



## 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 21 SEPTEMBER 2017 AT 19:00 IN WILLAND VILLAGE HALL

**Present:** Councillor Dennis, Councillor Grantham, Councillor Phare, Councillor Tobin (part) Councillor Warren, Councillor Wilcox, Clerk K Taylor, G Taylor Editor of Willand Magazine

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

2. Councillor Wilcox opened the meeting and confirmed that it would be recorded. She welcomed the Editor of the Willand Magazine to the meeting.

3. There were no public questions.

4. The Minutes of the meeting held on Thursday 15 June 2017 had been 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. Administration

##### a) Magazine

The Editor had produced some information regarding a possible increase in the cost of advertising in the magazine for the next year. There was a wide-ranging discussion regarding the advertising, the magazine cover, and postage costs which raised a number of points. It was agreed that the Editor would discuss the cost of changing the cover with the printers, and raise the question of the possible use of the back page for advertising. It was noted that those people who wished to receive a magazine in the post should expect to cover the cost of the magazine and postage. At the moment, this figure had been worked out at £7.50 for the 6 issues and it was agreed that this should be a standard charge. It was agreed that the advertising rates would remain the same. Councillor Wilcox proposed that the cost of inserting a leaflet should be raised to £25, Councillor Dennis seconded the proposal and it was unanimously agreed.

Councillor Warren proposed that the Editor should claim a standard mileage allowance of 40p a mile Councillor Phare seconded the proposal and it was unanimously agreed. Councillor Wilcox had provided the Clerk with a spreadsheet which could be used for this. **ACTION:** Clerk

Gerri Taylor left the meeting.

##### b) Progress reports for information:

- Councillor Wilcox reported that she had carried out the Clerk's appraisal, the Litter Picker's was still to be arranged. **ACTION:** Councillor Wilcox
- It was agreed that the Clerk and Councillor Wilcox would now investigate websites. Councillor Phare undertook to make enquiries of a web designer. **ACTION:** Councillors Wilcox/Phare/Clerk
- Council discussed and agreed the salaries for the year beginning April 2018 ready for the precept planning. **ACTION:** Councillor Wilcox
- Audit report – a clean audit report had been received
- The first credit card invoice had been received and it was agreed that this would be paid at the end of the month and noted on the October finance report. **ACTION:** Clerk
- Note of understanding with Youth Club had been received
- Note of understanding regarding the WiFi had been received from the Village Hall

**c) Allotments**

It was agreed that the allotment rents continue to be increased by the agreed 5% for 2018/19. The allotment holders to be informed of this increase when the letters were sent out for this year.

**ACTION:** Clerk

**d) Annual Parish Meeting**

It was agreed that the Annual Parish Meeting would be held on Friday 23 March 2018 using the same format.

**e) Emergency Plan**

No amendments recorded since June 2017.

**6. Finance**

- a) The budget reports and related information was noted.
- b) There were no amendments required to the budget at this time

**7. Round table update**

Councillor Dennis enquired if there was a requirement to replace the TPO tree that had been cut down in the conservation area in Howden Lodge. It was confirmed that this had not been a condition of the consent.

Councillor Wilcox presented the quote she had obtained from an electrician for the WiFi cabling in the village hall. Following a detailed discussion during which it was noted that this project had been agreed by Council although some individual Councillors were not convinced of its merits, and that the work was being overseen by Alex Wilcox in a volunteer capacity so reducing the overall cost. The quote obtained was from the electrician who had worked with Alex on the installation of the CCTV system and it was because of this that Alex wished to work with him on this project. Councillor Wilcox confirmed that the projected costs of the installation and two year running costs were within the agreed budget. Councillor Wilcox proposed that the electrician quote be agreed. Councillor Phare seconded the proposal and it was carried by 3 votes with 3 abstentions.

It was agreed that the next F& A would be held on Tuesday 19 December.

Meeting Closed 20.40

Councillor Frances Wilcox  
Chair of Finance & Administration Committee