



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 TUESDAY 19 DECEMBER 2017 AT 19:00 IN WILLAND VILLAGE HALL

Present: Councillor Grantham, Councillor Mander, Councillor Phare, Councillor Warren, Councillor Wilcox, 1 member of the public, Clerk K Taylor,

1. **Apologies:** Councillor Sellick, Councillor Tobin, Councillor Bartlett
2. The Chairman welcomed Mr Manktelow to the meeting and announced that it would be recorded.
3. There were no public question
4. Minutes of the meeting held on Thursday 21 September 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. Matters arising:

a) Willand Emergency Plan.

It was agreed that the Clerk would make amendments to the Emergency Plan to include the information about the WiFi at the village hall and bring the updated version to the March F&A meeting for all Councillors. **ACTION:** Clerk

6. Administration

a) Cemetery

i). Following discussion Councillor Phare proposed that the cemetery fees were raised by 5% for the financial year 2018/19. Councillor Mander seconded the proposal and it was unanimously agreed.

ACTION: Clerk

ii). The contractor had provided a quotation for the ground maintenance at the cemetery for 2018. Councillor Warren proposed that the Parish Council accept these figures, Councillor Wilcox seconded the proposal and it was unanimously agreed. **ACTION:** Clerk

b). Website and Social Media

i). Councillor Phare declared an interest and opted not to take part in the discussion or decision making as he knew one of the contractors who had put in a quotation.

The Council considered the three quotations but the Councillors present decided that they did not have enough understanding to make an informed decision. They asked Councillor Wilcox and the Clerk to discuss with Councillor Sellick on his return and to bring this back to the Parish Council. It was agreed that there should be some provision within the next precept to develop the website.

ACTION: Councillor Wilcox/Clerk

c). Contracts for 2018/19

i). To decide on the bus shelter cleaning quotations as circulated.

Councillor Warren proposed that the quotation provided by Tim Scrace be accepted, Councillor Phare seconded this proposal and it was unanimously agreed. **ACTION:** Clerk

ii). To review the quotations received for the South View and Mallow Court play areas as circulated

Councillor Wilcox proposed that Mr Broom be offered the contract to cut any smaller play areas as required. Councillor Mander seconded the proposal and it was unanimously agreed. **ACTION:** Clerk

iii). An initial discussion on the continuation of Christmas lights for the village took place.

It was agreed that the Parish Council would consult with the village on social media to see if there was a desire to keep the lights. **ACTION:** Councillor Wilcox/Clerk

7. Finance**a. Budget reports**

The budgets were discussed and it was noted that the income and expenditure was as expected although the income for the cemetery had been much lower than in previous years. It was not considered that any amendments were necessary at this time.

b. Precept 2018/19

i). Councillor Wilcox and the Clerk had presented a draft precept for consideration and the individual areas of income and expenditure were fully discussed.

ii). A number of amendments and suggestions were made and it was agreed that the Clerk would make these amendments and circulate a new document prior to the full council meeting in January.

8. Round table update

Councillor Warren raised the question of the remaining plants from the planters as it had proved difficult to contact the volunteer who had been looking after the one by the One Stop. Mr Manktelow offered to put them in the one stop planter if they were not done before Christmas.

Meeting closed at 20:15

Frances Wilcox
Chair of F&A Committee