

WILLINGHAM PARISH COUNCIL

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Minutes of the Finance and General Purpose Committee meeting of Willingham Parish Council held on Wednesday 18th January 2023 in the Parish Council office, Ploughman Hall, West Fen Road, Willingham

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

Parishioners: None

Clerk: Mandy Powell, Compliance Administrator: Annika Osborne

1. Apologies for absence

Apologies were received and ratified from Councillor L King due to being unwell and Councillor Smith due to personal commitments.

2. Declarations of interest

Item 9 – Hall Fees – Councillor Law declared an interest as Secretary of the badminton club. Councillor Law took no part in the debate or vote on this item.

3. Public Forum

No Public present.

4. Any matters arising from the meeting held on the 30th November 2022 not covered elsewhere on the agenda (*Minutes approved at Full Council meeting held on 7th December 2022*)

None.

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

The fourth defibrillator had been added to the register and Councillor Watson proposed that the Committee recommend the Council ratify the Asset register as listed, seconded by Councillor King, and **ratified** unanimously.

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

All Lead Councillors reviewed their areas of the Council's risk assessments. The Compliance Administrator reported that a section to cover volunteers would be added and it was agreed to reduce the risk associated with the loss of key staff following the recruitment of a deputy Clerk. These amendments would be passed to the next full Council meeting for approval. It was agreed unanimously to recommend that the Council ratify the risk assessments, subject to these amendments. The relevant sections were each signed off by the Lead Councillors, Chair and Clerk.

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

Councillor Mansfield proposed the Committee recommend the Council ratify the responsibilities as listed (no changes were made). Seconded by Councillor Watson and **ratified** unanimously.

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 the Cemetery terms and conditions. Councillor Mansfield proposed the committee recommend the Council ratify the policy review, seconded by Councillor Law, and **ratified** unanimously. The new terms and conditions would come into effect from the April 2023.

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 2023 were reviewed. Councillor Mansfield proposed the committee recommend the Council ratify the proposed increases (5% across the board), seconded by

Councillor King, and **ratified** with three votes in favour and one abstention due to a declaration of interest. The increase would come into effect from the start of financial year 2023/2024.

10. Items for Future meeting

None listed.

12. Date of next meeting:

To be decided

Meeting closed at 19:45