

WILLINGHAM PARISH COUNCIL

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Minutes of the Finance and General Purpose Committee meeting of Willingham Parish Council held on Tuesday 15th December 2020 (meeting held remotely)

Present: Councillors: Law (Chair), P King, L King, Mansfield, Harris, (Hutchcraft – non committee member)

Parishioners: None

RFO: Sarah Rutherford

Compliance Administrator: Annika Osbourne

(Meeting started at 7:40pm)

Clerk: Mandy Powell

1. Apologies for absence

In Line with resolution number 119/20 apologies were received and agreed from Councillors Manning and Tassell.

2. Declarations of interest

Item 10 – Councillor Law declared an interest as the secretary of the badminton club. Councillor Law did not take part in the debate or vote on this item

3. Public Forum

None

4. Any matters arising from the meeting held on the 17th November 2020 not covered elsewhere on the agenda (Minutes approved at FPC meeting held on 2nd December 2020).

None

5. To receive an update regarding VAT registration advice and consider any actions

The RFO gave an update on the advice received from Elysian and confirmed that if the Council go ahead with the heating in the Ploughman Hall and wish to reclaim the VAT, they will need to become VAT registered and opt to tax the hall prior to any work taking place. Councillor Law proposed that the committee recommend that the Council register for VAT and opt to tax the Ploughman Hall, seconded by L King, and **agreed** unanimously. The RFO was asked to start gathering information to submit an application.

Action: January FPC meeting/RFO

6. To carry out annual review of the Council's asset register and consider any actions

The RFO summarised the asset register and it was resolved that no changes were needed.

7. To carry out annual review of the Council's risk assessment procedures and consider any actions

The Compliance administrator summarised the minor changes made to the LCRS risk assessments this year and confirmed that all Councillors and officers had approved their various sections and Councillors Manning and Tassell would forward their signed sheets asap. One action point was raised for the coming year in that it was noted that the website is currently only able to be fully operated by the Chair. A plan would be put in place to mitigate that risk.

Action: D Law/Clerk

8. To carryout annual review of the Council's committee responsibilities and consider any actions

It was agreed that other than changing the 'Jubilee Field' to the QEII Field the responsibilities should remain the same.

Action: Clerk

9. To receive an update on the council's emergency plan and consider any actions

The Chair had circulated a draft revised plan. Some discussion took place, and it was agreed to defer this item to the next full parish council meeting for consideration.

Action: January FPC meeting

10. To carry out an annual review of the Council's fees for the Cemetery, halls and L&A and consider any actions

Cemetery

Councillor Mansfield proposed that the fees remain the same for 2021-2022, seconded by Councillor Harris and **agreed** unanimously.

Halls

Councillor P King proposed the fees remain the same for 2021-2022 and that if the Council register for VAT the current fees would be inclusive of VAT. Seconded by Councillor Harris and **agreed** with four votes in favour and one abstention due to a declaration of interest.

L&A

Councillor L King proposed the fees remain the same for 2021-2022 and the Council defer invoicing until later in the year when a review of the pandemic and facility usage could be made. Seconded by councillor Harris and **agreed** unanimously.

Action: RFO

11. To receive an update regarding the community plan and consider any actions.

The Clerk confirmed that only one volunteer had come forward so far. It was agreed to defer this item to the January F&GP meeting.

Action: January F&GP

12. Items for Future meeting

Policy Review

VAT update

13. Date of next meeting

The next meeting would be on Wednesday 20th January 2021

Meeting closed at 20:47