



WILLINGHAM PARISH COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Wednesday 22 June 2016 at 7:30 pm
In the Parish Council Office, Ploughman Hall, West Fen Road, Willingham

Present Councillors: P King, R Croucher (Chair), D Law, A Cook, S Mellows

Public: None

Clerk: Mandy Powell

RFO: Sarah Rutherford

	Actions
<p>1. Apologies for absence Apologies were received from Councillors Smith and Tassell due to prior commitments</p>	
<p>2. Declarations of interest None</p>	
<p>3. Public Forum None</p>	
<p>4. To approve minutes of the meeting held on the 16th March 2016 Councillor Law proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Croucher and agreed with two votes in favour and three abstentions due to not being at the meeting.</p>	
<p>5. Any matters arising from the meeting held on the 16th March 2016 not covered elsewhere on the agenda. None</p>	
<p>6. To consider and agree Job specification and salary scale for new admin position The job specification for the new role had been previously circulated to Councillors. Councillor Cook proposed that the Council accept the specification and offer the role on SCP Scale 23. This was seconded by Councillor Law and agreed unanimously. The Clerk had tabled a draft advertisement for the role and it was agreed to run with this, advertising locally and also through the SLCC. Interviews would be held with the Council Chairman, the Clerk and one other Councillor (to be agreed).</p>	July FPC
<p>7. To consider and agree Parish Council contribution to the Staff pension scheme. <i>The Clerk and RFO left the meeting at this point and the remainder of the minutes were taken by Councillor Croucher.</i></p>	
<p>Councillor Law proposed that the Council match the employee contribution up to 5% from initial payment/entry and then review future contributions in the 2019/2020 financial year. This was seconded by Councillor Mellows and agreed unanimously.</p>	July FPC RFO
<p>8. To consider and agree salary increase as recommended by the National Joint Council for Local Government Services (NJC). The Council had received notification of the NJC agreed salary award for 2016- 2018. Councillor Cook proposed that the Council accept and implement the recommendations, seconded by Councillor King and agreed unanimously.</p>	July FPC RFO
<p>9. To receive updates on: <i>This item was taken after item 6</i></p>	
<p><u>Electronic banking</u> The RFO reported that she had concerns regarding the delay in Councillor responses following her recent email about the new system. If Councillors were unable to respond swiftly once the system is implemented, then payments (including salaries) could be delayed. Whilst Councillors were keen to be as responsive as possible concern was raised with regards to holidays and absences when a speedy response may not be possible. It was agreed to recommend to full Council that the authorised signatory list should be extended to include all F&GP members to try and negate the problem. If this was agreed then it was anticipated that the new system could be implemented in September. The RFO agreed to review the best route for notifying Councillors of the requirement</p>	July FPC RFO

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to authorise payment (i.e. all at the same time or selected members individually).

Clerk/ RFO

Use of an Order Book.

The Clerk reported mixed success with the new system as it had resulted in some duplication. It was agreed that the Clerk and RFO would liaise to refine the system in order that it is more consistent.

10. Items for future meetings

Electronic Banking Review

11. Date of next meeting

Sydney Lundy 08/07/2016

Meeting closed at: 8.30pm