



WILLAND PARISH COUNCIL

Clerk to Parish Council Ms K Taylor, 40 Townlands,
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MINUTES OF THE MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE THURSDAY 18 JUNE 2015 AT 19:00 IN WILLAND VILLAGE HALL

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

MINUTES

Meeting opened 19:09

1. Apologies: Cllr Mander

Present: Cllr Grantham, Cllr Phare, Cllr Warren, Cllr Wilcox

2. Elections a) Chair of Finance & Administration committee

Cllr Phare proposed Cllr Wilcox, Cllr Wilcox agreed, seconded Cllr Grantham unanimously agreed.

b) Cllr Warren proposed Cllr Phare as Vice Chair of the Committee Cllr Phare agreed, Cllr Grantham seconded unanimously agreed.

2. Chairman's announcements Meeting recorded

3. Public questions: No members of the public were present

4. Minutes of the meeting held: Thursday 19 March 2015

Following two corrections to a word in minutes 2 and 3 proposed Cllr Warren seconded Cllr Phare unanimously agreed that they be signed as a true and correct record.

5. Matters arising:

4. New fee information for cemetery and allotments had been sent out before the end of the financial year.

5. Willand United Charities Allotment Fund Balance –it was noted that there was no disposable surplus

7. Parish Council Insurance had been renewed for current year. The postcode of the Gables property had been obtained it is EX15 2PL.

6. Employment

a) Review of salaries

Staff salaries were approved and agreed figures retained by the Chair

b) The Chair would arrange to conduct the probation meeting and staff appraisals

ACTION: Cllr Wilcox

7. Governance Review

a) Review of Standing Orders

Some amendments had been circulated by the Clerk and Chairman and following discussion the following proposal was made.

That the amended standing orders as circulated be taken to the next Full Council meeting for ratification Proposed Cllr Warren, seconded Cllr Grantham, unanimously agreed.

ACTION: Clerk

b) Review of Code of Conduct

Proposed Cllr Warren seconded Cllr Phare that the Code of Conduct be taken to the next Full Council meeting for ratification.

ACTION: Clerk

c) Financial Regulations

The Clerk & Chair of Council will continue to develop these and bring back to next F&A meeting.

AGREED

8. Financial Review

a) 2014/15 accounts and proposals for allocation of funds.

Following a full discussion on the papers circulated on 18 June this item was deferred to the next Full Council meeting in order for everyone to have time to study the information in more detail.

Proposed Cllr Warren seconded Cllr Wilcox that the £300 held in the Parish Council account from Lloyds Bank for the Health & Community Centre to be passed over. Unanimously agreed

ACTION: Clerk

Meeting closed 08: 38