



## 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 15 SEPTEMBER 2016 AT 19:00 IN WILLAND VILLAGE HALL

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

**1. Apologies:** Councillor Mander, Councillor Phare, Councillor Tobin

**2. Chairman's announcements:** The Chair declared the meeting open at 19.04 and reminded that it would be recorded.

**3. Public questions** There were no members of the public present

**4.** The minutes of the meeting of the Finance & Administration committee held on Thursday 16 June 2016 had been circulated. Councillor Warren proposed that they be signed as a true record, Councillor Sellick seconded the proposal and it was unanimously agreed.

#### **5. Progress reports for information**

- a) Councillor Wilcox reported that she had held appraisal meetings with both members of staff and that these had been satisfactory.
- b) Current salaries were reviewed and Councillor Wilcox undertook to ensure that the actions were taken.
- c) The Audit report had not been received and it was agreed that this would be on the agenda at the Full Council meeting following its receipt.

#### **6. Finance**

- a) The current budget was fully considered and it was agreed that any shortfall from the helicopter pad would be covered by the reserve fund for the development of the Parish Field. **ACTION:** Clerk
- b) It was noted that planning for the budget for next year should include an allowance for extra grass cutting in the Cemetery following the fencing of the extension. **ACTION:** Clerk
- c) It was noted that there might be the need to have extra cuts to the grass in the Cemetery this year. Councillor Warren proposed the transfer of £400 from the Village Enhancement budget to the Cemetery to cover this if needed. Councillor Grantham seconded the proposal and it was unanimously agreed. **ACTION:** Clerk
- d) It was agreed that the CCTV money should be paid to the Youth Club and Councillor Wilcox would give the Clerk the details. It was agreed that Councillor Wilcox would give Councillor Sellick access to the CCTV. **ACTION:** Councillor Wilcox

#### **7. Administration**

- a) The Clerk had put forward a recommendation that Willand Parish Council become a member of Devon Association of Local Councils. Following discussion Councillor Wilcox proposed that Willand join DALC for the rest of the financial year. That the use of the Association is monitored and evaluated. Councillor Sellick seconded the proposal and it was unanimously agreed. **ACTION:** Clerk
- b) There was a comprehensive discussion about the current email addresses and website as there were still issues with some emails between Councillors. It was not clear if this was

due to individual service providers. It was noted that a number of Parish Councils now had an official government domain and it was questioned as to whether Willand should go down this path. Councillor Warren proposed that Councillor Sellick and the Clerk investigate this further, draw up a wish list for a site and establish likely costs and report back to the Finance and Administration Committee in December. Councillor Sellick seconded the proposal and it was unanimously agreed. **ACTION:** Councillor Sellick & Clerk

c) There were no updates to the Emergency Plan

d) Councillors Wilcox and Grantham declared an interest in this item as they are Trustees of the Willand Health and Community Project. The document received from the Trustees regarding the proposed lease was discussed at length and it was agreed that Councillor Warren and the Clerk would incorporate the points raised by the Councillors and respond to the Secretary of the Trustees. **ACTION:** Councillor Warren and Clerk

8. It was agreed to hold it the next Annual Parish Meeting on 24 March 2017 and it was decided to use the same format as March 2016 but to adjust the timing.

### 9. Roundtable

Councillor Warren and Councillor Grantham both gave apologies for the open day for WHCC on 15<sup>th</sup> October and Councillor Wilcox confirmed that she would be attending.

It was agreed that articles informing about the proposed inclusion of Junction 27 into the local plan and the proposed new development in Willand should be put on the website and Willand Matters Facebook page. **ACTION:** Councillor Warren and Clerk

Meeting close at 20:45

Frances Wilcox  
Chair of Finance & Administration Committee