

**WILLITON PARISH COUNCIL**  
**Minutes of the Finance and Administration Committee Meeting**  
**held on 18<sup>th</sup> January 2016 at 7.00pm at the Parish Office, Williton**

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**Attendees:**

<b>Councillors</b>	Vaughan (Chair), Denton and McDonald.
<b>Public</b>	None
<b>Other</b>	Mrs M Francis

**Apologies:**

<b>Councillors</b>	Bennett
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**15/67A Apologies as noted above.**

**15/68A Declarations of Interest**

There were none.

**15/69A Approval of Minutes of the Finance & Administration Committee Meeting held on 16<sup>th</sup> November 2015**

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

**15/70A Matters to Report**

15/70.1A (Item 15/60.1A) Bank Signatories – the Clerk advised this was still ongoing.

15/70.2A (Item 15/60.2A) Land between St Peters Close and High Street A reply was awaited from SALC regarding the legalities.

**15/71A Parish Office**

15/71.1A (Item 15/61.12A) Office Computers The Clerk advised the members that no further communication had been received. After a proposal from Cllr Vaughan it was unanimously **resolved** to remove this item from the agenda.

15/71.2A (Item 15/61.2A) It was **resolved** to note the carpets had been cleaned at a cost of £85.00.

It was reported to the members that the Wi-Fi cover was missing on the outside of the Parish Office wall. It was further reported the drain cover needed replacing. The Clerk reported she had been advised the patch in the office was damp and had been advised to have the outside side wall re-pointed. It was unanimously **resolved** the Clerk would obtain quotations for the work to be undertaken.

**15/72A Budget**

15/72.1A It was **resolved** to note the detailed Receipts and Expenditure Analysis sheet as at 31<sup>st</sup> **December** 2015.

15/72.2A It was **resolved** to note the provisions as at 31<sup>st</sup> December 2015.

Current Account	£ 110,760.42
Santander Time Deposit 18mths	£ 69,388.89
Petty Cash	£ 9.93
Parish Plan	£ <u>1,173.42</u>
	£ <u>181,332.66</u>

- 15/72.3A The Clerk confirmed the Precept had been submitted and received by Somerset County Council.
- 15/72.4A Christmas Festival Expenditure - after a request from the Clerk it was unanimously **resolved** that all future finance for the Christmas Festival would be managed from the Parish Office. Payment would only be made against receipts to meet the audit requirements.
- Cllr Vaughan advised that Croft House had expressed an interest in being involved with the 2016 Christmas Festival, it was **resolved** to invite a representative to attend the next Christmas meeting, a date of which was to be confirmed.
- 15/73A Bank Reconciliation**
- It was **resolved** to note that Cllr Vaughan carried out the bank reconciliation for the months of November and December 2015.
- 15/74A Accounts for payment**
- After a proposal from Cllr McDonald, seconded by Cllr Denton, it was unanimously **resolved** to agree payment of the invoices on the attached list.
- 15/75A Correspondence**
- 15/75.1A It was **resolved** the Clerk would contact CCS regarding the Community Infrastructure Levy and ask a representative to give a presentation at a future Parish Council meeting. Cllr Denton expressed an interest in compiling a Neighbourhood Plan; it was **resolved** to include this item on the February Parish Council agenda.
- 15/75.2A It was **resolved** the Clerk would contact the auditor for further advice and follow his recommendation.
- 15/75.3A It was **resolved** to note this item.
- 15/75.4A After a proposal from Cllr Vaughan, seconded by Cllr McDonald it was unanimously **resolved** to renew the CCS Parish Council Membership at a cost of £40.00.
- 15/75.5A It was **resolved** to note the letter from Lloyds Bank regarding changes to Financial Services Compensation advising the level of protection had reduced to £75,000.00.
- 15/76A Matters for the next meeting to be held on Monday 15<sup>th</sup> February 2016**

Meeting closed at 8.33 pm