



WILLINGHAM PARISH COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Wednesday 18th January at 7:30 pm
In the Parish Council Office, Ploughman Hall, West Fen Road, Willingham

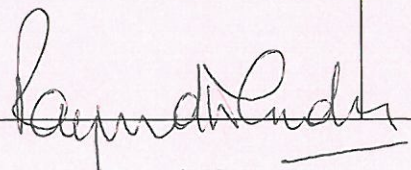
Present Councillors: P King, R Croucher (Chair), D Law, S Mellows,

Public: None

Clerk: Mandy Powell

	Actions
<p>1. Apologies for absence Apologies were received from: Councillor Smith – work commitment, Councillor Cook – prior commitment, Councillor Tassell – work commitment</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 8th November 2016 Councillor King proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Law and agreed unanimously.</p>	
<p>5. Any matters arising from the meeting held on the 8th November 2016 not covered elsewhere on the agenda. None</p>	
<p>6. To receive an update on electronic banking. The bank mandate was still outstanding and needs completing by Councillors Smith and Tassell. Clerk to chase.</p>	Tassell/ Smith/ Clerk
<p>7. To discuss Council policies and consider any updates. The following policies were submitted by the Clerk for amendment: Emergency Plan – update of contact details Committee responsibilities – removal of obsolete areas and inclusion of Meadow Road site Ploughman Hall Booking Policy – to include bulk booking discount Dignity at work policy - New policy to run alongside equal opportunities policy Standing Orders – minor amendments and to bring order number 46(j) in line with finance regulations. Cemetery Fees – update of Council signatories.</p> <p>Councillor Law proposed the committee recommend the Council adopt the changes as detailed, seconded by Councillor Mellows and agreed unanimously.</p> <p>It was also agreed that the committee were happy with the Council risk assessments as they currently are this year and would review them in twelve months</p>	
<p>8. Items for future meetings None</p> <p>9. Date of next meeting: To be decided</p>	

Meeting closed at: 7:45pm


07/18/2017