



WILLINGHAM PARISH COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Wednesday 24th January 2018 at 7:30 pm
In the Parish Council Office, Ploughman Hall, West Fen Road, Willingham

Present Councillors: P King, R Croucher (Chair), D Law, R Manning, L King, B Mansfield

Officers: S Rutherford (RFO), M Powell (Clerk), A Osborne (Asst)

Public: None

1. Apologies for absence

Apologies were received from Councillor Mellows.

2. Declarations of interest

None

3. Public Forum

None

4. To approve minutes of the meeting held on the 22 November 2017

Councillor Manning proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Law and **agreed** with five votes in favour and one abstention due to not being at the meeting

5. Any matters arising from the meeting held on the 22 November not covered elsewhere on the agenda.

None

6. To discuss and review Parish Council policies

All Council policies (as attached) were reviewed and it was agreed to amend the Standing Orders to include details of Lead Councillor roles, the Finance Regulations to show S137 payments and the Complaints Procedure (Admin) with a date change. Terms of reference were also agreed for the Planning committee, the F&GP Committee and Lead Councillors (attached).

Areas of responsibility

It was agreed to add the second defibrillator (located at the library) to the L&A area of responsibility for inspections. Costs for both defibrillators would come from F&GP

7. To discuss and review Parish Council risk assessments

These had been previously circulated to Lead Councillors for review. It was agreed unanimously that the current LCRS risk assessments and inspection requirements for the Council were satisfactory and required no amendment. The Chair signed risk assessment checklist for each area

8. To review and agree the Parish Council's asset register

The 2nd defibrillator had been added. The RFO was asked to check the Pavilion build date and the Clerk would obtain a formal assessment of the building values prior to the insurance renewal. Subject to these points it was agreed unanimously that the asset register was correct.

9. To review and agree Parish Council hire charges and cemetery fees

Cemetery

Councillor Mansfield proposed the cemetery fees were adjusted (see attached) with effect from 6 April 2018, seconded by Councillor Croucher and **agreed** unanimously.

L&A

Councillor L King proposed that the Council make no change to the one off booking charges. She further proposed that in order to support local groups, the standard hire charges for the community regular users should be waived until April 2019. This was seconded by Councillor Law and **agreed** unanimously. The Clerk was asked to write to the cricket team.

Actions

Clerk

Clerk

*RFO
Clerk*

Clerk

[Signature]
24/01/2018

Ploughman Hall

The committee agreed that they would prefer not to increase the fees this year but it was agreed to ask Councillor Tassell to review them and report back.

Tassell

Public Hall lease

The RFO was asked to calculate the rental charge from 1st Jan 2018 as per the lease agreement (attached). The Clerk would then write and notify the PHUC of the change

*RFO
Clerk*

10. **Date of next meeting:** To be decided

Raymond Cusker

Meeting closed at: 20:21

07/02/2018