



WILLAND PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON THURSDAY 20 DECEMBER 2018 IN WILLAND VILLAGE HALL

Present: Councillor Glover, Councillor Grantham, Councillor Phare, Councillor Scott, Councillor Warren, Councillor Wilcox.

In attendance: Clerk K Taylor 2 members of the public

1. **Apologies:** Councillor Manktelow, Councillor Tobin
2. No Declarations of Interest from Members on any of the agenda items were received.
3. Councillor Wilcox opened the meeting at 19.02 and announced that it would be recorded.

4. Public questions

There were no public questions

5. The Minutes of the Finance & Administration Committee held on Thursday 20 September 2018 had been circulated. It was proposed by Councillor Phare, seconded by Councillor Glover, and unanimously agreed that they be signed as a true and correct record.

6. Administration

- a) The Clerk confirmed that updates had been made to the Emergency plan and that she would circulate the correct copy to all Councillors and send on to the relevant authorities. **ACTION:** Clerk
- b) The Clerk gave a brief report on the keys that were in her possession. Councillor Warren suggested that a key register is created and it was agreed that it was a good idea. The clerk will identify the keys as Willand Parish Council and create a register. Councillor Grantham will check the keys. **ACTION:** Clerk/Councillor Grantham
- c) Following discussion on the cemetery fees Councillor Grantham proposed that the fees remain the same for the coming year, to be reviewed next year. Councillor Glover seconded the motion and it was unanimously agreed. **ACTION:** Clerk
- d) Website development. It was agreed that the Clerk would contact the web developer to discuss an ongoing SLA. **ACTION:** Clerk

7. Finance

a. Budget reports

Following discussion on the current financial situation Councillor Warren proposed that the budget remain as set until the end of the financial year. Councillor Phare seconded the proposal and it was unanimously agreed.

b. Precept 2019/20

Councillors considered the proposed precept in detail and following the discussions a number of suggestions and amendments were made. It was agreed that the Clerk would make the amendments and circulate the new document to all Councillors prior to the full Council meeting in January when the precept would be agreed.

8. Councillors Roundtable

Councillor Grantham had confirmed with SWW that the land for the cemetery extension did not have the pipe from the pumping station running under it and he was now able to move forward with the plans for fencing the boundary.

Councillor Wilcox raised the possibility of renewing the contract for the Handyman. It was agreed that work he did was extremely satisfactory and it was agreed that the Clerk would go ahead and provide a new contract with the agreed hourly rates to him. **ACTION:** Clerk
Councillor Warren gave some feedback regarding the issue of the proposed bin in the Willand Moor Rd area.

Councillor Warren had represented Willand Parish Council at the memorial service for Councillor Jenny Roach

Councillor Warren gave a brief update on planning for the proposed dementia friendly cake concert
Councillor Wilcox gave a brief report on the Litter Picker appraisal and also the 'We're watching you' campaign posters.

The Clerk had spoken to the men on site building on the business park and they had agreed that some soil could be given to the BMX track, they had advised waiting for 3 weeks to get more appropriate soil. Councillor Scott would discuss the best way of getting this to the track.

ACTION: Councillor Scott

The Clerk confirmed that the money for the new benches in the Jubilee Field was agreed from the S106 pot and the Communities Together Fund and should be in the bank by the end of the year.

Meeting closed: 20:40

Councillor Frances Wilcox
Chair of F&A Committee
21 March 2019