



WILLAND PARISH COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY SUB COMMITTEE E HELD ON THURSDAY 2 April 2015 AT 19:00 IN WILLAND VILLAGE HALL

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

MINUTES

Present: Cllrs Wilcox, Ursell, Warren, Grantham, Phare, Mander, Clerk K Taylor,

1. Apologies there were no apologies

2. Chairman's announcements: Cllr Wilcox declared the meeting open at 19:11 and that it would be recorded

3. Minutes of meeting held: Thursday 5th February 2015 Community Sub Committee Proposed Cllr Ursell Seconded Cllr Phare, unanimously agreed that they be signed as a true and correct record.

Cllrs Wilcox, Ursell, Grantham, Phare and Mander declared an interest as Trustees of the Charity Willand Health & Community Centre.
Cllr Warren declared a Code of Conduct.

Kate Taylor as Parish Council's Proper Officer – Gave dispensation to continue as goals of the Parish Council are the same.

3a Notes of the Part Two meeting of 19 March 2015

i) Issue with the drainpipes on the neighbouring property. Following discussion it was agreed to ask the architect to clarify whether it would be possible to run a pipe and guttering around the side of the building to an outlet to solve the problem with the downpipes in the adjoining property. Also to query with him if the ground level was causing the problem with damp, and how this could be solved.

ACTION: Cllr Warren

ii) It was agreed to delete the note referring to the need to allocate some budget for practicalities of heating, boilers, lighting etc.

iii) It was agreed that the process of separating the Charity from the Parish Council would be started **ACTION:** Cllr Ursell

4. Matters Arising:

Handyman – Cllr Grantham reported back on the problems with clearing the hedge from the Gables and confirmed that this was all in hand.

Liaising with neighbours - The date for the examination of the drains was either Monday 13 April or Wednesday. When the day was confirmed Cllr Grantham would inform the neighbours.

Tools – An inventory of tools had been recorded previously it was agreed that this would be sent to Cllr Grantham to compare with the current list. **ACTION:** Clerk

5. Reality Check Cllr Warren wished it to be recorded that he still felt his concerns were not being taken seriously)

6. Community awareness and participation

Cameo - Cllrs Warren and Ursell would be attending the group following this meeting

Sunday Market – Cllr Wilcox reported back on having attended the market on 29 March. There had not been very much interest although one member of the public had been interested in being involved with the day centre. Cllr Wilcox thought it was worth doing and would be prepared to take the projector and presentation to other events if available.

7. Building:

Drainage Survey - this item had been dealt with and was recorded under 3a

Quantity Surveyor – It was agreed that the third quote would be checked to ensure it was comparable with the others. The Architect would be asked to clarify this.

ACTION: Cllr Warren

Cllr Warren left the meeting 19 49

Discussion followed about the purpose of a Quantity Surveyor and the relevant rates for projects.

The work of the QS would allow the Parish Council to put out the work in a standard tender.

Cllr Warren re-joined the meeting 19:51

It was noted that because this work is a public building with public money the Charity would also be going to Foundation Trusts to raise money they would require these documents to show this work had been carried out.

Following discussion it was proposed that if the quote was comparable up to sending out the tenders then it would be accepted and asked to go ahead. Proposed Cllr Wilcox, seconded Cllr Phare. There were 4 in favour, one against and one abstention. The motion was carried.

It was noted that the Parish Council will decide who to send the tender to when the QS has provided the information.

CDM – No progress to report on this at the moment.

M & E Engineer. Following discussion it was proposed that there would be a conversation with the Architect to find out what the M & E would be doing to justify the cost. Proposed Cllr Phare, seconded Cllr Grantham, unanimously agreed. **ACTION:** Cllr Warren

8. Finances

Lease Agreements - Cllr Ursell had consulted the Solicitor and his recommendation was that two solicitors were not necessary. The Solicitors view was that he would represent the Charity & the Parish Council would represent themselves. It was agreed that there is a need to confirm that the Parish Council would legally be able to do this. It was suggested that the Legal Department at MDDC could be asked about this. **ACTION:** Cllr Ursell

The Solicitor had suggested that the time to sign the lease would be at the end of project definition stage (which is when it is ready to go out to tender) and then the Charity would go out to tender for the work.

It was confirmed that the commitment with the Architect is with the Parish Council as it would be with the Quantity Surveyor but that this would transfer to the Charity at the end of the project definition stage. When the quotes were received the QS would be working for the Charity.

Building costs. It was noted that the Building regulation fees were now in the spreadsheet. Following discussion it was agreed that some of the spreadsheet entries are not completed and that it would be helpful to have the costs on the spreadsheet in date order. **ACTION:** Cllr Ursell

Cllr Warren left 20:20

Funding Applications - Having difficulty getting hold of MDDC funding advisor Paul Tucker. Aviva awards scheme – is a public vote award scheme. Cllr Ursell had registered now needs to put in a project submission. This will need to be from the Parish Council as an organisation had to be in existence for more than six months to apply. Agreed that the Parish Council would apply.

Rent - No update

Rates - No update

Bank Account - A savings account has been agreed. Researching internet banking.

VAT relief - Confirmed that this will go ahead and understand that it takes about 30 days

Charity Commission – Cllr Wilcox now the contact.

HMRC Gift Aid - Confirmed that it is the Charity Trustees who need to agree to this. Will send an email to the Trustees to gain agreement. **ACTION:** Cllr Ursell

Cllr Ursell suggested that the Trustees meetings would take place following Community Sub Committee meetings, taking over the responsibility for discussing the fundraising issues relating to the Willand Health & Community Centre from the Community Sub Committee.

Cllr Warren rejoined the meeting 20:23

9. Charity Application

To record that the Charity is now formally set up and registered with the Charity Commission as a CIO

10. A.O.B

Cllr Warren Reported on progress with the paving and entrance. He suggested that he would continue to research the costs but would consider the work should not be done until sure that it would not be dug up for the services. **ACTION:** Cllr Warren

Meeting closed 20:29

Cllr Frances Wilcox
Chair of Community Sub Committee