

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 20th November 2017 at 7.00 pm at the Parish Office, Williton

Attendees:

Councillors	Vaughan (Chairman) Aldridge, Doherty, Hooper and Perrett
Public	None
Other	Mrs M Francis

Apologies:

Councillors	None
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17/80A The Chairman advised that the meeting would be recorded.

17/81A **Apologies as noted above**

17/82A **Declarations of Interest**

There were none.

17/83A **Approval of Minutes of the Finance & Administration Committee Meeting held on 16th October 2017**

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

17/84A **Matters from the Minutes – for the purpose of report only**

17/84.1A (Item 17/68.1A) It was **resolved** to note that Cllr Vaughan and the Clerk had still to visit Santander Bank.

17/85A **Parish Office**

17/85.1A (Item 17/69.2A) Consideration of New Alarm System The Clerk advised three quotations had been requested, but none had been received to date.

17/85.2A (Item 17/69.3A) Loop system for Parish Office The Clerk advised one response had been received, which indicated cost to be approximately £1,800, but a survey needed to be undertaken at a cost of £135, before a firm quotation could be obtained. Cllr Vaughan would ask Slade Parry what system would be used in the Pavilion. It was **resolved** the Clerk would ask Coomber Security for information.

17/85.3A Parish Notice Board – A discussion took place regarding the possible siting of a new Notice Board. The Clerk had requested a board on the Parish Office for agendas and notices as it was felt not many parishioners knew where the existing board was located. It was also discussed that the old toilet block may be sold; therefore, the board would possibly need to be re-located. After a proposal from Cllr Aldridge, seconded by Cllr Hooper it was **resolved** to add the sum of £1,000 to the budget and request EPC to consider a new board and position. Cllr Aldridge gave his permission for the board on the side of his house to be used and would agree to a replacement new board which could be locked.

17/85.4A IT Equipment for Parish Office – Cllr Vaughan proposed that the IT equipment in the Parish Office was upgraded, to include a networked PDF scanner to email, A3 colour copying, desktop publishing software (to enable professional posters to be produced), speakers for computer. A discussion took place regarding different options available, renting (pay per copy) or purchase and it was **resolved** the Clerk would obtain further information and prices.

After a proposal from Cllr Vaughan, seconded by Cllr Aldridge, it was **resolved** to increase the computer supplies budget by £3,000 giving a total provision of £4,000.

The salt bags had been relocated outside the Parish Office. After a proposal from Cllr Aldridge, seconded by Cllr Hooper, it was unanimously **resolved** to purchase a further salt bin for location outside the Parish Office.

17/86A **Budget**

- 17/86.1A It was **resolved** to note the detailed Receipts and Expenditure Analysis sheet as at 31st October 2017
- 17/86.2A It was **resolved** to note the provisions as at 31st October 2017.

Current Account	£ 137,892.40
Santander Time Deposit 18mths	£ 71,042.56
Petty Cash	£ 38.89
Parish Plan	£ <u>1,173.42</u>
	£ <u>210,147.27</u>

17/86.3A Budget Consideration 2018/19

- It had been **resolved** under item 17/85.3A to add a provision of £1,000 for a new Parish Noticeboard.
- It had been **resolved** under item 17/85.4A to increase the computer supplies budget by £3,000 giving a total provision of £4,000.
- Cllr Aldridge advised the survey had been distributed and would be returned to Watchet Town Council and requested a provision was considered in the budget, which with the proposed development could make the bus service more viable.

The Clerk advised notification had been received to advise the Local Tax Base for Williton was 899.87. Cllr Vaughan indicated the precept could be held at £90,000, giving a reduction of approximately £3 per household.

17/87A Bank Reconciliation

It was **resolved** to note that Cllr Vaughan carried out the bank reconciliation for the month of October 2017.

17/88A Accounts for payment

It was unanimously **resolved** to note the payments on the attached list, with the exception of Minehead Eye until further clarification had been sought, due to the recent report that had been received. It was **resolved** to look at the current contract which is to supply a Youth Club in Williton, as the service was now being provided in Minehead. After a proposal from Cllr Aldridge, seconded by Cllr Doherty, it was unanimously **resolved** to invite the author of the report to a meeting to discuss future plans.

After a proposal from Cllr Aldridge, seconded by Cllr Perrett, it was **resolved** to pay the Clerk all the extra hours she had worked, totalling 28.5.

17/89A Correspondence

- 17/89.1A Local Councils Update – The Clerks Essential Legal Library – it was **resolved** the Clerk would obtain further information and report to the January meeting.
- 17/89.2A It was **resolved** to note the new terms and conditions related to the Nationwide Instant Saver account.
- 17/89.3A It was **resolved** to note the notification of external auditor appointments for the 2017-2018 financial year.
- 17/89.4A Consideration would be given regarding the appointment of an Internal Auditor for the 2017-2018 financial year. It was **resolved** the Clerk would make enquiries and report to the next meeting.

17/90A Parish Council Website

An email with questions had been received. It was **resolved** the Clerk would liaise with Function 28 and take their advice regarding such things as the colour of the website.

17/91A Matters for the next meeting to be held on 22nd January 2018

Cllr Aldridge tendered his apologies for this meeting

Meeting closed at 8.25 pm

Signed as a true and correct record Dated