 2014.

**14/79A Budget**

After discussions it was **resolved** to finalise the budget for 2015/16 at the Full Council meeting.

14/79.1A It was **resolved** to note the detailed Expenditure Analysis sheet as at 31<sup>st</sup> October 2014. It was noted that some VAT repayments were still to arrive.

14/79.2A It was **resolved** to note the provisions as at 31<sup>st</sup> October 2014.

Current Account	£ 92,120.84
Santander Time Deposit 18mths	£ 69,388.89
Petty Cash	£ 32.84
Parish Plan	£ 1,173.42
	<u>£ 162,715.99</u>

**14/80A Bank Reconciliation**

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

**14/81A Accounts for payment**

It was unanimously **resolved** to agree payment of the invoices on the attached list. It was noted a late invoice had been received from Royal British Legion for a Poppy Wreath. It was **resolved** to pay this invoice after a proposal from Cllr McDonald which was seconded by Cllr Bennett.

**14/82A Correspondence**

**14/83A Matters for the next meeting to be held on 19<sup>th</sup> January 2015**

Precept to be submitted January

Meeting closed at 7.55 pm