



WILLAND PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON THURSDAY 21 MARCH 2019

Present: Councillor Grantham, Councillor Scott, Councillor Tobin, Councillor Phare, Councillor Warren, Councillor Wilcox

In attendance: Clerk K Taylor

1. **Apologies:** Councillor Manktelow, Councillor Glover
2. No declarations of interest were received.
3. Councillor Wilcox opened the meeting at 20:48 and said that it would be recorded.
4. There were no members of the public present.
5. The Minutes of the Finance & Administration Committee held on Thursday 20 December 2018 had been circulated. It was proposed and unanimously agreed that they be signed as a true and correct record.

6. Administration

- a) It was noted that the contact details for the Village hall would need to be updated in the Emergency Plan and Councillor Wilcox undertook to confirm who should be the initial contact in the case of any emergency. The plan would be fully updated and circulated following the election when the new Council was formed. **ACTION:** Councillor Wilcox/Clerk
- b) It was agreed that the Clerk would arrange for 12 hours of website support to be invoiced as used. **ACTION:** Clerk
- c) The Clerk informed that the audit process was about to start and that information would be circulated when it was received.

7. Finance

- a) The figures provided by the Clerk for the end of the financial year were reviewed and it was unanimously resolved that the underspend be carried forward to the budgets for the following year. **ACTION:** Clerk
- b) The information provided for the reserve fund allocations was noted.

8. Councillors Roundtable

It was agreed that the invoices brought to the meeting would be paid and noted formally at the April meeting. **ACTION:** Clerk

No further information was brought forward and the meeting closed at 21.09

Councillor Simon Dilke-Wing
Vice Chair of the Finance & Administration Committee

20 June 2019