



## WILLAND PARISH COUNCIL

### MINUTES OF THE MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON THURSDAY 19 SEPTEMBER 2019

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

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

**1. Apologies:** Councillors Glover, Scott

**2. Declarations of Interest**

Councillors Tobin and Little would declare an interest when the allotment discussion took place.

**3.** There were no questions from the public.

**4.** Councillor Warren proposed that the minutes of the Finance and Administration Committee meeting held on 20 June 2019 were signed as a true record. Councillor Phare seconded the proposal and the minutes were signed

**5. Administration**

a) There were no updates to the Emergency Plan

b) Councillor Wilcox had not yet met with the Litter Picker but reported back on the appraisal meeting with the Clerk. Following discussion Councillor Warren proposed that the Chair and Clerk continue to work together to bring recommendations back to the Council. Councillor Dilke-Wing seconded the proposal and it was agreed.

**ACTION:** Councillor Wilcox/Clerk

c) It was agreed that the draft document retention policy should include a section on risk management and that after this amendment the document would go to Full Council in October for formal adoption.

**ACTION:** Councillor Dilke-Wing

d) It was agreed that the Financial Regulations would be reviewed against the new model regulations and any changes identified brought to the December F&A meeting for consideration.

**ACTION:** Councillors Wilcox/Dilke-Wing/Clerk

e) It was noted that there was ongoing information available regarding website accessibility and the Parish Council commitment to this by September 2020. It was agreed that this would be moved forward by the website task group.

**ACTION:** Councillors Wilcox/Scott/Phare/Dilke-Wing/Sellick/Clerk

f) The date for the next Annual Parish Meeting was agreed as Thursday 19 March 2020 at 6.30pm. To be held prior to the F&A Committee meeting that evening in the Committee Room as last year.

**ACTION:** Clerk

**6. Finance**

a. Budget reports

i). The budget reports were noted.

ii). To approve any amendments to the budget

Councillor Warren proposed that any saving from the election costs in the Admin budget were used towards the cost of a referendum for the Neighbourhood Plan. Councillor Grantham seconded the proposal and it was unanimously agreed.

**ACTION:** Clerk

Councillor Phare proposed a sum of £600 was authorised to purchase a new printer and laptop for the Clerk. Councillor Tobin seconded the proposal and it was agreed.

**ACTION:** Councillor Wilcox

b. Precept

i) It was agreed that the Chair and Vice Chair of the F & A Committee would review the salaries and make recommendations for the next precept.

**ACTION:** Councillors Wilcox/Dilke-Wing

ii) Charges for the cemetery had not been raised since 2018 and it was agreed that the Clerk would research the charges in other local parish cemeteries and inform the committee before a decision was made.

**ACTION:** Clerk

iii) Allotment rents 2020/21

Councillor Tobin declared an interest as an allotment holder and would not vote.

Councillor Little declared an interest as a trustee of the Willand United Charity and would not vote.

There was a full discussion around the costs for maintaining the allotments and it was noted that the rents for the plots were not bringing in enough money to cover the recent ground maintenance

costs. The water costs had also been rising over the past 3 years without any increase in the charge for the allotment holders for water. The Allotment Holders Association and Clerk has agreed to raise this contribution by £1 for the coming year. Councillor Phare proposed that the allotment rent was increased by 7.5% for the year 2020/21. Councillor Dilke-Wing seconded the proposal and it was agreed with Councillors Little, Tobin and Whatley abstaining from the vote.

**ACTION:** Clerk

## **7. Future Projects**

Councillor Wilcox raised the Safeguarding Policy and explained the reasons that it had not been brought forward to the agenda as previously agreed. Further research is being done and it will be brought back to the next F&A meeting. Councillor Dilke-Wing and Councillor Little were taking the lead on this.

**ACTION:** Clerk

Councillor Grantham reported on the issues regarding the play surface in the Jubilee Field and the investigation into the best replacement. He was also researching possible replacements for the multi play equipment and roundabout which were nearing the end of their life. Councillor Warren offered to assist him with this.

**ACTION:** Councillors Grantham/Warren

Meeting closed 20:40