



WILLAND PARISH COUNCIL

Clerk to Parish Council Mrs T Leaman, 11 Cornlands, Sampford Peverell,
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THE MINUTES OF THE MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON THURSDAY 23rd SEPTEMBER 2010 AT WILLAND VILLAGE HALL

MINUTES

Present: Cllr Phare, Cllr Crick, Cllr Mander, Cllr Crawford, Tracy Leaman (Parish Clerk)

1. Apologies: Cllr Ursell

2. Matters arising

Emergency plan: Ex councillor, Gordon Davis confirmed that the Emergency plan committee should be limited to 2-3 Cllrs due to the protected information used. He suggested the Committee Chairs and the Clerk. **Action Clerk** to review what information and details are required.

Salaries: The Clerk confirmed that the litter picker has been sent a letter of confirmation detailing the wage increase and the inclusion of the Christmas bonus along with a cheque for the back pay.

Bank Signatories: The Clerk confirmed that all Cllrs are now registered bank signatories. Cllr Crick reminded the committee that cheques will become obsolete and new procedures will have to be implemented.

3. Financial review:

Cllr Phare provided the committee with details of the current and deposit account balances and the allocations held in reserve to cover planned expenses. Cllr Mander asked that the information be emailed to committee members prior to the next meeting so enabling Cllrs to view beforehand and Cllr Crick asked for a more detailed break down showing the amount spent so far this financial year on precept items as well as proposed future spending for those items this financial year. **Action Clerk**

4. Christmas lighting emergency fund:

Cllr Phare stated that last year £100 was allocated for problems that might arise. The committee unanimously agreed that Cllr Phare could spend this amount without the need to ask the Full Council for prior permission should the need arise.

5. Parish Plan:

It was noted that the last Parish Plan took 2 years to complete. Cllr Phare reported that Cllr Ursell had confirmed that the plan can be split into sections, e.g. housing, environmental etc. Cllr Crawford suggested the committee start by confirming the matters that have been achieved since their inclusion in the last plan. The Clerk will bring Sampford Peverell's recently updated plan to the next Full Council meeting for information and make enquiries to MDDC regarding financial assistance and useful contacts. The Council then needs to decide a time frame, when they want to deliver the plan. **Action Clerk, Full Council Meeting**

6. Adopt section 1 and 2 of the new Standing Orders

The committee had considered Section 1 and 2 and unanimously agreed to the suggestions provided by the Clerk. Cllr Crick suggested the Full Council consider how members of the public have their say e.g. can they speak during the meeting. **Action Full Council Meeting**

7. Cemetery issues:

The Clerk updated the committee following her recent meeting with Karen White of MDDC. It was decided that the Parish Council should prepare a detailed cemetery guide for future reference as well as updating the current regulations and fees. It was unanimously decided to handover this item to the Environment Committee. The Clerk will scan the information received from MDDC and forward it to the Environment Committee. Membership of the ICCM will be discussed at the next Full Council meeting. **Action Clerk**

Meeting closed: 19.55

Cllr Ray Ursell
Willand Parish Council