

WILLINGHAM PARISH COUNCIL

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Minutes of the Finance and General Purpose Committee meeting of Willingham Parish Council held on Tuesday 11th February 2025 at 12 noon, in the Parish Council office, Ploughman Hall, West Fen Road, Willingham

Present: Councillors: Law (Chair), L King, Todd, Watson, Clark (Councillor Hutchcraft – observing)

Parishioners: None

Clerk: Mandy Powell, Compliance Administrator: Annika Osborne

AGENDA

1. Apologies for absence

Apologies were received and ratified from Councillor B Mansfield due to being unwell and Councillor P King as previously agreed under item 169/24.

2. Declarations of interest

None declared.

3. Public Forum

None present.

4. Any matters arising from the meeting held on the 17th December 2024 not covered elsewhere on the agenda (Minutes approved at Full Council meeting held on 8th January 2025)

None raised.

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

The compliance officer summarised the minor changes made to the risk assessments for each area. Councillor Law proposed the committee recommend the changes be accepted by full council, seconded by Councillor Clark, and **ratified** unanimously.

Action: Compliance Administrator

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

Councillor Watson proposed the committee recommend the asset register be accepted by full council as listed, seconded by Councillor Clark, and **ratified** unanimously.

Action: Clerk

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

Councillor Todd proposed that the responsibilities should remain unchanged, seconded by Councillor Clark and **ratified** unanimously.

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

These had been previously circulated, and Councillor L King proposed the committee recommend to full council that the policies be amended as listed, seconded by Councillor Watson, and **ratified** unanimously.

Action: Clerk

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

Councillor Law proposed that the committee recommend to full council that with the exception of minor increases to the Cemetery fees, all other fees remain the same for 2025/2026, seconded by Councillor Todd and **ratified** unanimously.

Action: Clerk

10. Items for Future meeting

None raised.

11. Date of next meeting

To be decided.

Meeting closed at 12:25pm