



## 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 20 SEPTEMBER 2018 AT 19:00 IN WILLAND VILLAGE HALL

**Present:** Councillor Glover, Councillor Manktelow, Councillor Phare, Councillor Tobin (part) Councillor Warren, Councillor Wilcox.

**In Attendance:** Clerk K Taylor,

**1. Apologies:** Councillor Mander, Councillor Grantham, Councillor Scott. Councillor Tobin had indicated that he might be late for the meeting.

**2.** Councillor Wilcox opened the meeting and 19.09 and informed that it would be recorded,

**3.** No Declarations of Interest were advised

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

**5.** The Minutes of the Finance & Administration Committee held on Thursday 21 June 2018 had been circulated. It was proposed by Councillor Manktelow seconded by Councillor Warren, and unanimously agreed that they be signed as a true and correct record.

#### **6. Administration**

a) It was agreed to add Councillor Glover to the response team in the Emergency Plan and the Clerk would make amendments and circulate the updated plan to all.

b) It was agreed the Councillor Wilcox would arrange the PAT testing for the clerk's IT equipment due December 2018 on the same basis as the last test.

c) Councillor Wilcox gave a brief report on the appraisal meeting with the Clerk. It was noted that the Parish Council needed to be mindful of the increase in work load for Clerks and the importance of the support offered by individual Councillors.

d) The Clerk reported that she was continuing to work through the actions needed to comply with GDPR. The privacy statements were on the website and she was in the process of going through the paper records. Councillor Manktelow offered to work with the Clerk on the document retention policy and would be attending the training at Holcombe Rogus with the Clerk and Councillor Scott which would inform compliance with electronic data.

e) It was agreed to increase the allotment rents for 2019/20 by 5% and the Clerk would inform them of this during the renewal process for this coming year.

f) The Annual Parish Meeting had been held on a Friday evening for the last 3 years as it was hoped that this would enable people with families to attend. It was felt that this had not increased attendance and it was agreed that the next Annual Parish Meeting would be held on Thursday 21 March at 7pm before the F& A meeting scheduled for that day. The Clerk would request that the Council have use of the committee room for that date which would provide easy access for the kitchen for tea and cake.

g) The Council reviewed the salaries and noted that the next year was election year and provision must be made for election costs within the budget planning.

#### **7. Finance**

a) The budget reports were noted

b) It was agreed that there were no amendments needed to the budget.

#### **8. Round table update**

Councillor Warren reminded the Council that the new equipment was due to be put into the Jubilee Field at the start of October and that the annex would need to be open to provide facilities for the installers. He gave an update on the progress made with the application to the TAP fund for the

proposed new seats in the field. It was noted that when Orchard Way was leased by the Parish Council there would be the opportunity to add new play equipment.

Meeting closed 19:55