



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 HELD ON THURSDAY 15 JUNE 2017 AT 19:00 IN WILLAND VILLAGE HALL

Present: Councillor Dennis, Councillor Phare, Councillor Tobin, Councillor Warren, Councillor Wilcox, Clerk K Taylor

1. Apologies: Councillor Dilke-Wing, Councillor Grantham, Councillor Mander, Councillor Sellick

Councillor Warren as Chair of the Parish Council opened the meeting at 19.00 and asked for nominations for Chair of the Finance & Administration Committee. Councillor Phare proposed Councillor Wilcox who accepted the nomination. Councillor Dennis seconded the proposal and it was unanimously agreed.

Councillor Wilcox took the Chair and proposed that the election of a Vice Chair be postponed and that the Parish Council should consider whether this was necessary as in the absence of the Committee Chair the Chair of Council could step in, or another Councillor could be elected on the night. This was agreed without the need for a vote.

2. Councillor Wilcox announced that the meeting would be recorded.

3. No members of the public were present

4. The minutes of the Finance and Administration meeting held on Thursday 16 March 2017 had been previously circulated. It was proposed by Councillor Warren seconded by Councillor Phare, and unanimously agreed that they be signed as a true and correct record.

5. Progress reports for information:

a) In the absence of Councillor Sellick, it was agreed that Councillor Wilcox would speak to him outside of the meeting and bring information regarding the website to the next meeting of Full Council. **ACTION:** Councillor Wilcox

b) Councillor Warren proposed that the credit card procedure be adopted and that Councillor Wilcox and the Clerk would proceed with the application. Councillor Phare seconded the proposal and it was unanimously agreed. **ACTION:** Councillor Wilcox/Clerk

c) Removal of the clock and associated work in the absence of Councillor Grantham it was agreed to move to discuss at Environment Committee along with the outstanding work for the Handyman. **ACTION:** Clerk

d) The signed note of understanding had not been received from the youth club the Clerk would email the Youth Club to chase this up and Councillor Dennis would also enquire. **ACTION:** Clerk/ Councillor Dennis

6. FINANCE

a) Overview of current bank account statements
Bank accounts noted. It was agreed to transfer some money from the current account to the savings account. **ACTION:** Clerk/Councillor Wilcox

b) Project accounts to date
Project accounts were noted

The meeting was paused at 19.41 as there was a disturbance reported at the Gables and Councillors went to investigate. The meeting restarted at 19:48.

c) Councillor Wilcox gave information about the campaign that had started on Facebook to have Wi-Fi in the village hall. She gave further information relating to the cost of installation and running of a line for a Wi-Fi for two years, and asked if the Parish Council would consider providing some financial support for this. A detailed discussion followed raising a number of points about costs, responsibility, insurance and ownership. Councillor Warren proposed that the Parish Council write to the Village Hall Committee to ask if they were prepared allow the installation of a Wi-Fi system for use by the community in the building. If they agreed then the Parish Council would look at funding the installation and first two years of the costs. Councillor Tobin seconded the proposal and it was unanimously agreed. **ACTION:** Clerk

d) 2016/17 accounts and proposals for allocation of funds
Following discussion, Councillor Phare proposed that the proposals put forward by the Clerk were agreed and the following allocations would be made to the Reserves and Capital budgets. Cemetery £7,334, Development of the Parish Field £7,500, Community Facilities £4,600, Community Events £1,000. Councillor Tobin seconded the proposal and it was unanimously agreed. The Clerk would send round amended project accounts. **ACTION:** Clerk

7. ADMINISTRATION

a) Employment

i) Appraisal meetings for Clerk and Litter Picker would be arranged by the Chair of F&A and will be held in August. She asked that Councillors give any feedback to her before the end of July.

ACTION: ALL

b) Training

i) The Clerks attendance at a training course for cemetery management was approved

ii) It was noted that the Clerk was participating in the pilot team for the MDDC planning consultee hub. She was asked to raise the question about the PDFs on the planning website which are marked as not measurable.

ACTION: Clerk

iii) It was agreed that the Clerk would circulate the training opportunities for new Councillors run by DALC to all and would encourage new Councillors to attend.

ACTION: Clerk

iv) The Clerk would attend the MDDC training on 5 July on how to protect your website and other ICT systems from cyber-attacks. Any interested Councillors were welcome to attend.

c) Emergency Plan

It was agreed that the names of new Councillors and their numbers would be added to the Emergency Plan and amended information circulated.

ACTION: Clerk

Round table update

Councillor Dennis reported that she had been asked to report some street lights that were not working correctly.

The Clerk would ask that the website and magazine be updated with the new Councillors information.

ACTION: Clerk

Meeting closed 20:20