



## WILLAND PARISH COUNCIL

Clerk to Parish Council Ms K Taylor, 40 Townlands,  
Willand, Cullompton, Devon, EX15 2RS. Tel: 07920014407  
Email: willandclerk@willandmatters.org.uk

### MINUTES OF THE MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON THURSDAY 21 JUNE 2018 AT 19:00 IN WILLAND VILLAGE HALL

**Present:** Councillor Grantham, Councillor Manktelow, Councillor Scott, Councillor Sellick, Councillor Tobin, Councillor Warren, Councillor Wilcox.

**In attendance:** Clerk K Taylor,

**1. Apologies:** Councillor Glover, Councillor Mander, Councillor Phare

#### Elections

a) Chair of Finance & Administration Committee

Councillor Warren took the chair and called for nominations for the Chair of F&A Committee.

Councillor Grantham proposed Councillor Wilcox, Councillor Wilcox accepted the nomination and it was seconded by Councillor Manktelow. A vote was taken and Councillor Wilcox was elected unanimously.

b) Vice Chair of Finance & Administration Committee

Councillor Wilcox took the chair and asked for nominations for Vice Chair of F&A committee

Councillor Warren proposed Councillor Manktelow, Councillor Manktelow accepted the nomination and it was seconded by Councillor Grantham. A vote was taken and Councillor Manktelow was elected unanimously.

**2.** Councillor Wilcox opened the formal meeting at 19.03 and announced that it would be recorded.

**3.** No declarations of interest from Members were received.

**4.** No members of the public were present

**5.** The Minutes of the meeting held on Thursday 15 March 2018 had been circulated. It was proposed by Councillor Scott seconded by Councillor Tobin, and unanimously agreed that they be signed as a true and correct record.

#### 6. Administration

a) The working group reported that the website was progressing and that it was expected to be on line in July.

b) The model standing orders had been amended by NALC to take into consideration the new legislation and standards that now applied to Councils. These had been circulated to Councillors with points that needed to be decided by individual Councils highlighted. There was an in-depth discussion of these and how they related to Willand Parish Council. A number of points were agreed and some areas were identified as needing some further clarification and advice, particularly in relation to how small councils with one member of staff, the Clerk, would function in the event of the Clerk's absence. It was agreed that the Clerk would amend the document with the points agreed and take advice regarding the others and bring the document back to a Full Council meeting for approval. **ACTION:** Clerk

c) It was agreed that Councillor Mander be removed as an account signatory as he had indicated he would be retiring as a Councillor and that Councillors Scott and Manktelow would be added as

signatories and also to the online banking approval.

**ACTION:** Councillors Manktelow, Scott and Clerk

d) The Clerk reported on the issues with the mobile phone provider which she expected to have now been resolved. It was agreed that providing the account information had been updated correctly by the provider that the contract would remain in place. If not, then the Clerk would research alternative providers.

e) Updates to the Emergency Plan. There had been minor amendments to contact details and the Clerk would circulate for information. It was noted that Councillor Mander's details would have to be removed following his retirement in September. **ACTION:** Clerk

f) Councillor Wilcox would arrange the employee appraisal meetings and inform the Councillors of the date. She would welcome any feedback before the meetings.

g) The Clerk confirmed that the actions required for the new Data Protection were in progress.

## **7. Finance**

a) The bank account figures were noted.

b) The meeting discussed the content of the Internal Auditors letter and agreed that they would act on this during the year.

c) The allocations of the surplus figure in the 2017/18 accounts was agreed. The Chair thanked the Clerk for her work on preparing this.

d) The income and expenditure report was noted.

## **8. Councillors Roundtable**

Councillor Sellick confirmed that the new domain name for the Parish Council website is registered but not pointed yet.

Meeting closed 20:41

Councillor Wilcox

Chair of Finance & Administration Committee