



## 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 ON THURSDAY 16 MARCH 2017 IN WILLAND VILLAGE HALL

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

1. **Apologies** Councillor Sellick, Councillor Tobin
2. Councillor Wilcox declared the meeting open at 19:05 and noted that it would be recorded
3. No members of the public were present
4. The minutes of the meeting held on Wednesday 14 December 2016 had been previously circulated. Councillor Warren proposed that they were signed as a true record, Councillor Grantham seconded the proposal and it was unanimously agreed.

#### 5. Matters arising:

a) Councillor Sellick had sent his apologies therefore it was agreed that website development would be moved on to the April Full Council Meeting, Councillor Wilcox undertook to discuss the item with Councillor Sellick prior to that meeting.

Councillor Mander joined the meeting.

b) Councillor Wilcox proposed that Willand Parish Council apply for a credit card for the Clerk to use to pay for incidentals and internet purchases and that a procedure would be drawn up to protect both the Council and the Clerk from any possible misuse of the Council money. Following a detailed discussion which considered both the advantages and disadvantages that could result from this Councillor Mander seconded the proposal. Councillor Grantham abstained from the vote and it was carried by four votes. **ACTION:** Councillor Wilcox & Clerk

c) CCTV and helicopter landing light – Councillor Warren had prepared a draft short note of understanding between the Youth Club and the Parish Council to cover the helicopter landing light. It was agreed that a combination padlock should be purchased in order to secure the light switch in the youth club. **ACTION:** Councillor Warren & Clerk

Councillor Warren proposed that the note of understanding is extended to cover the payments towards the electricity for the CCTV that the Parish Council paid each year to the Youth Club. Councillor Wilcox seconded the proposal and it was unanimously agreed.

**ACTION:** Councillor Warren & Clerk

#### 6. Financial Reports

a) Bank statements noted

b) The project accounts were discussed, and it was noted that they were as expected. VAT paid on expenditure from the reserve budgets would be reclaimed at the end of the year. The cost of the landing light was still outstanding but it was likely the end of year figures would be satisfactory.

c) The Clerk reported that the auditors had indicated that the annual report forms would be available by the end of March. She intended to bring forward the administrative parts of the report

for signature to an earlier full council meeting rather than leaving it until the finalised accounts were ready.

d) Review of reserve fund allocation

Councillor Wilcox declared an interest in the discussion relating to the village hall clock.

Councillor Warren suggested that the handyman is asked to remove the clock and make good the outside. This was agreed by all present. **ACTION:** Councillor Grantham

Councillor Grantham proposed that following the removal of the clock and making good then the residue of the £1500 earmarked would be given towards the ongoing refurbishment of the Village Hall. Councillor Phare proposed an amendment that a maximum of £1000 would be given to the Village Hall. Councillor Mander seconded the amended proposal and it was passed by 3 votes with one against and one abstention. **ACTION:** Clerk

## 7. Emergency Plan

The updates were noted

## 8. Councillors Round table

Councillor Wilcox raised the issue of the Willand Magazine as the advertising and the accounts would be reverting to the Editor at the end of March. It was agreed that following the end of the year the Clerk would take on the accounts for the magazine. **ACTION:** Clerk

Councillor Grantham reported that the skateboard ramp is dangerous and he had put up a notice and tape on it. It was reported that the children had ignored this. The situation was discussed in depth and it was agreed that Councillor Grantham would work with the handyman to find the best way to deal with this. Either to remove or mend the equipment. It was noted that it would need to be signed off by the inspector. Councillor Grantham to deal with this the Clerk to provide contact details. **ACTION:** Councillor Grantham & Clerk

The Clerk to enquire how much S106 money is left in the Willand pot and the Parish Council would decide how they could spend this. **ACTION:** Clerk

Councillor Mander raised the question of the lease for the Gables and the agreement to demolish the building. It was noted that to take the building down require planning permission, there would be a licence drawn up to allow the demolishing of the building which will run alongside the lease. It was confirmed that the Parish Council were in agreement that the building could be taken down, but that the license could not be put in place until the lease had been signed and it was definite that the project would be going ahead. Other parties had expressed an interest in using the building as it stood.

Councillor Warren informed that he had received phone calls regarding the Council Tax bills seeking clarification on the Adult Social Care contribution. He had advised contacting MDDC.

Meeting closed 20:40

Councillor Wilcox  
Chair of Finance & Administration Committee