



WILLAND PARISH COUNCIL

Clerk to Parish Council Mrs T Leaman, 11 Lower Town, Sampford
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Email: willandclerk@willandmatters.org.uk

THE MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON THURSDAY 21ST MARCH 2013 AT WILLAND VILLAGE HALL AT 19:30

MINUTES

Present: Cllrs Phare, Firkins, Wilcox, Warren, Thompson, Volunteer Brian Holmes

1. **Apologies:** Cllrs Metherell, Mander, Ursell, Volunteer Eddie Dennis
2. **Chairman's announcements:** Meeting being recorded.
3. **Minutes** – Thursday 20th December 2012, Cllr Wilcox proposed signing the minutes, Cllr Firkins seconded, unanimously agreed.

4. **Matters arising**

Storage of Parish Council deeds/paperwork - Cllr Firkins explained the options available and proposed the Parish Council purchase a metal storage box in which to store the paperwork with Devon County Council. Cllr Warren seconded the proposal, unanimously agreed. **Action Clerk**

Jubilee Parish Field kerb (Moved to Environment Committee)

Recording of minutes – Cllr Firkins proposed the minutes record a summary of the meeting only, once approved by the committee member chairing the meeting the minutes can then be displayed on the notice board. When the minutes have been approved and signed by the committee at the following meeting the minutes can be displayed on the Parish Council website and the audio recording deleted. Cllr Warren seconded, unanimously agreed. **Action Clerk**

5. **Financial**

CCTV Running Costs – The running costs incurred by the Youth Club are approximately £200.00 pa. Cllr Phare proposed paying £200.00 pa to cover the expense, Cllr Warren seconded, four Cllrs voted in favour. Cllr Wilcox declared an interest and abstained from voting.

Preparing the Precept – following a discussion the following points were agreed:-

- Cllr Firkins will put together a spread sheet to use excel to its maximum potential by 1st April 2013 for the next financial year.
- Item balances will be available from this spreadsheet at each Full Council meeting

- The proposed precept will be available for consideration by Cllrs 2 weeks prior to the Precept meeting held in December.

Proposed Cllr Phare, seconded Cllr Warren, unanimously agreed. **Action Cllr Firkins, Clerk**

- 6. Emergency plan** – Cllr Thompson submitted a sheet to be included in the Emergency Plan detailing electrical power in the village. **Action Clerk**

Meeting closed: 20:16

Cllr Richard Phare

Chair Willand Finance and Administration Committee