



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 23RD JUNE 2011 AT WILLAND VILLAGE HALL AT 19.00

MINUTES

Present: Cllr Crick, Cllr Ursell, Cllr Phare, Cllr Crawford, Cllr Bartlett, Tracy Leaman (Parish Clerk), 1 member of the public

Election of Chair: Cllr Ursell nominated Cllr Phare, Cllr Phare accepted Cllr Crick, seconded, unanimous.

1. Apologies: Cllr Baker, Cllr Mander,

2. Matters arising

Parish Council insurance – the new insurance documents have been received.

Willand History Group – deferred to next meeting. Cllr Ursell is attending the next meeting of Willand History Group and will then update the Parish Council with the history group's request.

3. Financial review

Review of phone and internet costs – The committee will investigate the cost of the Clerk using a mobile telephone rather than a land line. The cost of this will not directly affect the parishioners as the number calling the Clerk is very small and the Clerk will be able to call parishioners back if necessary. Comparative figures are needed for the next meeting. An allowance will then be paid towards the Clerks broadband subscription. Advice regarding this payment will be sought from DALC/HMRC. **Action Clerk**

Funding – Cllr Phare confirmed that Willand Primary School are looking for funding toward purchasing the 'contact books' they issue children with, in return the Parish Council website details and contact number will be printed on each book. The school is looking for £73.00 of funding from the Parish Council. Following a discussion the committee unanimously decided to donate £100.00 so some spare copies are able to be purchased. **Action Clerk**

Funding – Youth Club – Cllr Ursell informed the committee that the Youth Club has installed CCTV in the building as an aid to the volunteers, the installation costs have unfortunately depleted the clubs funds. It was unanimously agreed to donate £250.00 towards the £1000.00 outlay as the Youth Club provides such an

excellent facility and aids keeping anti-social behaviour in the village to a relatively small problem.

4. Emergency plan

Emergency plan request – The Clerk confirmed that the school need to verify that the building can be used in an emergency. This will be sought as the next Governors meeting. Unfortunately most of the emergency contacts detailed in the previous plan are no longer at the address registered in the plan and of the few that could be contacted most wanted to be removed from the contact list due to infirmity or age. Cllr Ursell confirmed that a request for useful emergency contacts has been submitted for inclusion in the next edition of the Village Magazine. This will be reviewed at the September Finance and Administration meeting. **Action Clerk**

- 5. Parish plan:** Cllr Ursell has asked for people to come forward to assist with the Law and Order section of the plan. This can then be used as a starting point use to define/learn from. The committee will have to wait for the feedback following the request in the next edition of the Village Magazine. This will be reviewed at the September Finance and Administration meeting.

6. Standing orders

Sections 12, 13, 14, 15, 16, 17 were formally adopted at meeting following a discussion, unanimous.

Meeting closed: 19:35

Cllr Ray Ursell

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