



WILLINGHAM PARISH COUNCIL



Minutes of the Finance and General Purposes Committee meeting held on Wednesday
20 November 2012 at 7 30 pm in the Parish Office, Ploughman Hall, West Fen Road

Present Councillors:-
RFO – Mrs Sarah Rutherford

A Cook (Chairman), P King, G Pake, J Watson, B Kirkman

1. Apologies for absence.	Actions
None.	
2. Declarations of interest.	
<i>Dispensation to all Councillors present as they pay Council Tax, but need to set the precept. Therefore, none to declare.</i>	
3. Minutes of the meeting held on 6th June 2012	
Councillor Pake proposed approval of the Minutes of 6 th June 2012, seconded by Councillor King and agreed with three votes in favour and two abstentions due to not being at the last meeting.	
4. Matters arising from the minutes of the meeting held on 6th June 2012 not covered elsewhere on this agenda.	
None.	
5. To receive and decide on the Precept for 2013/2014	
Precept Bids put forward by all Lead Councillors had been circulated prior to the meeting.	
<i>The Chairman read out a notice from NALC that had been circulated to all Lead Councillors. It stated that no precept should be formally approved until after the publication of the Draft report (local government finance report), expected in a written statement to Parliament on Thursday 6th December 2012. Each local Council should wait for the Tax Base figures to be issued by the Billing Authorities on 1st December 2012. Because every Council needs to look at the rate of increase in Council Tax Band D, it means that formal setting of the Precept should be concluded in January 2012. The bulk of the work can be completed in November at this meeting, but cannot be ratified by Council until January when the Tax Rate values can be calculated. NALC will be issuing a further briefing in the latter half of this month.</i>	
A discussion over the suggested bids of the Lead Councillors, together with the input from the RFO and the Chairman took place.	
The suggested precept for all areas is as follows;-	
G & B - £1,750 – minus deficit at year end of £250	
Halls - £6,750	
Cemetery - £25,900 (<i>includes provision towards possible new Cemetery</i>)	
L & A - £1000	
F & GP - £64,500	
TOTAL of above = £99,900 – add additional monies towards Youth building at the Ploughman Hall and possible clearance of Meadow road site, plus 2.75% annual increase, this equals a suggested Precept of £112,000.	RFO

6. To review IT support and package for the Parish Office

Three quotes had previously been circulated and were tabled at the meeting. They were as follows:-

For monthly Remote/Email/Telephone support and additional charges when needed for call out to be charged individually.

Torch Computers = £121.25 per quarter (£40.41 per month)(Call out £55)

Cambridge Networks = £40 per month (Call out £50)

PC Business Call = £75 per month call out inclusive in what we currently pay.

For all inclusive package including call outs:-

Torch Computers = £196.25 per quarter (£65.41 per month)

Cambridge Networks = £60 per month

PC Business Call = £75 per month

After much discussion it was decided that this was unnecessary expenditure and not really needed. It was felt that ad-hoc maintenance as and when needed would be preferable. The F & GP will be recommending to full Council to cancel the current arrangement with PC Business Call with immediate effect.

Clerk

Councillor Kirkman suggested contacting Mr Trevor Easy, who is reasonable and efficient, should the Office need IT support of any kind.

7. Personnel Matters

Litter Picker – Amid recent concerns, Councillor Kirkman had recently had a discussion with Mr Mumford, the litter picker. A discussion took place on increased litter in certain areas of Willingham and the ability to litter pick in the dark in the winter. It was decided to monitor the situation.

Contracted Cleaner/Custodian

The Chairman reported that it was noted at the Pavilion a discrepancy in the time the cleaner was there and the time put down on his time sheet to invoice the Council. Because of this and concerns from the Office of cleaning having deteriorated, the Office had monitored the times claimed by the Contractor and the actual times visible on the CCTV. Out of the 15 hours claimed by the Contractor in his invoice for this month for cleaning of the Ploughman Hall only 3.5 had actually been worked! The hours actually worked at the Pavilion were to be checked by Councillor Watson.

Clerk/BK

It was agreed to summon Mr Oldham to the Parish Office on Friday 23rd November to meet with both the Chairman and the vice-chairman and for him to re-submit timesheets for November.

JW

PK/AC

Admin Assistant – A note from the Admin Assistant, Mrs Mandy Powell, was tabled, requesting additional contracted hours to be increased to 12 per week. This was proposed as accepted by Councillor Kirkman, seconded by Councillor Pake and **agreed** unanimously. This recommendation would go before the December meeting of the full Council and if not opposed would come into effect from the date of the December meeting.

RFO

8. Items for future meetings

To be decided.

9. Date of next meeting – Tuesday 22nd January 2013

The meeting ended at 9.30pm.