



WILLINGHAM PARISH COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Wednesday 16th March 2016 at 7.30 pm
In the Parish Council Office, Ploughman Hall, West Fen Road, Willingham

Present Councillors: R Croucher (Chair), D Law, J Watson

Public: None

Clerk: Mandy Powell

RFO: Sarah Rutherford

1. Apologies for absence

Apologies were received from Councillor Smith due to business commitments and Councillor King due to personal commitments

2. Declarations of interest

None

3. Public Forum

None

4. To approve minutes of the meeting held on the 20th January 2016

Councillor Watson proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Law and agreed unanimously.

5. Any matters arising from the meeting held on the 20th January 2016 not covered elsewhere on the agenda.

None

6. To consider staffing issues

The committee considered the employment of an additional member of office staff to ease the workload of the Clerk. Two options were discussed: Hall Booking Clerk/Custodian and Compliance Officer/Administrator. A discussion took place and Councillor Law proposed that the Council look into the feasibility of a Compliance Officer/Administrator for four hours a week. The role would encompass monitoring/administrating the Council's risk assessments with Lead Councillors and general admin support in the office. The Clerk would then be offered an additional three hours to cover hall bookings and planning. This was seconded by Councillor Watson and agreed unanimously. The Clerk was asked to draft a job specification and liaise with CAPALC with regards to salary scales.

7. To receive an update on pension auto enrolment procedures and consider next steps

The RFO explained the difference between the main schemes available and the charges that applied to each of them. The RFO confirmed that the Council would be required to put in a minimum of 1% in year one, rising to a minimum of 5% by year three. Councillor Watson proposed that the committee recommend to full council that a scheme with NEST is set up and that the Parish Council contribution level for qualifying staff be deferred until the next meeting. This was seconded by Councillor Law and agreed unanimously.

8. To consider revised policies and risk assessments

Policies

The following policies were reviewed and it was agreed to recommend to Full Council the changes highlighted:

Standing orders
Finance Regulations
Email as the written word
Checklist for CCTV usage
Cemetery Grave and Memorial conditions
Ploughman Hall Booking Policy
Public Speaking at Council Meetings

Actions

*Clerk
FPC April*

*RFO
FPC April*

FPC April

20/03/2016

It was also agreed that in line with amended finance regulations 30, 31, 53 and 54 a purchase order system would be put in place from April 2016.

FPC April

Risk Assessments

The Clerk had purchased new software for assessing and monitoring the Council's areas of risk. This had been completed for the various areas under the Council's remit and passed to the committee for consideration. The Chairman thanked the Clerk for her efforts in compiling the system and all committee members agreed that the system appeared to be an excellent tool. Councillor Law proposed that the system should be adopted by the Council, seconded by Councillor Watson and agreed unanimously.

FPC April


9. To review Council asset register

The RFO had updated the asset register to bring it in line with the current insurance schedule. It was noted that the bus shelter on Wilford Furlong should be added to the register. Councillor Watson proposed that subject to the above amendment the register should be accepted as accurate, seconded by Councillor Law and agreed unanimously.

10. Items for future meetings

Pensions
Staffing

11. Date of next meeting: To be decided

 22/06/2016

Meeting closed at 9:10 pm