



## WILLAND PARISH COUNCIL

### MINUTES OF THE MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE HELD ON THURSDAY 20 JUNE 2019

Present: Councillors Dilke-Wing, Glover, Grantham, Little, Phare, Scott, Tobin, Warren, Whatley, Wilcox

In attendance: Clerk K Taylor, 1 member of the public

Councillor Phare took the chair and reminded that it was being recorded. He asked for nominations for the Chair of the Finance & Administration Committee. Councillor Tobin proposed that Councillor Wilcox be elected to the position as she had already indicated her willingness to stand. Councillor Scott seconded the proposal and it was unanimously agreed.

Councillor Phare asked for nominations for the Vice Chair of the Committee and Councillor Little nominated Councillor Dilke-Wing who accepted the nomination, Councillor Glover seconded the proposal and it was unanimously agreed.

Councillor Dilke-Wing took the chair.

1. Both Councillor Wilcox and Councillor Warren had sent apologies that they would be late to the meeting due to commitments earlier in the day.
2. There were no items brought forward by the Chair
3. No declarations of interest were received from Members for any of the agenda items.
4. There were no public questions
5. Councillor Phare proposed that the minutes of the meeting held on Thursday 21 March 2019 be signed as a true record, Councillor Scott seconded the proposal and the minutes were signed.

19.10 Councillor Wilcox and Councillor Warren joined the meeting

#### 6. Administration

- a) Emergency Plan amendments were agreed and the Clerk would circulate the information to all. **ACTION:** Clerk
- b) The Clerk had obtained the form for change of signatories to the bank account and the form was signed. **ACTION:** Clerk
- c) Councillor Wilcox would arrange the employee appraisal meetings and asked for feedback from Councillors. **ACTION:** Councillor Wilcox
- d) Councillor Dilke-Wing had provided a draft document retention policy and it was agreed that this would be used as a basis for a Willand PC policy. **ACTION:** Councillor Dilke-Wing/Clerk
- e) The Clerk gave a brief report back on discussions held with the website developer and would expect the issues around the email system to be sorted out in the near future. It was agreed that the website needed to be kept relevant and fresh and Councillor Dilke-Wing agreed to join the admin team for the site. **ACTION:** Clerk  
There was a brief discussion about the need to provide an accessibility statement and this would be done once the guidelines had been provided.
- f) It was agreed that the Safeguarding Policy would be on the agenda for the F&A meeting in September as there was further investigation to be done. Two points were highlighted, the need

for an accountable person and the availability of training. It was agreed that before the meeting all Councillors would read the information provided by the Clerk. **ACTION:** Clerk/All Councillors

## **7. Finance**

a) Overview of current bank account statements

Noted.

b) Internal Auditors letter circulated

The internal auditor's letter was discussed and the comments noted.

c) 2018/19 accounts proposals for allocation of funds

A number of items were discussed and it was agreed that Councillors would make formal proposals for the next Finance & Administration meeting in order to allocate the underspend.

d) Review of income & expenditure to date

Income and Expenditure was noted.

## **8. Councillors Roundtable**

Councillor Scott gave a brief update on the BMX track.

There was a wide-ranging discussion about public consultation, Councillor surgeries and community engagement events.

Meeting closed 20.50

Frances Wilcox  
Chair of Finance & Administration Committee

19 September 2019