

WILLINGHAM PARISH COUNCIL

Parish Council Office, Ploughman Hall

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Minutes of the Finance and General-Purpose Committee meeting of Willingham Parish Council held on Monday 8th September 2025 in the Parish Council office, Ploughman Hall, West Fen Road, Willingham

Present: Councillors: Law (Chair), Mansfield, L King, Watson, Hutchcraft

Parishioners: None

Clerk: Mandy Powell

1. Apologies for absence

Apologies were received and agreed from Councillor Clark due to a prior commitment.

2. Declarations of interest

None declared.

3. Public Forum

None present

4. Any matters arising from the meeting held on the 11th February 2025 not covered elsewhere on the agenda (*Minutes approved at Full Council meeting held on 5th March 2025*)

None raised.

5. To consider revised publication scheme.

Councillor Law proposed the committee recommend the council adopt the revisions to the publication scheme, seconded by Councillor Mansfield and **resolved** unanimously.

6. To consider new Council Investment Strategy.

Councillor Hutchcraft proposed the committee recommend the council adopt the investment strategy, seconded by Councillor King and **resolved** unanimously.

7. To consider revised Data Protection policy and consider any actions.

Councillor King proposed the committee recommend the council adopt the revisions to the policy, seconded by Councillor Watson and **resolved** unanimously.

8. To consider format of council monthly reports and consider any actions.

Councillor Watson proposed the committee recommend the council adopt the revised policy, seconded by Councillor Mansfield and **resolved** unanimously.

9. To receive an update on Martyn's Law and consider any actions.

The Clerk explained the new law and the impact on future events organised either by the Council or on their land. Having reviewed the law's requirements and safety regarding numbers, Councillor Mansfield proposed the committee recommend to Council that the capacity for the ploughman hall be set at 150 seated conference style, 100 seated banquet style and 180 standing. Seconded by Councillor Law and **resolved** unanimously.

10. To consider six-month review of RFO's post and pay scale.

The RFO had been in post for six months now and it had previously been agreed that subject to a satisfactory review she would move from pay scale 25 to pay scale 26. It was agreed that the RFO had completed her six-month review period without issue and was doing well. Councillor Law proposed that the Council increase the pay scale as previously agreed with effect from the 1st October 2025. Seconded by Councillor Hutchcraft and **resolved** unanimously.

11. Items for Future meeting

Budgets

Fees

Risk Assessments

Policy review

12. Date of next meeting

Wednesday 19th November 2025

Meeting closed at 20:05