



WILLAND PARISH COUNCIL

Clerk to Parish Council Mrs Barbara Bodkin, 12 Sycamore Close, Willand, Cullompton, Devon EX15 2SH. Tel: 07920014407
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I HEREBY GIVE NOTICE THAT A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE PARISH COUNCIL WILL TAKE PLACE ON THURSDAY 20 OCTOBER 2022 AT WILLAND VILLAGE HALL COMMENCING AT 19.00.

Press and Public are invited to attend.

PLEASE NOTE: All Council Meetings are electronically recorded in the interests of accuracy.

AGENDA

1. Apologies

To receive any apologies from Councillors

2. To receive any declarations of interest from Members on any of the agenda items.

3. Items brought forward from the Chair

4. Public questions on any of the agenda items

5. To approve the minutes of the meeting held: Thursday 23 June 2022 (Circulated)

6. ADMINISTRATION

- a) Emergency Plan – to consider recommendations following review meeting on 25.8.22
- b) Training
 - i) To receive updates (verbal/written) on training attended by Councillors and Clerk since 23 June 2022
 - ii) To review future training for Councillors and Clerk
- c) To receive an update from Councillor Wilcox on options to open an additional instant access savings account
- d) To receive an update from the Clerk on accounts software research
- e) To review the Donation policy and decide if the Parish Council will publish information on its website about groups which it has supported and if so, to agree a time limit e.g. 12 months after the donation date.
- f) Audit:
 - i) To consider the SAAA 2022 opt-out communication
 - ii) To agree appointment of an internal auditor for 2022/23
- g) Asset register – to receive a verbal update
- h) Community Events Fund – to consider draft application form

7. FINANCE

- a) To receive an overview of current bank account figures (included on I & E Report)
- b) To review income and expenditure budgets as at 14.10.22 and agree any adjustments
- c) Precept for 2023/24:

- i) Review of current salaries and preparation for 2023/24 budget planning (in accordance with Financial Regulations
- ii) Review of hourly rate for handyman
- iii) Review of cemetery fees
- iv) Review of Willand cemetery maintenance specification (grass cutting/hedge maintenance)
- v) Allotment rents review and agree rates effective from 1.10.23
- d) Councillors to bring forward any new initiatives for 2023/24 which would incur on-going costs rather than an allocation from existing reserves

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

9. Planning application to be considered

a) **22/01927/TPO**

Proposal: Application to reduce the crown width of 1 Yew tree (T6) by 2m, protected by Tree Preservation Order 67/00006/TPO

Location: 1 Townlands Willand Cullompton

Response due: 1 November 2022

[PLANNING LINK](#)

Barbara Bodkin
Clerk to Willand Parish Council

14 October 2022