

WILLINGHAM PARISH COUNCIL

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Minutes of the Finance and General Purpose Committee meeting of Willingham Parish Council held on Wednesday 26th January 2022 in the Octagon at St Mary and all Saints Church, Willingham

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

Parishioners: None

Clerk: Mandy Powell

1. Apologies for absence

None received

2. Declarations of interest

Item 9 – Hall Fees – Councillor Law declared an interest as Secretary of the badminton club

Item 9 - L&A Fees – Councillor Smith declared an interest as Secretary of the Wolves Football Club

Neither Councillor took part in the discussion or vote on this item.

3. Public Forum

No public present.

4. Any matters arising from the meeting held on the 17th November 2021 not covered elsewhere on the agenda (*Minutes approved at Full Council meeting held on 1st December 2021*)

None

5. To complete annual review of the Council's asset register and consider any actions

Councillor Harris proposed that the Committee recommend the Council ratify the Asset register, seconded by Councillor Watson, and **agreed** unanimously.

6. To complete annual review of the Council's risk assessment procedures and consider any actions.

All Lead Councillors reviewed their particular areas of the Council's risk assessments. It was agreed unanimously to recommend that the Council ratify the risk assessments, and these were signed by the relevant Councillors. It was further agreed to add a Highways section for next year as the Council would be required to change the batteries.

Action: Compliance Administrator

7. To complete annual review of the Council's committee responsibilities and consider any actions

Some minor changes were made, and Councillor Smith proposed the Committee recommend the Council ratify the responsibilities subject to these changes being made. Seconded by Councillor Mansfield and **agreed** unanimously.

Action: Clerk

8. To complete annual review council's policies and consider any actions.

These had been reviewed and it was agreed to make some minor changes to 'Operation London Bridge.' Councillor Smith proposed the committee recommend the Council ratify the policy review, seconded by Councillor Harris, and **agreed** unanimously.

9. To complete annual review of the Council's fees for the Cemetery, halls and L&A and consider any actions.

Charges for Halls, L&A and Cemetery from April 2022 were reviewed (as attached). Councillor Harris proposed the committee recommend the Council ratify the proposed increases, seconded by Councillor Watson, and **agreed** with five votes in favour and two abstentions due to declaration of interests.

10. To resolve to close the meeting to members of the public due to the confidential nature of the matters to be discussed under item 11.

No members of the public were present, so no resolution needed.

11. To review office resource needs from April 2022 and consider any recommendations/ actions.

Following some discussion Councillor Smith proposed that the committee defer this item until the next meeting (23rd February 2022) to allow councillors more time to consider options to address the issue. Seconded by Councillor Harris and **agreed** unanimously.

Action: All

12. Items for Future meeting

Office Resources

13. Date of next meeting

Wednesday 23 February 2022

Meeting closed at 8:47pm