

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on 21st May 2018 at 7.00 pm at the Parish Office, Williton

Attendees:

Councillors	Vaughan (Chairman) Hooper and Howes
Public	None
Other	Mrs M Francis

Apologies:

Councillors	Aldridge, Doherty and Perrett
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18/01A The Chairman advised that the meeting would be recorded.

18/02A After a proposal from Cllr Hooper, seconded by Cllr Howes, Cllr Vaughan was elected as Chairman. After a proposal from Cllr Hooper, seconded by Cllr Howes, it was **resolved** to ask Cllr Aldridge to stand as Vice-chairman.

18/03A **Apologies as noted above**

18/04A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Hooper	18/16A	Pecuniary	None

18/05A **Approval of Minutes of the Finance & Administration Committee Meeting held on 16th April 2018**

After a proposal from Cllr Hooper, seconded by Cllr Vaughan, it was **resolved** to approve the minutes.

18/06A **Matters from the Minutes – for the purpose of report only**

18/06.1A (Item 17/136.2A) Parish Plan Allocation - Cllr Hooper advised the funds were still to be used for the Clock on the Pavilion. Details and pictures of the clock would be requested from HBC Builders. It was **resolved** to recommend to Full Council that the provision was transferred to the WWMRG Charity to hold in provisions.

18/06.2A (Item 17/143A) Bank Signatories – The Clerk advised confirmation had been received that the update had been completed.

18/07A **Parish Office**

18/07.1A The Parish Office Hire Charges were reviewed for recommendation to Full Council. It was **resolved** to recommend to Full Council a special rate for Williton Market for the use of both rooms and kitchen.

18/07.2A Office Storage and Filing Cabinets – it was **resolved** the Clerk would obtain prices for a lockable stationery cupboard and two lockable filing cabinets to be located in the Meeting Room.

18/08A **Budget**

18/08.1A It was **resolved** to note the detailed Receipts and Expenditure Analysis sheet as at 30th April 2018.

18/08.2A It was **resolved** to note the provisions as at 1st April 2018.

Current Account	£ 96,311.94
Santander Time Deposit 18mths	£ 71,042.56
Petty Cash	£ 110.01
Parish Plan	£ <u>1,173.42</u>
	£ <u>168,637.93</u>

It was **resolved** to note the provisions as at 30th April 2018.

Current Account	£ 142,538.32
Santander Time Deposit 18mths	£ 71,042.56
Petty Cash	£ 102.03
Parish Plan	£ <u>1,173.42</u>
	£ <u>214,856.33</u>

18/09A Bank Reconciliation

It was **resolved** to note that Cllr Vaughan carried out the bank reconciliation for the month of April 2018.

18/10A Accounts for payment

It was unanimously **resolved** to note the payments on the attached list.

It was **resolved** to request EPC to include the Memorial Shelter in the Grounds Maintenance contract for next year, to include weed spraying on the hard standing.

18/11A Correspondence

18/11.1A It was **resolved** to note the new pay scales which would be addressed by Personnel Committee.

18/12A End of Year Audit of Accounts 2017-2018

The Clerk advised members the accounts had been collected by the Internal Auditor.

18/13A Parish Council Website

18/13.1A After a proposal from Cllr Hooper, seconded by Cllr Howes, it was **resolved** to agree to the Privacy Policy as recommended by Function28 Ltd.

18/13.2A After a proposal from Cllr Howes, seconded by Cllr Hooper, it was **resolved** to agree to the SSL Certificate as recommended by Function28 Ltd. The Clerk would enquire if there would be a reduction in cost for both the Parish Council and WWMRG websites.

18/14A To consider Records Retention Schedule

The Clerk advised information had been obtained from SLCC and would await further information at the GDPR training. This item was ongoing.

18/15A To pass a resolution to exclude the Press and Public from the remainder of the meeting

After a proposal from Cllr Howes, seconded by Cllr Hooper, the resolution was passed.

18/16A (Item 17/137.2A) IT Equipment for the Parish Office

Quotations were considered and it was **resolved** to recommend to Full Council the committees decision.

18/17A (Item 17/137.2A) Repainting of Parking Bays

Quotations were considered. After a proposal from Cllr Howes, seconded by Cllr Hooper, it was unanimously **resolved** to instruct B Walsh & Sons to re-paint the parking bays at a cost of £365.00 + vat.

18/18A Matters for the next meeting to be held on 18th June 2018

Meeting closed at 8.10 pm

Signed as a true and correct record

Dated