

WILLINGHAM PARISH COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Wednesday 23 January 2019 at 7:30 pm In the Parish Council Office, Ploughman Hall, West Fen Road, Willingham

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

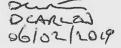
Officers:

M Powell (Clerk), A Osborne (Assistant)

Public: None

1. None	Apologies for absence	Actions
2. None	Declarations of interest	
3. None	Public Forum	
4. covere 2018). None	Any matters arising from the meeting held on the Tuesday 13 November 2018 not ed elsewhere on the agenda (<i>Minutes approved at FPC meeting held on 5th December</i>	
5. This it	To review and consider Council policies em was taken after item 6	
A full li	st of policies for review had been circulated to all Councillors. It was agreed that the ng policies be changed as listed:	
	anagement checklist – amended to show two signatories needed	
	ency Plan – Contact list amended to show updated contacts r users terms and conditions – updated to show monthly invoicing	FPC 6 th Feb
6. This ite	To review and consider Council risk assessments em was taken before item 5	
Lead C	sessment reports detailing assessment requirements had been previously circulated to all buncillors for review. The Compliance Administrator summarised the year and reported e system was working well. Subject to some minor changes to the F&GP risk assessment	A Osborne
wordin they cu individ	g, it was agreed unanimously that the committee were all happy with the assessments as arrently were. The Chair and each Lead Councillor were requested to sign off their ual review sheets and return them to the office. Impliance Administrator left the meeting	All
7.	To review and consider Council Asset register	
	agreed to ask the RFO to add the recently installed memorial bench to the War Memorial Other than this amendment it was agreed that the asset register was correct.	RFO
8.	To review and consider Council committee responsibilities	

It was agreed to make some minor changes to the committee responsibilities as below:



F&GP – add budgets and council risk assessments	FPC 6th Feb
L&A – remove ploughman hall grounds	
Halls – Add ploughman hall grounds	
L&A, Halls, G&B – add grounds maintenance to grass cutting	-
7. To review and consider fees for the cemetery, halls and leisure and amenities it was agreed unanimously that the fees would not be changed this year and that the Council would continue not to charge Wolves under 18s and cricket.	FPC 6 th Feb
LO. To consider Council's Pension contributions for eligible members of staff Councillor Law proposed that the Council continue to match the employee contribution up to 5% for employees who meet the criteria for enrolment (this is currently the Clerk). This was seconded by Councillor Croucher and agreed unanimously.	FPC 6 th Feb
11. Date of next meeting To be decided Dianical 06/02/2019	

Meeting closed at 8:00pm: