



# WILLINGHAM PARISH COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Wednesday 20<sup>th</sup> January 2016 at 7:30 pm  
In the Parish Council Office, Ploughman Hall, West Fen Road, Willingham

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

Public: None Clerk: Mandy Powell RFO: Sarah Rutherford

	Actions
<p><b>1. Apologies for absence</b> Apologies were received from Councillor Smith due to a work commitment.</p>	
<p><b>2. Declarations of interest</b> None</p>	
<p><b>3. Public Forum</b> No public present</p>	
<p><b>4. To approve minutes of the meeting held on the 18<sup>th</sup> November 2015</b> Councillor Croucher proposed that the minutes be accepted as a true record of the meeting, seconded by Councillor Watson and agreed unanimously.</p>	
<p><b>5. Any matters arising from the meeting held on the 18<sup>th</sup> November 2015 not covered elsewhere on the agenda.</b> None</p>	
<p><b>6. To receive an update on internet banking</b> The RFO confirmed that all signatories had now registered with the bank and the committee needed to agree the payment/authorisation order. Councillor Watson proposed that the committee recommend to full council the following procedure to start in April, seconded by Councillor Law and agreed unanimously:</p> <p>Input of payment data - the RFO  1<sup>st</sup> authorisation - The PC Chairman - in their absence then:  2<sup>nd</sup> authorisation - The PC Vice Chairman - in their absence then:  3<sup>rd</sup> authorisation - An authorised member of F&amp;GP - in their absence then:  4<sup>th</sup> authorisation - Other authorised signatory</p> <p>Current authorised signatories are: P King, R Croucher, S Mellows, A Cook</p> <p>The Clerk was asked to update the standing orders and finance regulations in line with the change</p>	<p>Feb FPC</p> <p>Clerk</p>
<p><b>7. To receive an update on new external audit practices.</b> The Clerk updated the committee on the upcoming changes regarding external audit. It was agreed to propose that the Council enter into the new automatic external audit arrangements as opposed to trying to set up their own.</p>	<p>Feb FPC</p>
<p><b>8. To receive an update on pension auto enrolment procedures</b> The RFO advised the Committee that under Government legislation, the Council's staging date for auto enrolment was 1<sup>st</sup> February 2017. The Council would need to start work on setting up the scheme around August 2016. The RFO recommended that the Council enter into the Government scheme (NEST). It was agreed that the financial implications to the Council and employee contracts needed looking into further prior to setting up the scheme.</p>	<p>March F&amp;GP</p>
<p><b>9. To review and agree annual risk assessment and Management checklist for the Council</b> This had been previously circulated and it was agreed to add electronic banking to the financial controls and records section and make a minor change to the wording for complying with borrowing restrictions.</p>	<p>Clerk March F&amp;GP</p>
<p><b>10. To review and consider changes to Parish Council policies</b> All the Council's policies were reviewed as follows:</p> <p>The Following orders were agreed with either no change or minor wording amendments and would be put to full council for approval at the February meeting:  <b>Code of Conduct</b> - This was to be replaced with 2 x new complaints procedures</p>	

*Sarah Rutherford* 16/02/2016

Management of Records – No change  
FOI Publication Scheme – Schedule of charges to be amended  
Grant Aid – No change  
Dispensation Request – No change  
Safeguarding – No change  
Equal Opportunities – No change  
Public Access - No change  
Volunteering Policy – No change  
NEW Disciplinary Procedure – To be amended slightly  
NEW Grievance Procedure –  
Emergency Plan – No change  
CCTV Guide – No change  
Written Word – To be amended to include new Council email addresses

*Feb FPC*

The following policies required changes and would be reviewed at the March F&GP meeting and then put to full council at the April meeting.

Standing Orders – Changes were needed to orders 73, 79  
Finance Regs – Changes needed to Reg No: 27 to incorporate electronic banking and Reg No56 to be cross referenced with standing order 78  
Public Speaking – To be amended to cross reference with standing order 73  
Hall Bookings – To be reviewed and rewritten by Cllr Croucher and the Clerk  
Cemetery Grave and memorial conditions – To be changed regarding rights of burial

*March  
F&GP*

11. Items for future meetings

Outstanding policies to be reviewed  
Pension Auto enrolment

12. Date of next meeting

Wednesday 16<sup>th</sup> March 2016

 16/03/2016

Meeting closed at 9pm