

WILLINGHAM PARISH COUNCIL

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Minutes of the Finance and General Purpose Committee meeting of Willingham Parish Council held on Thursday 18th July at 1.30pm in the Parish Council office, Ploughman Hall, West Fen Road, Willingham

Present: Councillors: Law (Chair), Mansfield, L King, Todd, Clark
Parishioners: None
Clerk: Mandy Powell

1. Apologies for absence

Apologies were received and accepted from Councillor Watson due to a prior commitment and Councillor P King due to a personal commitment.

2. Declarations of interest

The Clerk declared an interest as the proposals had been put forward by herself and impacted both her and the Deputy Clerk. The Clerk was asked to remain in the meeting.

3. Public Forum

None present.

4. Any matters arising from the meeting held on the 24th January 2024 not covered elsewhere on the agenda (*Minutes approved at Full Council meeting held on 7th February 2024*)

None

5. To resolve to exclude the public and press from the meeting for items 6 and 7 to consider a confidential staffing matter.

No public present so no resolution needed.

6. To receive and consider a proposal from the Clerk regarding hers and the Deputy Clerk's working hours/patterns.

The Clerk summarised the proposal requesting a change to the working patterns/hours for herself and the Deputy Clerk. Councillor Law proposed that the committee recommend that the Council agree to the following changes, seconded by Councillor Todd, and **ratified** unanimously.

- The Clerk would reduce her daytime hours by five a week to eighteen to be completed over three days. Two of these would be in the office and one would be from home.
- The Deputy Clerk would increase her daytime hours by five a week to fifteen hours to be completed over three days in the office.
- The Deputy Clerk would continue to minute full Council meetings whilst the Clerk continued to clerk them.
- These changes would take effect from the 1st October 2024.

7. To receive and consider a proposal from the Clerk regarding the Deputy Clerk's pay scale.

The Clerk summarised the proposal to increase the Deputy Clerk's salary by two points on the pay scale with effect from the 1st October 2024. Councillor Todd proposed the committee recommend the Council agree to the increase, seconded by Councillor Clark, and **ratified** unanimously.

8. Items for Future meeting

Budgets

9. Date of next meeting

To be decided

Meeting closed at 13:39