



# WILLAND PARISH COUNCIL

## MINUTES OF THE MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON THURSDAY 17 MARCH 2022 AT WILLAND VILLAGE HALL COMMENCING AT 19.00.

**Present:** Councillors Grantham, Little, Major, Mastrolacasa, and Wilcox

**In attendance:** Clerk B Bodkin

### 1. Apologies

Apologies had been received from Councillors Glover, Phare and Warren.

2. Declarations of interest from Members would be made at the appropriate agenda item.

### 3. Items brought forward from the Chair

Councillor Wilcox tabled a Lloyds Bank mandate form to be signed by three signatories to enable Councillor Mastrolacasa to be added as a signatory as previously agreed on 16 December 2021.

4. There were no public questions on any of the agenda items.

5. Councillor Wilcox proposed from the Chair that the minutes of the meeting held on Thursday 16 December 2021 be signed as a true record; there were no objections, and the minutes were signed.

### 6. ADMINISTRATION

a) Emergency Plan: the current plan was reviewed, and updates were agreed. **ACTION: Clerk**

b) Continuation of the Willand helpline: although Councillor Wilcox had not received many calls, it was agreed to continue with the helpline at an average cost of £3/month. Councillors agreed to review the position annually in December.

c) Training

i) Councillors Grantham, Major and Little and the Clerk gave verbal updates on training attended since 16 December 2021.

Councillor Wilcox indicated support for the Clerk to attend the SLCC in-person seminar on 25 May 2022. Councillor Little proposed that the Clerk's training as an employee be signed off by the Finance Chair and Parish Council Chair and that the Clerk would report back on training attended and this was agreed unanimously. **ACTION: Clerk**

ii) Future training for Councillors and Clerk was discussed.

d) Draft lease (Version 3) for Chestnut Drive Play Area (circulated 15.3.22) was discussed and agreed unanimously by all present. **ACTION: Clerk**

### 7. FINANCE

a) The forecast end of year Income and Expenditure figures 2021/22 were reviewed in detail.

Under Income, Councillor Little declared an interest regarding the Allotments as a Trustee of Willand United Charities who own the site. Councillor Wilcox explained there was a rolling spreadsheet for Allotment costs year on year, adding that rent received varied depending on how many plots were let and size of plots. Councillor Wilcox indicated that the rolling balance of

approximately £900 could be used towards the proposed new hedge cost.

Under Expenditure, it was noted that a quote for spare parts for the HAGS play equipment in the Jubilee Field was awaited but it may not be invoiced until the next financial year and provision could be made for this and associated labour costs in the carry-forward figures at the March 2022 year-end.

In response to a question raised by Councillor Mastrolacasa regarding Capital Expenditure, Councillor Wilcox confirmed that unspent Capital funds do not need to be paid back but will be carried forward for future years for planned spending and will accumulate over subsequent years. Councillors discussed the purpose of Reserves Funds and Capital Budgets. It was noted that Cemetery Contingency under Capital Budgets was now fully spent and would therefore be covered by the Cemetery Reserves Fund in 2022/23.

In response to a question raised by Councillor Mastrolacasa regarding a Microsoft payment of £500 being paid from Reserves in 2021/22, Councillor Wilcox confirmed that this related to email licences expenditure which had been due in March 2021 but invoiced in April 2021 (and was funded from Reserves carried forward from the previous year); in 2021/22 the renewal cost had been allowed for and paid from the Office/Admin budget in March 2022 and would continue to be paid in March on an annual basis.

b) Councillors reviewed the provisional end of year figures for the reserves and capital budgets 2021/22 as presented by the Clerk, subject to further adjustments following closure of the financial year on 31 March.

Councillor Little indicated that the Neighbourhood Planning Group would be likely to apply for a grant in 2022/23, subject to availability and approval by the Full Council.

Councillor Wilcox proposed that when the first half of the Precept had been received in April, funds over £85,000 in the Lloyds Bank accounts would be transferred into Nationwide, pending the identification of an investment account with another bank to ensure that funds were protected; Councillor Little seconded this proposal and all agreed. It was also noted that an additional £35,000 would be due from MDDC on completion of the Chestnut Drive Play Area lease and there was the prospect of S106 funding linked with the new housing development. Councillor Wilcox proposed that she would look for a suitable bank account, seconded by Councillor Grantham and unanimously agreed. **ACTION: Councillor Wilcox**

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

i) Councillor Grantham asked if the skateboarding equipment would be incorporated in the new cycle track design. Councillor Wilcox said this would not be possible but it was intended to include a half-pipe alongside the new pump track layout and she would be seeking quotes once the size of the area was known. Councillors were able to view the information in a Teams folder.

ii) Councillor Major was considering putting forward a proposal to buy 2 lithium batteries for the VAS as they weigh less and should last 4 weeks (the current batteries last about 3 weeks). He confirmed he had consulted with DCC and it had proved difficult to find other suitable sites, once factors including access and safety had been taken into consideration. DCC had confirmed

it would not be possible for the Parish Council to have a device to solely monitor speeds elsewhere in the village. Councillor Major confirmed that DCC would not permit slabs to be laid at the VAS sites and so alternative methods were being investigated to prevent ladders sinking into the ground. It was agreed that the Highways Group would bring forward a proposal to the next Full Council Meeting.

**ACTION: Highways Working Group**

iii) Councillor Little queried why the allotment hedging decision was not on the agenda. The Clerk explained that a formal response was still awaited from the Chair of Trustees of Willand United Charities. It was agreed that once a response had been received the Clerk would action according to what had been agreed by Full Council, in liaison with Councillor Tobin.

**ACTION:  
Clerk**

iv) Councillor Little reported that had a received an enquiry from a member of the public relating to the defibrillators, as websites they had searched when a heart attack occurred had only identified one defibrillator in Willand (whereas there are 3 in total). It was agreed that he would write to the Clerk with details of the incident so that she could follow up to check if the necessary publicity was in place. It was noted that the first step in the event of a heart attack would be to dial 999 to ask for the nearest location and a code to use the equipment.

**ACTION: Councillor Little and Clerk**

20:23 hours: there being no further business, the meeting closed.