

WILLINGHAM PARISH COUNCIL

Parish Council Office, Ploughman Hall
West Fen Road, Willingham, Cambridge, CB24 5LP
Tel: 01954 261027

Email: clerk@willinghamparishcouncil.gov.uk Website: www.willinghamparishcouncil.gov.uk

Minutes of the Finance and General Purpose Committee meeting of Willingham Parish Council held on Wednesday 24th January 2024 in the Parish Council office, Ploughman Hall, West Fen Road, Willingham

Present: Councillors: Law (Chair), Mansfield, L King, Todd, Watson
Parishioners: None
Clerk: Mandy Powell, Compliance Administrator: Annika Osborne

1. Apologies for absence.

Apologies were received and accepted from Councillor Clark with a work commitment and Councillor P King with a personal commitment.

2. Declarations of interest.

Councillor Law declared an interest in item nine due to being a member of the badminton club.

3. Public Forum.

None present.

4. Any matters arising from the meeting held on the 15th November 2023 not covered elsewhere on the agenda.

None

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

The defibrillator at the school to be removed from the register. It was agreed unanimously to recommend to Council that with that amendment the register should remain as it was.

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

All paperwork had been previously circulated to relevant councillors for review. The following changes were highlighted:

- minor addition to the hall security to include Briar Security.
- Building valuation to be updated as conducted in 2023.
- CAPALC are the Data Protection controller.
- A new three-year grounds maintenance contract would begin in April 2024
- The Dolphin in the under-fives play area had been replaced with a lion.
- The Council now had four speed signs instead of two.
- Emergency light checks had been added to the pavilion monthly checklist.
- The Chair still needed to train a member of staff with regards to website management

The above changes were all agreed and those councillors present signed off the risk assessments. Councillors Clark and Harris and the RFO to sign their paperwork as soon as possible.

Action: S Clark, N Harris, RFO

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

Paperwork had been previously circulated. Councillor Law proposed the committee recommend the following:

- grounds maintenance be removed from individual areas and assigned to F&GP in line with the budgets.
- Skateboarding be removed from L&A as included under QEII Field in general.
- Defibs to be noted under the specific areas, L&A – Pavilion, G&B – High Street – Cemetery – Library

This was seconded by Councillor King and **ratified** unanimously.

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

Councillors had previously been sent the policies for review. Councillor King proposed that the committee recommend they be amended as listed (attached), seconded by Councillor Mansfield and **ratified** unanimously.

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

Proposed fees for 2024 had been previously circulated (attached)

Halls – Councillor King proposed the changes be accepted as listed, seconded by Councillor Todd, and **ratified** with four votes in favour and one abstention due to declaration of interest.

Cemetery – Councillor Mansfield proposed the changes be accepted as listed, seconded by Councillor Law, and **ratified** unanimously.

L&A -- Councillor King proposed the changes be accepted as listed, seconded by Councillor Mansfield, and **ratified** unanimously.

10. Items for Future meeting

To be decided.

11. Date of next meeting

To be decided.

Meeting closed at 8:03pm