



WILLINGHAM PARISH COUNCIL

**Minutes of the Finance and General Purposes Committee meeting held on Wednesday 27 November 2019
at 7:30 pm In the Parish Council Office, Ploughman Hall, West Fen Road, Willingham**

Present Councillors: P King, Law (Chair), L King, Mansfield, Harris, Tassell

Officers: M Powell (Clerk) A Osborne (Compliance Administrator)

Public: None

1. Apologies for absence

None received

2. Declarations of interest

None

3. Public Forum

None

4. Any matters arising from the meeting held on the Wednesday 27th November 2019 not covered elsewhere on the agenda (*Minutes approved at FPC meeting held on 4th December 2019*).

None

5. To review and consider Council risk assessments

The Compliance Administrator summarised the risk assessment documentation and highlighted the minor changes that had been made during the year. The current risk assessments were agreed for all areas and signed by the Lead Councillors and Chair. Councillor Manning had previously approved the risk assessments for Green and Boundaries. It was noted that there was a gap in addressing key worker absence and it agreed that the RFO should compile a document to cover her duties in the event that she was unable to work. The Clerk had already completed one for her role.

6. To review and consider Council policies

The Clerk summarised the policies and it was agreed unanimously to make changes to the following:

- Youth Trust Leasing agreement
- Co-option policy (new)
- Cemetery terms & conditions
- Model publication scheme
- Retention of documents
- Public Speaking policy
- Disciplinary procedure
- Electronic Communication policy
- Terms of reference F&GP Committee

7. To review and consider Council Asset register

It was agreed unanimously that the Asset register was correct

8. To review and consider Council committee responsibilities

Committee responsibilities were reviewed, and it was agreed unanimously that they were correct as they stand.

9. To review and consider fees for the cemetery, halls and leisure and amenities

Fees were reviewed as below for L&A, Halls and Cemetery

L&A

Councillor L King proposed that the Committee recommend changes to the charges, booking forms and terms and conditions as listed (see attached). The regular user fees would be payable from April 2020. Seconded by Councillor P King and **agreed** unanimously.

Cemetery

Councillor Mansfield proposed that the fees be increased by around 5%, seconded by Councillor Law and **agreed** unanimously (see attached) effective from the 1st April 2020.

Halls

Councillor Tassell summarised the current status of hall hire and charges and it was agreed not to increase the fees this year. It was also agreed to amend the finish time for evening bookings so that they end at 11pm instead of 11.30pm.

10. Date of next meeting

To be decided

Meeting closed at: 8:40pm