



## **WILLAND PARISH COUNCIL**

Clerk to Parish Council Mrs T Leaman, 11 Cornlands, Sampford Peverell,  
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### **THE MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON THURSDAY 3<sup>RD</sup> JUNE 2010 AT WILLAND VILLAGE HALL AT 19.00**

**Present:** Cllr Ursell, Cllr Crick, Cllr Phare

1. **Election of Chair:** Cllr Ursell proposed Cllr Phare, Cllr Crick seconded – agreed unanimously

2. **Apologies:** Cllr Mander

3. **Planning – scope and areas for attention**

Mid Devon Charter – The Charter was emailed to all Cllrs. The Parish Council will add the finalised Mid Devon Charter to the Parish Council ‘core documents’ for future reference.

Parish Plan – The 1998 and 2005 plans have been photocopied and will be issued to Councillors at the next Full Council Meeting. Cllr Ursell suggested the Parish Council aim to complete the updated Parish Plan within the next 12 months. It is believed that help with costs is available from MDDC.

Emergency Plan – Cllr Crick suggested finding out who in the village maybe vulnerable and may need help in the future, e.g. the snowfall earlier this year could have been problematic for some, a major power failure, or major motorway crash should also be considered. The Clerk is to find out the normal committee structure given the need to hold personal contact information for those who may be involved in case of emergency.

**Action Clerk**

4. **Planning Cycle – scope and areas for attention** – The Parish Council needs to manage to the precept in the financial year whilst preparing the criteria for setting the precept in the following year. When the Precept is deposited in the current account, the amounts planned for longer term projects will be transferred to a higher interest account. Cllr Ursell suggested that planning the finances on a rolling quarterly basis would make management easier and provide most of the information required for the Precept planning meeting in December. Cllr Ursell demonstrated the financial accounting system that has been put in place.

Review of 2009-2010 finances – Cllr Ursell showed the Committee last years accounts and gave an explanation of the last years finances including the annual return.

Review of 2010-2011- Cllr Ursell showed the Committee this years accounts to date.

Specific items:

Salaries: The Finance and Administration Committee will recommend to the Full Council an increased rate of pay for the Litter Picker of £6.63 per hour in recognition of the excellent work done, back dated to the 1<sup>st</sup> April 2010. The new rate will cover the current hours of 10.5 per week and will incorporate as a permanent feature the Christmas bonus that has been paid previously. A letter will be sent to the Litter Picker. **Action Clerk**

Cemetery Charges: The Cemetery Charges will be completely reviewed along with the principles and Cemetery rules by August/September.

Signing rights: Cllr Bartlett, Wright and Baker to be added as signatories to the current account. One ex Cllr needs to be removed. **Action Clerk**

## **5. Governance – scope and areas for attention**

Annual Timetable – deadlines will be documented and procedures put in place to ensure that all deadlines are met.

Standing orders – The Standing orders will be updated and incorporated into a procedures manual will also be produced include the planning process, contact list and a detailed list of all procedures undertaken by the Clerk.

Quality Standards - The Parish Council will ensure that all standing orders and procedures are to a high quality standard. Once completed, we will consider applying for a formal quality accreditation.

Meeting closed: 8.45

Ray Ursell

Chair Willand Parish Council