



WILLAND PARISH COUNCIL

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Minutes of the **Meeting of Finance & Administration Committee** held on **Thursday 15th June 2023** at **7.00 pm, in the Club Room at Willand Village Hall, Gables Rd, Willand.**

Present: Cllrs N James, R Phare and B Warren

In Attendance: D Bird, Parish Clerk

MINUTES

1. Election of a Chairman to the Finance & Administration Committee

With only 8 Councillors and 4 unfilled vacancies Cllr Phare proposed that the Finance and Administration Committee be disbanded, and the agenda items moved to Full Council. The Clerk to stagger the various business across the year. In addition, that an Extraordinary Full Council meeting is held in December to set the precept. The duties of the Committee Chair to be split between the Chair and Vice-Chair of Full Council. Proposal seconded by Cllr James. **Unanimously agreed.**

2. Election of a Vice-Chairman to the Finance & Administration Committee

See above.

3. To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllrs Little and Mastrolacasa and the reasons for absence were approved unanimously.

4. Declarations of Interest

There were no declarations.

5. Finance & Administration Committee Minutes

It was **resolved** to approve & sign the minutes of the Finance & Administration Committee meeting held on Thursday 16th March 2023, as a correct record. Unanimously agreed.

6. Chairman's and Clerk's Announcements

- VAS – The Clerk provided updated costings and it was agreed that she will approach Halberton Parish Council to discuss the sharing of the Chapter 8 costs and that a further report be brought back to Council.
- DCC have confirmed that they will fund £400 of this years Weed Spraying costs from the DCC Member Locality Budget.

- Countrywide invoicing – it was agreed that invoices still need to state the dates of the grass cuts (raised following change in supplier accounting system). Clerk to clarify with supplier.
- Clerk's leave – phone will be covered by Councillor Warren and an Out of Office will be added to the Clerk's email box stating that a Councillor should be contacted for urgent matters.

7. To review the Committee Terms of Reference

It was **resolved** that following disbanding of the Committee the Terms of Reference will be kept on file for future use. (Proposed by Chairman and unanimously agreed).

8. To conduct annual review of the Press & Media Policy

It was unanimously agreed that there were no amendments to be put forward for approval to Full Council.

9. To conduct annual review of the Social Media Policy

It was unanimously agreed that there were no amendments to be put forward for approval to Full Council.

10. To review the Emergency Plan

The following changes were identified:

- Community Response Team – removal of previous Councillors Major and Bartlett. Change of Clerk's details to current Clerk. Clerk to ask Frances Wilcox if she wishes to remain on the Team.
- District Councillors details to be updated.
- Clerk to check that all contact numbers are correct and change as necessary.
- Following this hardcopies to be reprinted, other than logs, and sent to all on the distribution list.

11. To receive updates on Councillor Training

No Councillor training has taken place since the last meeting.

12. To review the Council's finances year to date and agree any courses of action

No change since those approved at Full Council the previous week. It was therefore **resolved** to note the Summary of Receipts and Payments and Earmarked Reserves Balances.

13. To discuss the review and updating of the Asset Register

It was **resolved** to accept the new draft Asset Register as the platform to record the Parish Council assets going forward. Updating of the Register to primarily be the Clerk's responsibility once fully set up and the Clerk, Chair and Vice Chair of Council to have the authority to make amendments. Proposed by Cllr Phare and unanimously agreed.

Councillors present went through the new draft Asset Register and agreed some amendments. In addition:

- A link to leases will be added
- The Clerk to add pictures of the office equipment

- The Clerk to look into arranging a PAT test for the office equipment
- The Clerk to locate the paperwork for the addition of a disabled picnic bench in the Jubilee Field

14. Councillors' Roundtable: to receive any further information from Councillors and to highlight future agenda items

Cemetery meeting to be rearranged as Cllrs Phare and Grantham unable to attend. Discussion required on whether the Cemetery Group should have formal Terms of Reference going forward. If so, this would need to be the case for other groups set up in the future.

15. Close : 20.13 p.m.