



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 HELD ON THURSDAY 17 DECEMBER 2015 AT 19:00 IN WILLAND VILLAGE HALL

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

Present: Councillor Grantham, Councillor Mander, Councillor Phare, Councillor Ursell, Councillor Wilcox, Councillor Warren, Clerk K Taylor, 1 member of the public.

1. Apologies no apologies were received.

2. Chairman's announcements. The Chair announced that the meeting would be recorded.

3. Public questions. There were no public questions.

4. Minutes of the meeting held: Thursday 17 September 2015 Councillor Warren proposed that they be signed as a true and correct record. Councillor Mander seconded the proposal and it was unanimously agreed.

5. Matters arising:

6 b) Automatic Pension Enrolment Date 1 February – setting up of Pension provider and informing staff - Councillor Wilcox informed the meeting that the members of staff had been informed of the new pension regulations and she was waiting for confirmation as to whether they wished to take advantage of this. She confirmed that the deadline for setting up the pension provision would be met.

ACTION: Cllr Wilcox

6. Cemetery

There was a short discussion on the amendments to the rules which had become necessary and following this Councillor Warren proposed that the Parish Council print 50 copies of the Cemetery Rules, Councillor Phare seconded the proposal and it was unanimously agreed.

ACTION: Clerk/Cllr Warren

7. The New Transparency Code and available Government funding

This item had been brought forward from the Full Council meeting on 12 November. The Chair informed the committee that she had read the information and Willand would not be entitled to any funding. It was felt that at the current time Willand complied with the code and until further information was received the item could be removed from the agenda

ACTION: Clerk

8. Budget reports

Following discussion it was agreed that the new format for the budget report proposed by the Clerk would be adopted.

It was agreed that each month the Council would continue to receive the following documents:

- i. Current Income and Expenditure report.
- ii. list of payments to be authorised, and the income from the previous month

At the F&A meeting each quarter Councillors would consider how the budget was performing and make any necessary adjustments. To enable them to do this they would receive the following papers.

- i. current breakdown of the budget spending and income
- ii. copy of the current bank statements

It was agreed that the Parish Council should consider opening a new account for saving up for the future cemetery extension and other long term items. The Clerk will bring more proposals to the next F&A agenda for developing the accounting system.

ACTION: Clerk

9. Precept 2016/17

a) Grass cutting/ground maintenance 2016/17

Councillor Warren gave a brief report on the outcome of the MDDC Cabinet meeting relating to the Play Parks that day and informed that the proposal that Willand take over two parks and lease the rest of the Jubilee field from MDDC had been agreed. This would require the precept to include provision for extra grass cutting and ground maintenance, and this had been anticipated in the provisional precept circulated to Councillors for discussion.

b) To consider the proposed precept

The document as circulated was discussed in depth and several amendments were agreed. The amended document would now be circulated to all Councillors and any further discussion would be by email. The Clerk would present a final revised document at the January Full Council meeting for formal adoption. **ACTION:** Clerk

Councillor Warren thanked Councillor Wilcox, Councillor Ursell and the Clerk for their work on the Precept.

10. Training for Clerk

Councillor Ursell proposed that the Clerk enrol on the Introduction to Local Council Administration training course, Councillor Warren seconded the proposal and it was unanimously agreed.

ACTION: Clerk

11. Round table update

a. Councillor Wilcox raised the question of a new filing cabinet for the Clerk. Following discussion it was agreed that Councillor Warren would take action regarding this in January. **ACTION:** Cllr Warren

b. Councillor Wilcox proposed that an updated version of the Clerk's manual be purchased, Councillor Mander seconded the proposal and it was unanimously agreed. **ACTION:** Clerk

c. It was agreed that the Council would support the Clerk attending the SLCC Regional Roadshow on Wed 9 March, to be held in Saltash if she decided to go. It was noted that Councillors could also attend this event. **ACTION:** Clerk

d. Councillor Phare reminded the Council that the Handyman contract had been for a year and it would now be up for renewal. **ACTION:** Councillor Wilcox/Clerk

e. Councillor Warren reminded that Council that the Emergency plan review was due. **ACTION:** Councillor Warren/Clerk

Councillor Warren raised the question of a Neighbourhood plan, and confirmed that this related to planning in the village. He suggested the possibility of a joint plan with Uffculme, and would put on a future planning agenda.

Councillor Warren asked if the Parish Plan should this be revisited. It was noted that this had taken a great deal of work when it was put together. Councillor Warren offered to go through the current plan and bring back to Council. **AGREED**

Meeting Closed 20:42

Councillor Frances Wilcox
Chair of Finance & Administration Committee
17/03/2016