



WILLAND PARISH COUNCIL

Clerk to Parish Council Mrs T Leaman, 11 Lower Town,
Sampford Peverell, Tiverton, Devon, EX16 7BJ 01884 822914
Email: willandclerk@willandmatters.org.uk

THE MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON THURSDAY 20TH JUNE 2013 AT 19:00 IN WILLAND VILLAGE HALL

PLEASE NOTE: All Council Meetings are recorded in the interests of accuracy.

MINUTES

Present: Cllrs Phare, Ursell, Warren, Mander, Wilcox, Firkins, Parish Clerk Tracy Leaman

1. **Election of Chair and Vice Chair:** Cllr Warren proposed Cllr Phare for Chair, Cllr Phare accepted, Cllr Mander seconded unanimously agreed.
Cllr Ursell proposed Cllr Firkins for Vice Chair, Cllr Firkins, accepted, Cllr Wilcox, seconded, unanimously agreed.
2. **Apologies:** Cllrs Thompson
3. **Chairman's announcements:** Meeting recorded
4. **Minutes of meeting held:** Thursday 21st March 2013, Finance and Administration Committee proposed Cllr Warren, seconded Cllr Wilcox, unanimously agreed.
5. **Matters arising**
Storage of paperwork/deeds – metal box purchased for the storage of deeds, once the necessary paperwork is included this will be stored at Devon County Council. Minutes/paperwork will be kept for a period of 5 years and then transferred to Devon County Council's records office. The Parish Council will retain PDF copies.
Minutes will only be displayed on the Parish Council website following meeting approval.
6. **Financial review**
Play equipment check – John Holmes had agreed to the new hours and will meet with Mike Watts next month for training.
Willand Rovers – use of Jubilee Parish Field – Willand Rovers has not contacted the Parish Council. Cllr Firkins to email club Secretary Cathy Cook and report back to the committee. Cllr Ursell to remind District Cllr Chesterton that the

Parish Council would like copies of the original agreement documents between Willand Rovers and Mid Devon District Council. **Action Cllrs Firkins, Ursell**

7. Emergency plan

Updated and emailed to the relevant authorities

Local Resilience Forum –the email will be forwarded to Brian Holmes for inclusion in the Willand Magazine. The link will also be included on the Parish Council website. **Action Clerk, Cllr Ursell**

Cllr Firkins requested a copy of the accounts spreadsheet to see whether the account/precept information can be combined further, liaising with Cllr Ursell and Clerk. **Action Cllrs Firkins, Ursell, Clerk**

New computer purchased, £180.00 ex VAT. Cllr Firkins will remove the hard drive from the previous computer and offer for sale on ebay. Action Cllr Firkins

Meeting closed: 19:34

Cllr Richard Phare

Chair Willand Finance and Administration Committee