



WILLAND PARISH COUNCIL

Clerk to Parish Council Mrs T Leaman, 11 Cornlands, Sampford Peverell,
Tiverton, Devon, EX16 7UA 01884 821736
Email: willandclerk@willandmatters.org.uk

THE MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON THURSDAY 24TH MARCH 2011 AT WILLAND VILLAGE HALL FOLLOWING THE PLANNING COMMITTEE MEETING

MINUTES

Present: Cllr Phare, Cllr Crick, Cllr Crawford, Cllr Mander, Cllr Ursell

Cllr Mander confirmed an interest as an Allotment Committee member.

1. Apologies: None

2. Matters arising

Allotment association – rent increase – notification letter forward to Tony Mander Committee Member

Cemetery – fees and Exclusive Rights – The Clerk confirmed that the new fees and Exclusive Rights duration have been sent to the local Undertakers and Stonemasons

Village Hall roof funding – The cheque has been forwarded to the Treasurer and a letter of thanks received.

3. Annual Parish Meeting

The committee considered items for Chairman's report at the meeting.

4. Finance Review

Cllr Ursell suggested transferring £3000 to the deposit account. A further £3000 could then be transferred leaving a transient amount available in the current account. Liabilities need to be confirmed before recommending this to Full Council. **Action Cllr Ursell, Clerk**

5. Emergency Plan

The Parish Council has been sent a proforma Emergency Plan from Mid Devon District Council. Contacts need to be updated. Cllr Crick suggested that a procedure is needed to enable the checking of the vulnerable in bad weather. The Clerk offered to confirm a Snow Warden's responsibilities. Cllr Ursell and Clerk are to ensure the plan in complete by the end of April. **Action Cllr Ursell, Clerk**

6. Parish Plan

A sub committee will be formed including members of the public, it will be managed by the Finance and Administration Committee.

7. Standing Orders

Sections 6, 7, 8, 9, 10, 11 were updated and adopted, unanimously agreed.

The option to record meeting will be discussed fully at the next Full Council Meeting. **Action Full Council**

8. Parish Council Insurance

The insurance renewal is due 1st June 2011 Cllr Crick offered to work with the Clerk to confirm the items requiring cover and to see if the premium can be reduced. **Action Clerk, Cllr Crick**

9. Cemetery Rules

An insertion will be included in the rules stating that it is not permitted to plant items on graves. At the next Finance and Administration meeting the committee will discuss items that can be displayed on graves. **Action Clerk**

10. Willand History Group

Willand History Group will be celebrating its 10th Anniversary this year, and asked if the Parish Council would consider sponsoring a small reception to enable the group to formally thank the residents of Willand who have so generously contributed to the book and the archives. Cllr Ursell is to ask the group the number of guests attending and what the History Group is considering providing the guests.

Meeting closed: 22:00

Cllr Ray Ursell

Chair Willand Parish Council