




WILLINGHAM PARISH COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Tuesday 7th July 2015 at 7:30 pm
In the Parish Council Office, Ploughman Hall, West Fen Road, Willingham

Present Councillors: P King (Chair), R Croucher, D Law, S Mellows, J Watson

Public: None
Clerk: Mandy Powell
RFO: Sarah Rutherford

	Actions
<p>1. Apologies for absence</p> <p>None</p>	
<p>2. Declarations of interest</p> <p>None</p>	
<p>3. Public Forum</p> <p>None</p>	
<p>4. To approve minutes of the meeting held on the 25 February 2015</p> <p>Councillor Mellows proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Law and agreed with three votes in favour and two abstentions due to not being at the meeting.</p> <p>5. Any matters arising from the meeting held on the 25 February 2015 not covered elsewhere on the agenda.</p> <p>None</p>	
<p>6. To receive an update on the Council's current financial status</p> <p>The RFO had produced an up to date report on the Council's current financial status as at the start of this financial year. This had been circulated to Councillors prior to the meeting. Most \$106 monies had been ringfenced for the QEII play equipment project leaving Rockmill End £12,362 yet to be allocated. Potential additional costs for this financial year that had not been budgeted for included fencing to the Meadow Road Site and legal fees for the ongoing complaint. The RFO advised the committee that they would need to move funds from other areas to pay for these items and this should be agreed by full council and minuted.</p> <p>The Clerk was asked to contact WAG for the additional funders contributions for the QEII field to be forwarded to the council.</p>	Clerk
<p>7. To receive an update and consider future actions regarding ongoing complaint.</p> <p>Due to the confidential nature of this item it would have been closed to the public and Councillor King proposed that it be treated as such and reminded Councillors that the item was confidential, seconded by Councillor Law and agreed unanimously.</p> <p>The chairman confirmed that the data gathering for the Freedom of Information and Data Protection request was ongoing and thanked the Clerk for all her efforts in completing this task.</p>	

8. Update to finance regulations and standing orders following internal audit

The internal auditor had picked up a discrepancy between the Council's financial regulations and Standing orders in relation to Contracts. The Financial Regulations state any works exceeding £60,000 shall be procured by formal tender and the Standing orders state £50,000. It was agreed to recommend amending the standing orders to bring them in-line with the financial regulations. Clerk to action

Clerk

9. To consider electronic banking following advice from internal auditor

The internal auditor had picked up that the Council should be considering electronic banking procedures in order to ensure good practice and protection of Council monies. The RFO had obtained information from Lloyds and this had been previously circulated.

Councillor King proposed that the Parish Council Chairman, Vice Chairman and one other cheque signatory (in this case S Mellows) be set up as a second authorisation on the banking system. They also recommended that the Council maximise the use of electronic banking where possible. This was seconded by Councillor Law and **agreed** unanimously.

RFO

10. Update to Council risk assessment following advice from internal auditor

The internal auditor had advised that the computer back up be added to the annual risk assessment as well as the cemetery monthly inspections. Clerk to action.

Clerk

11. Items for future meetings

None

12. Date of next meeting

To be decided.

Meeting closed at: 8.10pm

King
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