



## 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 WEDNESDAY 14 DECEMBER 2016 IN WILLAND VILLAGE HALL

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

**1. Apologies:** Councillor Bartlett

**2.** The Chair opened the meeting and announced that it would be recorded. She informed everyone that it was the last meeting of the year and wished everyone a happy Christmas.

**3.** No members of the public were present.

**4.** The minutes of the meeting of Thursday 15 September 2016 had been circulated. It was proposed by Councillor Warren, seconded by Councillor Grantham and unanimously agreed that they be signed as a true and correct record.

#### **5. Matters arising:**

a) The Clerk referred to the membership of DALC and that she had attended both a training course and the conference which had both been very useful. There are new councillor courses being offered in the new year and she suggested that these would be useful for any of the Councillors who had not attended any training. The training dates would be circulated. **ACTION:** Clerk

#### **6. Administration**

a) Cemetery

i. To consider if there should be an increase in fees for the financial year 2017/18

Following discussion Councillor Warren proposed that the fees be increased by 5% from April 2017

Councillor Phare seconded the proposal and it was unanimously agreed. **ACTION:** Clerk

ii. A quotation had been received from the contractor who had been employed for the ground maintenance and hedge cutting for the cemetery. Following discussion Councillor Warren proposed that the contract be awarded. Councillor Wilcox seconded the proposal and it was unanimously agreed. **ACTION:** Clerk

b). Website and Social Media

i. Councillor Wilcox gave a brief outline of the training she had been on that MDDC had organised. She found the training really useful and had learned a great deal. She would continue to disseminate the information and work with the Clerk to improve the Parish Council's social media presence.

ii. To discuss the website and any development

Councillor Sellick gave a brief report on his research into possible development of the Parish Council website and some of the providers. It was noted that any website would need to have at least 12 email addresses and the ability to load up documents and planning information. Following discussion, it was agreed that Councillor Sellick would continue to investigate this with a view to having a presentation from one or more of the providers. **ACTION:** Councillor Sellick

c). Contracts for 2017/18

i. The current specifications for the ground maintenance of the Jubilee Parish Field were discussed and adjustments agreed. It was decided that the Parish Council would look to appoint a contractor for

a three-year period, with a fixed contract preferred. It was agreed that the Clerk would write to three different contractors asking if they would like to tender for this. **ACTION:** Clerk

ii. Following discussion about any new contracts that might be needed it was agreed to approach the contractor for the cemetery to ask him to include the maintenance of the new hedge and to provide a price for this. **ACTION:** Clerk

## 7. Finance

### a. Budget reports

- i. The current budget reports were noted.
- ii. There were no amendments to the current budget.

### b. Precept 2017/18

- a) The Chair and Clerk had worked together to prepare a draft precept. The Councillors present discussed this in detail and agreed to the minor amendments of individual lines.
- b) It was recommended that the cost of cutting of the new hedge in the cemetery should be added into the precept and that at the end of the year a reserve fund for the allotment ground maintenance should be added. Councillor Warren proposed that with the amendments the draft precept for 2017/18 be brought forward to the January meeting of the Full Council for ratification. Councillor Tobin seconded the proposal and it was unanimously agreed. **ACTION:** Clerk

## 8. Round table update

Councillor Wilcox asked that the Parish Council agree a date for meeting with the Trustees of WHCC. Following discussion, it was agreed that Monday 9<sup>th</sup> January at 7.00pm in the Village Hall annexe be offered. Councillor Warren informed the Council that he had approached the Parish Council Solicitor raising the concerns of the WHCC Trustees and he would circulate this information to all Councillors.

Councillor Wilcox raised the question of any amendments needed to the Emergency Plan and it was agreed that this would need to be updated to include Councillor Bartlett's details. **ACTION:** Clerk

Councillor Warren had been asked by DCC Councillor Radford if there was a project that the Parish Council could apply to him for money for before Christmas. Following discussion, it was agreed that due to the short timescale the only possible idea was that of a large slide to be added to the Jubilee Field. Councillor Phare proposed that Councillor Warren ask if this would be acceptable and if so then he would progress this with the Clerk. Councillor Mander seconded this proposal and it was unanimously agreed.

The meeting closed at 21:20

Councillor Wilcox  
Chair of Finance & Administration Committee

16 March 2017