



WILLINGHAM PARISH COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Tuesday 27 June 2017 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, R Tassell, L King
Also present: S Rutherford (RFO), A Osborne (Admin Asst)

Public: None

Clerk: Mandy Powell

1. Apologies for absence

Apologies were received from Councillor Cook due to a personal commitment

2. Declarations of interest

None

3. Public Forum

None

4. To approve minutes of the meeting held on the 18th January 2017

Councillor Law proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Mellows and agreed with four votes in favour and two abstentions due to not being at the meeting.

5. Any matters arising from the meeting held on the 18th January 2017 not covered elsewhere on the agenda.

None

6. To discuss Council Standing Orders and Finance Regulations and consider any changes

Following feedback from the internal audit the Council had agreed to look at adopting NALC's model finance regulations and standing orders. The committee reviewed both documents and Councillor Croucher proposed that they recommend the Council adopt them with the modifications as listed. Seconded by Councillor L King and agreed unanimously.

7. To review new risk assessment software and monthly inspection procedures

The Compliance Administrator presented the new LCERS package to Councillors and explained how the system would work moving forward. All councillors would be given a timetable of inspection due dates and were asked to ensure they are returned in a timely manner so that any required actions could be dealt with in time for the next Council meeting. The system would come into force from the start of July. The Compliance Administrator was thanked for all her hard work and efforts in getting the system up and running.

8. To review format of future grant budgets

It was agreed to continue considering applications on an individual basis as and when they were received up to the agreed annual budget limit.

9. To discuss personnel issues including hours and consider any changes

In order to accommodate increasing demands on the Council and the office staff and also to allow for future succession planning the Clerk had requested that the Council increase the Compliance Administrators hours. Councillor L King proposed that the committee recommend the Compliance Administrator be offered an additional six hours a week with effect from the start of September. This was seconded by Councillor Law and agreed unanimously.

10. Date of next meeting – To be decided

Actions

FPC 5 July

**Lead Cllrs
Admin
Asst**

FPC 5 July

Meeting closed at: 9:23pm

05/July/2017.