



WILLAND PARISH COUNCIL

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MINUTES OF THE MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON THURSDAY 17 MARCH 2016 AT 19:00 IN WILLAND VILLAGE HALL

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

Present: Councillor Grantham, Councillor Phare, Councillor Sellick, Councillor Warren, Councillor Wilcox, Clerk K Taylor.

1. **Apologies** Councillor Mander, Councillor Ursell,
2. **Chairman's announcements** the meeting is recorded
3. **Public questions** no members of the public were present
4. **Minutes of the meeting held:** Thursday 17 December 2015
Councillor Phare proposed that they be signed as a true and correct record.
Councillor Warren seconded the proposal and it was unanimously agreed.
5. **Matters arising not on the current agenda:**
 - 5.6b) Automatic Pension Enrolment had been completed
 6. Copies of the Cemetery Rules had been printed
 9. Precept had been approved at January Full Council and no queries had been raised.
 10. The Clerk had enrolled on the training course and the invoice was presented for signing
 - 11a) Cllr Warren was working with the Clerk with regard to the filing cabinet
 - 11b) Updated manual purchased
 - 11c) The Clerk had not attended the SLCC event on 9 March
 - 11d) The Handyman contract had been renewed

6. Proposal for Reserves Policy

Following discussion Councillor Warren moved that the Reserves Policy be adopted. Councillor Grantham seconded and all were in agreement.

The fund for the development of the second part of the Cemetery was discussed. It was noted that the second half of the current cemetery was now being used. Councillor Phare had previously worked on a timeline for developing the rest of the site and it was agreed that he would circulate this. The decision could then be made as to when work should be initiated. Councillor Grantham offered to take responsibility for the development. **ACTION:** Cllr Phare

7. Financial Reports

a) Project Budget sheet – the figures were noted. Christmas lights Councillor Phare would circulate the figures related to having the lights on for the whole period and this would be discussed at the June meeting. **ACTION:** Cllr Phare

b) Current Bank Statement - the figures were noted.

c) Fund identification – it was agreed that Councillor Wilcox and the Clerk would bring proposals to the June F&A meeting following the closure of the accounts.

Councillor Phare proposed that the Parish Council provide the sum of £340 towards the outstanding amount on the second defibrillator for Willand which would be sited at the post office. Councillor Wilcox seconded the proposal, there were two abstentions and the vote was carried.

8. Review of the Emergency Plan

It was noted that the plan details of phone numbers and contact names needed to be kept up to date if it was to serve its purpose, and that it should be reviewed at every F & A Committee meeting.

ACTION: Clerk

Following discussion it was agreed that Councillor Warren and the Clerk would check and amend the current plan and circulate.

ACTION: Cllr Warren/Clerk

9. Round Table Update

Councillor Wilcox raised the fact that the mobile phone contract had been for a year and could now be renewed. It was agreed that the Clerk would identify a new contract.

ACTION: Clerk

Councillor Ursell had suggested that it was time to replace the lap top. Following discussion, it was agreed that the information would be passed to Councillor Sellick and would be discussed off line and a decision made at the next Full Council meeting.

Councillor Phare suggested that the Parish Council should consider the website and the ongoing maintenance, following discussion it was agreed that Councillor Phare would discuss with Councillor Ursell and it would be brought back to the next Full Council meeting.

It was noted that there are changes in the banking system and the Government guaranteed protected amount is reduced to £75,000. It was also noted that the deposit interest would be paid gross and the Parish Council would be required to declare this to HMRC.

Councillor Phare proposed that the Parish Council notice board in the Village Hall be updated with the name of the Chairman. Seconded by Councillor Wilcox and agreed with one abstention.

ACTION: Clerk

Meeting closed at 20:40

Chair of Finance & Administration Committee