



## WILLAND PARISH COUNCIL

Clerk to Parish Council Mrs T Leaman, 11 Lower Town,  
Sampford Peverell, Tiverton, Devon, EX16 7BJ 01884 822914  
Email: willandclerk@willandmatters.org.uk

### THE MINUTES OF THE COMMUNITY SUB COMMITTEE HELD ON THURSDAY 19<sup>TH</sup> JUNE 2014 FOLLOWING THE FINANCE AND ADMINISTRATION MEETING AT 19:00 IN WILLAND VILLAGE HALL

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

#### MINUTES

**Present:** Cllrs Ursell, Warren, Phare, Wilcox, Firkins, Myers, Parish Clerk Tracy Leaman, 1 x member of the public

**Election of chair/Vice Chair:** Cllr Ursell Chaired the meeting until the Chair was Elected. Cllr Ursell Proposed Cllr Wilcox, Cllr Wilcox accepted, Cllr Phare Seconded, unanimously agreed. Cllr Ursell Proposed Cllr Firkins as Vice Chair, Cllr Firkins accepted, Cllr Myers Seconded, unanimously agreed.

1. **Apologies:** Cllrs Mander, Grantham, Thompson
2. **Chairman's announcements:** Meeting recorded
3. **Minutes of meeting held:** Thursday 1<sup>st</sup> May 2014, Proposed Cllr Warren, Seconded Cllr Ursell, that they be signed as a true and correct record, unanimously agreed.
4. **Matters arising**

Insurance – building insured 21<sup>st</sup> May 2014. Cllr Warren asked about security arrangements and Proposed that an electricity account be opened, the Village Hall security camera be reposition and a PIR plug in light installed, Seconded Cllr Myers, unanimously agreed. **Action Cllrs Ursell, Firkins**

Confirmation of the Medical Practice's requirements – Cllrs Ursell and Firkins met with the Bramblehaies Practice Manager they are keen to utilise the site and will be happy to move into the refurbished first phase site and then move to the second phase site when it is complete, they will required a seven year rental agreement. Mike Wright offered to work with prospective tenants on behalf of the Parish Council. Mike Wright and Cllr Ursell will meet Bramblehaies again to move the project forward. Cllr Ursell will send meeting notes to all Cllrs.  
**Action Cllr Ursell, Mike Wright**
5. **Gables** – update on project to date – Cllr Firkins has provided the builder with a wish

list, including the repairs needed following the structural survey. A basic room will be provided for the tenants, should they need a window they will contribute to the cost of providing one. Approximately £30,000.00 is currently available, the TAPS funding application is being completed and District Cllrs Radford will be asked for £3,000.00 from this Locality budget. A mail shot will be sent to local businesses requesting help with funding, materials and labour. Cllr Warren will make enquiries regarding a buy a brick scheme. The accountants suggested completing phase one then setting up the charity, this way the VAT can be claimed. Cllr Warren will prepare draft mission statement and constitution. A village consultation will be held on 15<sup>th</sup> July to recruit volunteers and source funding, tea and biscuits will be offered, followed by a short presentation to introduce the concept. Cllr Ursell explained how to access and use the website back office, all meeting notes will be added to the page, some things can be discussed online but others will need a formal meeting. Working/financial parameters need to be set, Cllrs Ursell and Phare will draft an agreement, and it will be circulated to all committee members within the next week. Cllr Firkins will supply Cllrs with a short brief regarding his discussions with builders.

Inventory required –**Action Cllr Firkins**

**Meeting closed: 21:10**

**Cllr Frances Wilcox**

**Chair Willand Community Sub Committee**