



WILLAND PARISH COUNCIL

Clerk to Parish Council Ms K Taylor, 40 Townlands,
Willand, Cullompton, Devon, EX15 2RS. Tel: 07920014407
Email: willandclerk@willandmatters.org.uk

MINUTES OF THE MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON THURSDAY 17 SEPTEMBER 2015 AT 19:00 IN WILLAND VILLAGE HALL

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

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

1. **Apologies** no apologies
2. **Chairman's announcements.** The meeting is being recorded
3. **Public questions** - no members of the public were present
4. **Minutes of the meetings held:** Thursday 18 June 2015 proposed Cllr Warren seconded Cllr Phare unanimously agreed that they be signed as a true and correct record. Minutes of 27 August 2015 proposed Cllr Warren seconded Cllr Phare unanimously agreed that they be signed as a true and correct record.
5. **Matters arising:** All actions had been completed
 - 6b) probation meeting & staff appraisals Cllr Wilcox gave a brief report of her meetings with the Clerk and Litter Picker.
 - 7c) financial regulations had been brought to the meeting on 27 August and adopted at the meeting of Full Council on 10 September 2015
6. **Employment**
 - a) Review of Salaries for 2016/17 in preparation for budget planning. Following discussion it was proposed by Cllr Mander that for the Litter Picker a differential between the minimum wage and salary is maintained. Seconded by Cllr Warren and unanimously agreed. With regard to the Clerk salary it was agreed that a proposal would be put together and circulated to be agreed by Cllrs off line. It was noted that these decisions would affect the putting together of the annual precept so would need to be completed before the December meeting.
 - b) Automatic Pension Enrolment date 1 February 2016 date to inform the Pension Regulator 1 October 2015
Following discussion it was proposed by Cllr Warren and seconded by Cllr Phare that the Councillor Wilcox explore the details for joining the People's Pension and send letters to the current staff to see if they wish to join the pension scheme.

ACTION: Cllr Wilcox

7. Using Social Media

Cllr Wilcox proposed that the Council agree to develop the use of a Facebook page and initially use the Willand Matters Facebook page. This was seconded by Cllr Ursell and unanimously agreed.

8. Annual Parish meeting

The ideas in the document circulated by Cllr Warren July 2015 were discussed. It was agreed to follow the suggested format for next year. A date would be identified and brought to the next Full Council in October.

ACTION: Cllr Warren/Clerk

Meeting closed at 19:46

Frances Wilcox
Chair of Finance & Administration Committee