



WILLINGHAM PARISH COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Wednesday 23 January 2019 at 7:30 pm In the Parish Council Office, Ploughman Hall, West Fen Road, Willingham

Present Councillors: P King (Chair), R Croucher, D Law, L King, B Mansfield, D Carlton

Officers: M Powell (Clerk), A Osborne (Assistant)

Public: None

1. Apologies for absence	Actions
None	
2. Declarations of interest	
None	
3. Public Forum	
None	
4. Any matters arising from the meeting held on the Tuesday 13 November 2018 not covered elsewhere on the agenda (<i>Minutes approved at FPC meeting held on 5th December 2018</i>).	
None	
5. To review and consider Council policies	
<i>This item was taken after item 6</i>	
A full list of policies for review had been circulated to all Councillors. It was agreed that the following policies be changed as listed:	
Risk Management checklist – amended to show two signatories needed	
Emergency Plan – Contact list amended to show updated contacts	
Regular users terms and conditions – updated to show monthly invoicing	FPC 6 th Feb
6. To review and consider Council risk assessments	
<i>This item was taken before item 5</i>	
Risk assessment reports detailing assessment requirements had been previously circulated to all Lead Councillors for review. The Compliance Administrator summarised the year and reported that the system was working well. Subject to some minor changes to the F&GP risk assessment wording, it was agreed unanimously that the committee were all happy with the assessments as they currently were. The Chair and each Lead Councillor were requested to sign off their individual review sheets and return them to the office.	A Osborne
<i>The Compliance Administrator left the meeting</i>	All
7. To review and consider Council Asset register	
It was agreed to ask the RFO to add the recently installed memorial bench to the War Memorial listing. Other than this amendment it was agreed that the asset register was correct.	RFO
8. To review and consider Council committee responsibilities	
It was agreed to make some minor changes to the committee responsibilities as below:	

D Law
DCARLTON
06/02/2019

<p>F&GP – add budgets and council risk assessments L&A – remove ploughman hall grounds Halls – Add ploughman hall grounds L&A, Halls, G&B – add grounds maintenance to grass cutting</p>	<p>FPC 6th Feb</p>
<p>9. To review and consider fees for the cemetery, halls and leisure and amenities It was agreed unanimously that the fees would not be changed this year and that the Council would continue not to charge Wolves under 18s and cricket.</p>	<p>FPC 6th Feb</p>
<p>10. To consider Council's Pension contributions for eligible members of staff Councillor Law proposed that the Council continue to match the employee contribution up to 5% for employees who meet the criteria for enrolment (this is currently the Clerk). This was seconded by Councillor Croucher and agreed unanimously.</p>	<p>FPC 6th Feb</p>
<p>11. Date of next meeting To be decided</p>	<p><i>[Handwritten signature]</i> D. C. L. W. 06/02/2019</p>

Meeting closed at 8:00pm: