



NOTICE IS HEREBY GIVEN of an ordinary meeting of Willingham Parish Council to be held on Wednesday 2nd September 2026 at 7.30 pm.at the Octagon, St Mary and All Saints Church, Willingham

ALL COUNCILLORS ARE HEREBY SUMMONED TO ATTEND.
The Public and Press are invited to address the Council under Item 136/26

Amy Rudderham - Parish Council Clerk – 26th August 2026

FULL COUNCIL AGENDA

134/26 Apologies for absence

135/26 Declarations of interest

136/26 Public forum (*maximum 3 minutes per person, with an overall limit of 15 minutes*) All parishioners wishing to speak, must make their name known to the Clerk prior to the commencement of the meeting. Maximum of five people to speak. Large groups must decide on a spokesperson representative. (Please see important note above)

137/26 To receive and ratify minutes from the Council meeting held on the Wednesday 5th August 2026

138/26 To receive and consider County Council report and any other reports and communications not covered elsewhere on this agenda including:

139/26 To receive and consider District Council reports and any other reports and communications not covered elsewhere on this agenda, including:

140/26 Chair's report including:

- To receive an update on the flooding works being undertaken by R Mason

141/26 To receive from the following Committees: reports from lead councillors, note any delegated decisions taken, and make any recommendations.

- a. Finance, HR and General Purpose Committee – updates and actions to be taken, including:
 - To receive and consider the amended Financial Regulations
 - To receive and consider the Terms of Reference for the Finance, HR and General Purpose Committee
 - To receive individual Councillor Signatures in relation to the Civility and Respect Pledge
 - To receive and consider the updated Emergency Plan
 - To receive and consider the updated Flood Plan

- To receive and consider WAG routine volunteer tasks Risk Assessment
 - To receive and consider information regarding the reallocation of funds held within the budget
 - To note the arrangements for Remembrance Day and consider any actions
- b. Planning Committee – updates and actions to be taken, including:
- To receive the Minutes of the meeting held on 3rd August 2026
- c. Halls – Updates and actions to be taken, including:
- To receive and consider the draft Terms of Reference for the Public Hall Working Party
 - To receive an update on the Public Hall insurance claim
 - To receive information from a local group of individuals and consider any actions
- d. Cemetery – updates and actions to be taken, including:
- e. Green & Boundaries – updates and actions to be taken, including:
- To receive information regarding a platform installed on Long Pond and consider any actions
- f. Leisure & Amenities – updates and actions to be taken, including:
- To receive and consider the draft Terms and Conditions of the hire of the recreation ground and pavilion by the Willingham Wolves
 - To consider the hire charges applicable to the Willingham Wolves
 - To receive and consider the quotation from RPM for the repair of the HAGS Unit
 - To receive and consider request from Willingham Scouts regarding the siting of a storage container
 - To receive and consider request from a resident to take off from and land a drone on the Recreation Ground

142/26 To receive and ratify monthly accounts for payment.
(see Appendix 1)

143/26 To note conclusion of the 2025/26 external audit and consider the final external auditor report and decide what, if any, action is required

144/26 To receive correspondence from the SLCC regarding the 2026 Local Government Pay Settlement and consider any actions

145/26 Police update including:

- To receive and consider an update regarding the damaged picnic bench at the QEII Playpark

146/26 To receive an update on HCVs and traffic/Highways issues and ratify any actions including:

- To receive and consider information regarding the volunteer Speedwatch group operating in the village

- To receive information regarding signage and consider the installation of community Speedwatch signs within the village
- To receive and consider information regarding the equipment required for the download of the data logger information, including any financial complications

147/26 Environment and Sustainability update including:

148/26 Items for future meetings

149/26 Date of next meeting

APPENDIX 1**Payments for approval at meeting to be held on 02.09.2026****Payments made in advance of the Meeting (Payments)**

ID	Paid Date	Method	Company	Description	Cost Area	NET (£)	VAT (£)	TOTAL (£)
228	31.07.2026	DD	Unity Trust Bank	Monthly Charge	F&GP	13.75	0.00	13.75
231	03.08.2026	DD	Scribe	Monthly Charge	F&GP	75.00	15.00	90.00
232	03.08.2026	DD	SCDC	Business Rates	CEM	77.00	0.00	77.00
233	03.08.2026	DD	SCDC	Business Rates	HALLS	553.00	0.00	553.00
234	03.08.2026	DD	SCDC	Business Rates	L&A	212.00	0.00	212.00
235	03.08.2026	DD	SCDC	Business Rates	HALLS	190.00	0.00	190.00
236	03.08.2026	DD	SCDC	Waste Collection	HALLS	118.03	0.00	118.03
237	03.08.2026	DD	SCDC	Waste Collection	CEM	51.07	0.00	51.07
238	09.08.2026	DD	British Gas	Monthly Charge	L&A	73.18	3.66	76.84
249	12.08.2026	BACs	OS Gawthroup	Grass Cutting Contract	F&GP	892.00	178.40	1,070.40
247	12.08.2026	BACs	OS Gawthroup	Installation of Bench	F&GP	250.00	50.00	300.00
276	17.08.2026	BACs	BT	Monthly Charge	F&GP	68.04	13.61	81.65
285	18.08.2026	DD	Lloyds Bank	Service Charge	F&GP	8.50	0.00	8.50
284	19.08.2026	BACs	HUL GBP Claims	Insurance Excess	HALLS	250.00	0.00	250.00
283	24.08.2026	BACs	SafeSite Facilities	HERAS Fencing Pension	HALLS			871.97
277	25.08.2026	DD	Nest	Contributions	F&GP	289.35	0.00	289.35
278	25.08.2026	DD	HMRC	PAYE	F&GP	948.25	0.00	948.25
279	25.08.2026	BACs	Staff	Salaries	F&GP	4,875.18	0.00	4,875.18
282								
288	26.08.2026	BACs	Valda Energy	Street Lighting	F&GP	39.68	1.98	41.66
254	29.08.2026	BACs	British Gas	Monthly Charge	L&A	44.86	2.24	47.10
255	29.08.2026	BACs	British Gas	Monthly Charge	HALLS	41.72	2.09	43.81
256	29.08.2026	BACs	British Gas	Monthly Charge	HALLS	252.93	12.65	265.58
257	29.08.2026	BACs	British Gas	Montly Charge	G&B	32.45	1.62	34.07

Payments to be made following the Meeting (Payments)

ID	Paid Date	Method	Company	Description	Cost Area	NET (£)	VAT (£)	TOTAL (£)
258	03.09.2026	BACs	ATLAS Tree Surgery	Emergency works - Recreation Ground	L&A	150.00	30.00	180.00
259	03.09.2026	BACs	ATLAS Tree Surgery	Cemetery Tree works	CEM	480.00	96.00	576.00
260	03.09.2026	BACs	Cambridge Advanced Cleaning	Human Waste Cleaning	L&A	300.00	0.00	300.00
261	03.09.2026	BACs	CBE Limited	PAT Testing	F&GP	120.00	24.00	144.00
262	03.09.2026	BACs	MC Garden Maintenance	Grass Cutting	F&GP	1,485.00	297.00	1,782.00
263	03.09.2026	BACs	PKF Littlejohn	External Audit	F&GP	1,050.00	210.00	1,260.00
264	03.09.2026	BACs	RPM	QEII Repairs	L&A	2,365.00	473.00	2,838.00
265	03.09.2026	BACs	Sanctuary	Lifelines	F&GP	231.00	46.20	277.20
286	03.09.2026	BACs	Suds and Bubbles	Cleaning	L&A	241.00	0.00	241.00

					HALLS	733.00	0.00	733.00
					TOTAL	974.00	0.00	974.00
289	03.09.2026	BACs	Connections	Youth Service	F&GP	247.50	0.00	247.50
287	03.09.2026	BACs	CAPALC	Conference	F&GP	75.00	0.00	75.00
266	03.09.2026	BACs	5 Folds	Octagon Hire	F&GP	48.00	0.00	48.00
291	03.09.2026	BACs	Fix and Finish Property Services	QEII Bench	L&A	175.00	0.00	175.00
290	03.09.2026	BACs	Fix and Finish Property Services	Pavilion Fencing	L&A	175.00	0.00	175.00

Income received ahead of the meeting

ID	Paid Date	Method	Company	Description	Cost Area	Net (£)	VAT (£)	TOTAL (£)
82	06.08.2026	BACs	Jill Bridger School of Dance	Ploughman Hall Hire	HALLS	192.50	38.50	231.00
81	06.08.2026	BACs	P and L Hoayun	Ploughman Hall Hire	HALLS	68.75	13.75	82.50
80	06.08.2026	BACs	Little City Cambridge	Ploughman Hall Hire	HALLS	100.83	20.17	121.00
86	07.08.2026	BACs	HMRC	VAT Return	F&GP	3,448.11	0.00	3,448.11
88	10.08.2026	BACs	Lloyds Bank	Bank Interest	F&GP	384.86	0.00	384.86
87	11.08.2026	BACs	SUM UP	Side Hall Income	HALLS	140.91	28.18	169.09
83	24.08.2026	BACs	Willingham Badminton	Ploughman Hall Hire	HALLS	91.67	18.33	110.00
85	24.08.2026	BACs	SCDC	Grant Payment - Bench	F&GP	1,738.80	0.00	1,738.80

Charge Card Statement Transactions

ID	Paid Date	Method	Company	Description	Cost Area	Net (£)	VAT (£)	TOTAL (£)
267	20.08.2026	BACs	Amazon	Stationery	F&GP	9.62	1.92	11.54
268	20.08.2026	BACs	Amazon	Charging Bags	HIGH	21.61	4.32	25.93
269	20.08.2026	BACs	Adobe	Monthly Charge	F&GP	16.64	3.33	19.97
270	20.08.2026	BACs	Jet Pack	Monthly Subscription	F&GP	2.80	0.56	3.36
271	20.08.2026	BACs	Giff Gaff	Monthly Subscription	G&B	6.67	1.33	8.00
272	20.08.2026	BACs	34SP	Monthly Subscription	F&GP	9.96	1.99	11.95
273	20.08.2026	BACs	Lebara	Monthly Subscription	G&B	4.17	0.83	5.00
274	20.08.2026	CARD	CO-OP	Battery	HALLS	4.40	0.00	4.40
275	20.08.2026	CARD	One Stop	Bin Bags	F&GP	6.00	0.00	6.00

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237	03.08.2026	DD	SCDC	Waste Collection	CEM	51.07	0.00	51.07
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274	20.08.2026	CARD	CO-OP	Battery	HALLS	4.40	0.00	4.40
275	20.08.2026	CARD	One Stop	Bin Bags	F&GP	6.00	0.00	6.00



MINUTES of the Ordinary meeting of Willingham Parish Council held on Wednesday 5th August 2026 at 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street,

Present:

Councillors: Clark, Hales, Harris, Hutchcraft, Jeffrey, Law (Chair), Mansfield, Maris, Moore, Phillips, Rashid, Watson, Wilkinson

District Councillors: Hutchcraft and Rashid

County Councillor: None

Parishioners: One

Clerk: Amy Rudderham
Deputy Clerk: Sophie McNally

118/26 Apologies for absence

Apologies were received from Councillor McKee due to a personal commitment. Councillor Law proposed these apologies be accepted, seconded by Councillor Hutchcraft and **resolved** unanimously.

Apologies were also received and noted from Councillor Deter due to a prior commitment.

Action: Clerk

119/26 Declarations of interest

The Clerk declared an interest under item 126/26 as her husband had provided a quotation for works relating to the removal of a damaged bench at the QEII.

120/26 Public forum (*maximum 3 minutes per person, with an overall limit of 15 minutes*) All parishioners wishing to speak, must make their name known to the Clerk prior to the commencement of the meeting. Maximum of five people to speak. Large groups must decide on a spokesperson representative. (Please see important note above)

A member of WAG addressed the Council regarding upcoming events the group had planned. It was confirmed that future events would be published so that parishioners were aware.

121/26 To receive and ratify minutes from the Council meeting held on the Wednesday 1st July 2026

Councillor Harris proposed the Minutes be accepted as a true record, seconded by Councillor Wilkinson and **resolved** with 11 votes in favour and two abstentions due to not being present at the meeting.

Action: Clerk

122/26 To receive and consider any matters arising from the meeting held on Wednesday 1st July, not covered elsewhere in this agenda
None raised.

123/26 To receive and consider County Council report and any other reports and communications not covered elsewhere on this agenda including:

A report had been previously circulated and tabled at the meeting.

Councillor Watson raised concerns that the barrier fencing at Long Pond had still not been repaired. The Clerk confirmed that the Compliance Officer had also recently raised this with the County Council and as soon as the Office had any further information regarding this, it would be circulated to Councillors.

Councillor Watson was also concerned that the grass verge had become very overgrown. The Clerk confirmed the Office would raise this with Cambridgeshire County Council.

Action: Clerk

124/26 To receive and consider District Council reports and any other reports and communications not covered elsewhere on this agenda, including:

A report had been previously circulated and tabled at the meeting.

Councillors raised concerns regarding the Northstowe development and the lack of a GP surgery. Councillor Rashid confirmed that as part of the application, it had previously been advised a GP facility would not be available for two to three years.

Councillor Hutchcraft emphasised that all Councillors should review and respond to the Local Plan, which had been moved into the final stages of review.

Action: All Councillors

125/26 Chair's report including:

To receive and consider the report received from Connections regarding the Youth Trust

The report had been circulated with the Agenda. The Council noted the report and its content and no queries were raised.

To receive and consider information from R Mason regarding flooding issues

A report had been circulated with the Agenda however, Mr Mason had requested Council take no action until he has liaised with the Parish Council further, as new information had become available since the Agenda was issued.

Mr Mason had requested the Council request an Agenda item relating to local flooding and draining in relation to Willingham and neighbouring villages be added to the Cambridgeshire County Council Planning Committee meeting to be held on 16th September 2026. Mr Mason planned to attend the meeting on behalf of the Parish Council. The Council agreed this to be an appropriate request and requested the Office contact Cambridgeshire County Council.

Action: Clerk

Councillor Moore raised concerns regarding information received from Mr Mason and he had not received a response to his communications. Councillor Law confirmed that Mr Mason was proposing to attend the next Parish Council meeting and any concerns could be raised then.

To receive and consider information from Brice Aggregates regarding a small change to the existing traffic routing agreement for Needingworth Quarry

The correspondence received from Brice Aggregates had been circulated ahead of the meeting. The Council noted the information contained within but did not wish to make any comments.

126/26 To receive from the following Committees: reports from lead councillors, note any delegated decisions taken, and make any recommendations.

a. F&GP Committee – updates and actions to be taken, including:
To receive information relating to the Civility and Respect Pledge and consider any actions

Following recent training attended by the Vice Chair, Councillor Law proposed the Council sign the Civility and Respect Pledge. This was seconded by Councillor Moore and **resolved** unanimously.

Action: Clerk

To receive and consider the draft Grass Cutting Tender document

The Clerk had drafted a tender document to be considered by the Council. Since the issuing of the draft document, the Clerk also wished to add the following items to the tender document:-

1. Strimming of the bowls club boundary fence to be completed at the same time as the recreation ground cut
2. Strimming of the ditches along the front of the Meadow Road Site to be carried out during the visits in April, June and August
3. The Cemetery pathways to be strimmed at the edges, to ensure the edges do not encroach further onto the pathways, at each cut.

Subject to the addition of the above information, Councillor Harris proposed the draft document be accepted and issued for tender. This was seconded by Councillor Phillips and **resolved** unanimously.

Action: Clerk

To receive and consider the draft Cleaning Tender document

The Clerk had drafted a tender document to be considered by the Council, which was circulated ahead of the meeting. Councillor Hutchcraft proposed the document be accepted and issued for tender. This was seconded by Councillor Clark and **resolved** unanimously.

Action: Clerk

To receive and consider the proposal regarding future matters arising agenda item

Following training recently attended by the Vice Chair, Councillor Law proposed that in future agendas, there would be no “matters arising” agenda item included. This was seconded by Councillor Maris and **resolved** unanimously.

Action: Clerk

To receive and consider information relating to the renaming of the Finance and General Purpose Committee

Following training recently he had recently attended, Councillor Hutchcraft proposed the Finance and General Purpose Committee be renamed to the Finance, HR and General Purpose Committee. This was seconded by Councillor Phillips and **resolved** unanimously.

Action: Clerk

The Clerk confirmed she would draft an update of the Terms of Reference for the Committee and these would be brought to the next meeting for approval.

To receive information relating to the limit of term roles and consider any actions

Following training recently attended by the Vice Chair it was advised it would be best practice for a term limit to be applied for the roles of Lead Councillors, Deputy Councillors, Chairman and Vice Chairman. Councillor Hutchcraft proposed the term limit of three years be implemented, with a one year cooling off period, to be implemented from May 2027. This was seconded by Councillor Rashid and **resolved** unanimously.

Action: Clerk

To receive and consider information regarding item 5.15 of the Financial Regulations

Following recent training undertaken by the Vice Chair, CAPALC advised that some of the wording contained within the Council's Financial Regulations, was not lawful. Having reviewed the wording, Councillor Law proposed the Council remove the third bullet point under clause 5.15 from the Financial Regulations and increase the limit noted in the second bullet point from £2,000.00 to £5,000.00. This was seconded by Councillor Hutchcraft and **resolved** unanimously.

Action: Clerk

To receive and consider the draft Tree Survey specification and consider any actions

The Clerk had created a draft specification for the works for a tree survey and this was circulated ahead of the meeting. This document would enable the Council to obtain quotations for the works for budgeting purposes and the works to be carried out during the financial year 2027/28. Councillor Harris proposed the specification be accepted and issued in order to obtain quotations for the works detailed, seconded by Councillor Clark and **resolved** unanimously.

Action: Clerk

To receive and consider Grant Application request received from Willingham Library

A Grant application had been received from Willingham Library for £350.00 for its Summer Reading Challenge. The Responsible Finance Officer (RFO) advised that there was currently £200.00 available in the allocated budget for Grant Applications. Councillor Moore proposed the Council support the request and award Willingham Library £350.00 and the funds taken from the surplus elections budget allocation, for which there was £2,775.00 available and elections costs had already been deducted for this financial year. This was seconded by Councillor Clark and **resolved** unanimously.

Action: Clerk

To receive and consider GDPR Risk Assessment

The Compliance Officer had produced the Risk Assessment which was circulated ahead of the meeting. Councillor Phillips proposed the Risk Assessment be approved, seconded by Councillor Hutchcraft and **resolved** unanimously.

Action: Clerk

To receive and consider WAG routine volunteer tasks Risk Assessment

The Compliance Officer had produced a Risk Assessment for the general duties of the Willingham Action Group (WAG) volunteers and this was circulated ahead of the meeting. Councillor Maris requested some amendments be made regarding the use of forks and the additional of environmental risks. It was therefore agreed to update the Risk Assessment and for it to be considered at the September meeting.

Action: Clerk

b. Planning Committee – updates and actions to be taken, including:

To receive the Minutes of the meeting held on 2nd July 2026 and 21st July 2026, and consider any actions

The Minutes of the meetings had been circulated ahead of the meeting and no queries were raised.

Councillor Harris updated the Council regarding an application for Station Road. A number of queries had been raised by members of the public regarding works taking place at the site. Councillor Harris had liaised with Greater Cambridge Planning who had visited the site and confirmed that no breaches had taken place.

Councillor Harris also confirmed that no further update had been received regarding the enforcement appeal on an application located on Earith Road.

c. Halls – Updates and actions to be taken, including:

Councillor Clark's report had been circulated ahead of the meeting.

To receive and consider an update on the current condition of the Public Hall and the bookings of regular users

Following the previous meeting, all bookings at the Public Hall had been suspended. Councillor Clark proposed a working group be set up and members being the Chairman, Vice Chairman, Halls Lead and Halls Deputy Lead. This was seconded by Councillor Moore and **resolved** unanimously.

Action: Clerk

Councillor Clark proposed the Terms of Reference in which the working party operated should be:-

1. To deal with immediate urgent repairs and safety issues at the Public Hall and any insurance requirements
2. To facilitate access for previous hall users and facilitate the emptying of the Public Hall
3. Liaise with interested parties including, Willingham Scouts and Westminster Care.

This was seconded by Councillor Moore and **resolved** unanimously.

Action: Clerk

Councillor Clark proposed the Parish Council implement a deadline for the emptying of the Public Hall by Willingham Scouts, as the end of September 2026. Any entry to the Public Hall must be completed under the supervision of a member of the Parish Council or its staff. This was seconded by Councillor Moore and **resolved** unanimously.

Action: Clerk

A table outlining quotations received for Heras fencing to secure the site had been circulated and tabled at the meeting. Councillor Clark proposed the Council accept the quotation for Heras Fencing received from SafeSite Facilities for £871.97. The would be taken from the Public Hall Maintenance budget and the surplus Elections budget. The fencing would be used for the surround of the Public Hall, to ensure safety of nearby pedestrians and equipment. The proposal was seconded by Councillor Moore and **resolved** unanimously.

Action: Clerk

To receive and consider information regarding the removal of the staging from the Ploughman Hall

Councillor Clark had removed the staging from the Ploughman Hall and this was currently sited at the Public Hall for storage purposes. Councillor Law confirmed interest had been received from a community group in Over who were in need of new staging. Councillor Law proposed the office liaise with the group to explore whether they would be willingham to purchase the Parish Council's staging. This was seconded by Councillor Phillips and **resolved** unanimously.

Action: Clerk

To receive and consider information regarding the relocation of the emergency plan

Councillor Clark confirmed that due to the conditions in the Public Hall, the emergency plan equipment had been relocated to the Ploughman Hall to avoid further deterioration or damage. Councillor Clark proposed the Council update the emergency plan to reflect this change and the remaining containers and sand be relocated to the Ploughman Hall at the side of the bin store. This was seconded by Councillor Law and **resolved** unanimously.

Action: Clerk

Councillor Maris confirmed he would assist Councillor Clark in relocating the sand from the Public Hall to the Ploughman Hall.

To receive an update on the insurance claim regarding the damage caused at the Public Hall

The Council accepted its liability for the damage caused as a result of the condition of the Public Hall. The Clerk confirmed she continued to liaise with the Insurance Company and answer any queries they raised.

d. Cemetery – updates and actions to be taken, including:

Councillor Hales' report was circulated ahead of the meeting, no queries were raised.

e. Green & Boundaries – updates and actions to be taken, including:

Councillor Watson's report had been circulated ahead of the meeting and tabled.

To receive and consider the formal request from Willingham Action Group, regarding the water source at the Wildlife Meadow

A formal request had been received from Willingham Action Group to appoint an engineer to rediscover the water supply at the site and to determine the works required to reinstate the supply. The Clerk confirmed the office had previously looked into the issue and had liaised with Cambridgeshire County Council and

Anglian Water regarding this, neither of which held any records regarding the water. Councillor Watson confirmed he believed he had found the location of the stop cock, but this would need to be confirmed by a professional. It was therefore requested the office obtain quotations from the contractors who recently completed works at the Community Orchard.

Action: Clerk

To receive and consider the costings for the provision and installation of a bench at the Wildlife Meadow

Information had been circulated ahead of the meeting. Councillor Watson proposed the Council purchase a new bench for the site at the price of £2007.60 (including VAT) and the £7.60 not covered by the benches budget be taken from the Meadow Road Maintenance budget. This was seconded by Councillor Moore and **resolved** unanimously.

Action: Clerk

The Grounds Maintenance Contractor had confirmed that he would install the bench, free of charge, on the existing concrete area near the pond.

To receive and consider the Risk Assessment for the Pond sited at the Wildlife Meadow

The Compliance Officer had completed the Risk Assessment and this had been circulated ahead of the meeting. Councillor Watson proposed the Council accept the Risk Assessment, seconded by Councillor Harris and **resolved** unanimously.

Action: Clerk

To receive and consider the request from WAG for the purchase of replacement trees

A request had been received from Willingham Action Group regarding the replacement of some trees in the Community Orchard. This had been circulated ahead of the meeting. Councillor Hutchcraft proposed the Council award the request and the funds were to be taken from the Willingham Action Group budget. This was seconded by Councillor Clark and **resolved** unanimously.

Action: Clerk

To receive and consider the quotation for installation of the replacement camera at the Wildlife Meadow

The quotation received had been circulated ahead of the meeting. Councillor Moore proposed the Council accepted the quotation for £205 + VAT, to be taken from the Meadow Road maintenance budget. This was seconded by Councillor Maris and **resolved** with 12 votes in favour and one abstention.

Action: Clerk

f. Leisure & Amenities – updates and actions to be taken, including:

Councillor Phillips' report had been circulated ahead of the meeting. Councillor Phillips confirmed that he and the Compliance Officer had met with the Willingham Wolves earlier that day and more information regarding these discussions would be shared at a later date.

To receive and consider the quotations for works to be carried out on the QEII playing field, following the recent ROSPA inspection

Information had been circulated to the Council ahead of the meeting. Councillor Phillips proposed the Council accepted the quotation for £2365.00 plus VAT to be taken from the QEII Maintenance and Repair budget. This was seconded by Councillor Clark and **resolved** unanimously.

Action: Clerk

To receive and consider the quotation for a Habitat Monitoring and Maintenance Plan (HMMP) for the MUGA

Information had been circulated ahead of the meeting. Councillor Phillips proposed the Council accept the quotation for £560 + VAT, to be taken from Section 106 funds allocated to the MUGA. This was seconded by Councillor Clark and **resolved** unanimously.

Action: Clerk

To receive and consider the quotations for the removal of the bench on the QEII Playing Field, following vandalism

Quotations had been circulated ahead of the meeting. Councillor Phillips proposed the Council accept the quotation received from Fix and Finish Property Services for £175.00 and this would be taken from the Grounds Maintenance budget for the QEII. Councillor Moore seconded the proposal and it was **resolved** unanimously.

Action: Clerk

127/26 To receive and consider the Quarterly Budget Statement

Councillor Hutchcraft proposed the Council accept the quarterly budget statement, seconded by Councillor Harris and **resolved** unanimously.

Action: RFO

128/26 To receive and ratify monthly accounts for payment.

(see attached list)

Councillor Law proposed the accounts be paid as listed, seconded by Councillor Moore and **resolved** unanimously.

Action: RFO

129/26 Police update including:

Councillor Hutchcraft confirmed that following the arson attack of the QEII bench, the Police have advised they have managed to identify all four persons involved, one of which had been spoken to and issued a community remedy. The office was still awaiting an update regarding the remaining three persons involved.

Action: Clerk

Councillor Maris suggested it may be helpful to create an item for a future Willingham News article confirming how much the anti-social behaviour incidents were costing the Council.

Councillor Hutchcraft explained that he and the office were attempting to organise a meeting with the police regarding issues being faced by Willingham and he would provide an update on this when a meeting had been scheduled.

Councillor Hutchcraft also encouraged all Councillors to complete the Quarterly Police Survey which had been circulated this week.

130/26 To receive an update on HCVs and traffic/Highways issues and ratify any actions including:

Councillor Harris' report had been previously circulated.

To receive and consider an update regarding Traffic Calming measures on Earith Road

Councillor Harris confirmed that following his meeting with Highways, he had not received further information and would provide an update when this had been received.

To receive and consider Risk Assessment for Speedwatch Volunteers

The Clerk had prepared a Risk Assessment and circulated it ahead of the meeting. Councillor Harris proposed the Risk Assessment be accepted, seconded by Councillor Moore and **resolved** unanimously.

Action: Clerk

To receive and consider the purchase of four Lipo Battery Safe Bags

Information relating to the Battery Safe Bags had been circulated ahead of the meeting. Councillor Harris proposed the Council purchase four of the bags, to be used by the relevant Speedwatch Volunteers, to be taken from the relevant SIDs budget. This was seconded by Councillor Moore and **resolved** unanimously.

Action: Clerk

131/26 Environment and Sustainability update including:

No update provided.

132/26 Items for future meetings

Terms of Reference for Finance, HR and General Purpose Committee
Public Hall
Flooding
Re-allocation of funds within the budget
Financial Regulations
Emergency Plan
WAG Risk Assessment

133/26 Date of next meeting

Wednesday 2nd September 2026.

Meeting closed at 21.33.

Payments made in advance of the Meeting (Payments)

ID	Paid Date	Method	Company	Description	Cost Area	NET (£)	VAT (£)	TOTAL (£)
171	31.05.2026	DD	Unity Trust Bank	Monthly Charge	F&GP	14.50	0.00	14.50
176	01.06.2026	DD	Scribe	Monthly Charge	F&GP	75.00	15.00	90.00
177	01.06.2026	DD	SCDC	Business Rates	CEM	77.00	0.00	77.00
179	01.06.2026	DD	SCDC	Business Rates	HALLS	553.00	0.00	553.00
180	01.06.2026	DD	SCDC	Business Rates	L&A	212.00	0.00	212.00
181	01.06.2026	DD	SCDC	Business Rates	HALLS	190.00	0.00	190.00
182	01.06.2026	DD	SCDC	Waste Collection	HALLS	118.03	0.00	118.03
178	01.06.2026	DD	SCDC	Waste Collection	CEM	51.07	0.00	51.07
183	10.07.2026	DD	British Gas	Monthly Charge	L&A	91.79	4.59	96.38
184	14.07.2026	BACs	A Rashid	Dposit Return	HALLS	26.46	5.29	31.75
185	14.07.2026	BACs	Willingham Action Group	Grant Payment	F&GP	100.00	0.00	100.00
186	14.07.2026	BACs	M Barrett	Deposit Return	HALLS	83.33	16.67	100.00
187	15.07.2026	BACs	BT	Monthly Charge Pension	F&GP	121.27	24.23	145.40
203	24.07.2026	DD	Nest	Contributions	F&GP	213.57	0.00	213.57
204	24.07.2026	DD	HMRC	PAYE	F&GP	1,722.41	0.00	1,722.41
205	24.07.2026	BACs	Staff	Salaries	F&GP	4,139.28	0.00	4,139.28
-								
208								
196	29.07.2026	BACs	Valda Energy	Street Lighting	F&GP	36.39	1.82	38.21
197	29.07.2026	BACs	British Gas	Monthly Charge	L&A	36.95	1.98	41.63
198	29.07.2026	BACs	British Gas	Monthly Charge	HALLS	183.75	9.19	192.94
199	29.07.2026	BACs	British Gas	Monthly Charge	HALLS	40.70	2.04	42.74
200	29.07.2026	BACs	British Gas	Montly Charge	G&B	31.28	1.56	32.84

Payments to be made following the Meeting (Payments)

ID	Paid Date	Method	Company	Description	Cost Area	NET (£)	VAT (£)	TOTAL (£)
188	06.08.2026	BACs	ACA Heating and Plumbing	Ploughman Hall	HALLS	41.50	8.30	49.80
189	06.08.2026	BACs	Cromwell Fire	Pavilion Extinguisher Service	L&A	109.81	21.97	131.78
190	06.08.2026	BACs	Cromwell Fire	Ploughman Hall Extinguisher Service	HALLS	184.97	36.98	221.95
191	06.08.2026	BACs	Cromwell Fire	Public Hall Extinguisher Service	HALLS	109.66	21.93	131.59
192	06.08.2026	BACs	MC Garden Maintenance	Grounds Maintenance	F&GP	1570.00	314.00	1,884.00
193	06.08.2026	BACs	Sanctuary	Community Lifelines	F&GP	231.00	46.20	277.20
194	06.08.2026	BACs	SCDC	Election Costs	F&GP	225.00	0.00	225.00
195	06.08.2026	BACs	Suds and Bubbles	Cleaning	L&A	241.00	0.00	241.00
					HALLS	933.00	0.00	933.00
					TOTAL	1,174.00	0.00	1,174.00
201	06.08.2026	BACs	5 Folds Admin	Hire of the Octagon	F&FP	48.00	0.00	48.00
202	06.08.2026	BACs	HMK Supplies Ltd	Toilet Roll	HALLS	15.50	3.10	18.60
					L&A	15.50	3.10	18.60
					TOTAL	31.00	6.20	37.20
209	06.08.2026	BACs	Suds and Bubbles	Cleaning	L&A	241.00	0.00	241.00
					HALLS	733.00	0.00	733.00

					TOTAL	974.00	0.00	974.00
225	06.08.2026	BACs	Konica Minolta	Quarterly Hire Charge	F&GP	102.36	20.47	122.83
226	06.08.2026	BACs	Konica Minolta	Ink Charges	F&GP	254.40	50.28	301.68
227	06.08.2026	BACs	Lawncare Company	Cricket Ground	L&A	52.00	0.00	52.00
228	06.08.2026	BACs	Oliver Gawthroup Agricultural Contractor	Installation of bench at Village Green	G&B	250.00	50.00	300.00
229	06.08.2026	BACs	Oliver Gawthroup Agricultural Contractor	Grass cutting & maintenance	G&B	892.00	178.40	1070.40

Income received ahead of the meeting

ID	Paid Date	Method	Company	Description	Cost Area	Net (£)	VAT (£)	TOTAL (£)
67	20.07.2026	BACs	Jill Bridger School of Dance	Ploughman Hall Hire	HALLS	256.67	51.33	308.00
63	08.07.2026	BACs	Willingham Badminton	Ploughman Hall Hire	HALLS	114.58	22.92	137.50
65	02.06.2026	BACs	P and L Hoayun	Ploughman Hall Hire	HALLS	55.00	11.00	66.00
64	03.06.2026	BACs	1st Willingham Scouts	Public Hall Hire	HALLS	236.50	0.00	236.50
62	08.07.2026	BACs	Stretch and Tone	Ploughman Hall Hire	HALLS	56.25	11.25	67.50
66	14.07.2026	BACs	Willingham Funeral Service	Cemetery - Additional Inscription	CEM	50.00	0.00	50.00
75	22.07.2026	BACs	Connections Bus Project	Ploughman Hall and Side Hall Hire	HALLS	330.00	66.00	396.00
76	09.07.2026	BACs	Lloyds Bank	Bank Interest	F&GP	360.75	0.00	360.75
77	09.07.2026	BACs	HMRC	VAT Return	F&GP	486.65	0.00	486.65

Charge Card Statement Transactions

ID	Paid Date	Method	Company	Description	Cost Area	Net (£)	VAT (£)	TOTAL (£)
210	20.07.2026	BACs	Amazon	Security Camera	G&B	93.74	18.75	112.49
211	20.07.2026	BACs	Amazon	Frist Aid Supplies	F&GP	6.66	1.33	7.99
212	20.07.2026	BACs	Amazon	First Aid Supplies	F&GP	15.00	3.00	17.98
213	20.07.2026	BACs	Amazon	First Aid Supplies	F&GP	31.21	6.24	37.45
214	20.07.2026	BACs	Adobe	Monthly Charge	F&GP	16.64	3.33	19.97
215	20.07.2026	BACs	Amazon	Frist Aid Supplies	F&GP	3.32	0.66	3.98
216	20.07.2026	BACs	Post Office	Stamps	F&GP	14.40	0.00	14.40
217	20.07.2026	BACs	Interflora	Flowers	F&GP	38.04	7.61	45.65
218	20.07.2026	BACs	Jet Pack	Monthly Subscription	F&GP	2.80	0.56	3.36
219	20.07.2026	BACs	Giff Gaff	Monthly Subscription	G&B	6.67	1.33	8.00
220	20.07.2026	BACs	Amazon	Paper (Stationery)	F&GP	28.30	5.66	33.96
221	20.07.2026	BACs	Amazon	BluTak (Stationery)	F&GP	5.82	1.16	6.98
222	20.07.2026	BACs	34SP	Monthly Subscription	F&GP	9.96	1.99	11.95
223	20.07.2026	BACs	Lebara	Monthly Subscription	G&B	4.17	0.83	5.00
224	20.07.2026	BACs	Amazon	Hand Soap	L&A	2.12	0.43	2.55
				Hand Soap	HALLS	2.12	0.43	2.55
				Calculator	F&GP	4.73	0.95	5.68
					TOTAL	8.97	1.81	10.78



AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 2nd September 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider the amended Financial Regulations
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	Following the resolution made by the Parish Council at the meeting held on 5 th August 2026, under item 126/26, the proposed amendments have been made, and the Council needs to resolve to accept the new document.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Amended Model Financial Regulations
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	There is no financial implication for the Council.

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
 - a) In 1.5 – is the Clerk the RFO?
 - b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
 - c) In section 4, does the council have committees and how many years are forecast?
 - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
 - e) In 5.9, are online prices acceptable evidence?
 - f) In 5.13, 5.15 and 5.17, does the council have committees?
 - g) In 5.16, will a councillor ever be instructed to place an order?
 - h) In 5.20, is there a minimum level for official orders?
 - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
 - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
 - k) Section 10 gives two alternatives, with or without petty cash.
 - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
 - m) 13.7 and 13.8 are removable if they don't apply to the council.

- n) Much of Section 16 can be deleted if not applicable.
- o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
 - a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
 - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
 - a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
 - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
 - c) In 5.9, at what level can smaller purchases be made without competition?
 - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
 - e) In 5.18, how much can the clerk commit to spending in an emergency?
 - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
 - g) In Section 9, what are the limits for card payments?
 - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying "update table" appears at the top of the list.
- 10) Once this model has been tailored to fit the council's needs, the resulting Financial Regulations (with the insertion of the council's name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council's website.

[ENTER COUNCIL NAME] FINANCIAL REGULATIONS

Contents

1. General.....	4
2. Risk management and internal control.....	5
3. Accounts and audit.....	6
4. Budget and precept.....	7
5. Procurement.....	8
6. Banking and payments	10
7. Electronic payments	11
8. Cheque payments	13
9. Payment cards	13
10. Petty Cash	13
11. Payment of salaries and allowances	13
12. Loans and investments.....	14
13. Income.....	14
14. Payments under contracts for building or other construction works.....	15
15. Stores and equipment.....	15
16. Assets, properties and estates	16
17. Insurance	16
18. [Charities].....	16
19. Suspension and revision of Financial Regulations.....	17
Appendix 1 - Tender process	18

These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Deputy Clerk has been appointed as RFO and these regulations apply accordingly.](#) The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment in excess of **£5,000**;

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk, **with the RFO** shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk **with the RFO** shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] at least annually in [November](#) for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council](#). The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than [November](#) each year, the RFO shall prepare a draft budget with detailed estimates of all [income and expenditure](#) for the following [financial year](#) taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee/[lead councillor](#) shall review its draft budget and submit any proposed amendments to the council/finance committee not later than the end of November each year.

- 4.6. The draft budget with any committee/lead councillor proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The Clerk/RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

- 5.8. For contracts greater than **£5,000** excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between **£1,000 and £5,000** excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
 - **the Clerk, in consultation with the Chair/Vice Chair of the Council for any items below £5,000 excluding VAT.**
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000](#) excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with [Lloyds Bank and Unity Bank](#). The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. [All payments shall be made by online banking/cheque, in accordance with a resolution of the council or lead councillor in conjunction with the Chair/Vice Chair or a delegated decision by an officer, unless the council resolves to use a different payment method.](#)

- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed/approved by the Chair or Vice Chair on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify four councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.

- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk, the RFO and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council or Finance Committee at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or Chair/Vice Chair etc (as detailed in finance regulation 5.15) in writing order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, Deputy Clerk, RFO and Compliance Administrator and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £100 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

- 11.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.
- 11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.

- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. All investment of money under the control of the council shall be in the name of the council.
- 12.4. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.5. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. As appropriate, The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date. OR Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. [The Clerk shall be responsible for the care and custody of stores and equipment.](#)
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. [The Clerk shall be responsible for periodic checks of stocks and stores, at least annually.](#)

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. [Charities]

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable

trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 2nd September 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider the Terms of Reference for the Finance, HR and General Purpose Committee
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	Following the resolution made by the Parish Council under item 126/26, the proposed amendments have been made to the document. The Council now needs to resolve to accept the updated document.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Terms of Reference for the Finance, HR and General Purpose Committee
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	There is no financial implication for the Council.



TERMS OF REFERENCE

For the Finance, HR and General-Purpose Committee

1. Purpose

The Finance, HR and General-Purpose Committee ("the Committee") is established by Willingham Parish Council ("the Council") to undertake specific works in respect of Finance, HR and General-Purpose in relation to the Council works.

2. Powers delegated to the Finance, HR and General-Purpose Committee

- 2.1. To review and consider the annual budgets and look at the required precept demand each year and make a proposal to the Full Parish Council for a formal resolution.
- 2.2. To review Salaries of all staff members, and make a proposal to the Full Parish Council for a formal resolution
- 2.3. To make any HR decisions on behalf of the Council, including the appointment of staff, except for the appointment of the Proper Officer
- 2.4. To appoint a committee member to act alongside the Council's Chairman to carry out the Proper Officer's appraisal.
- 2.5. To review any complaints received against staff members or the Council as a whole
- 2.6. To research and provide any training for Councillors and Staff, deemed necessary
- 2.7. To review Policies annually and make any proposals to the Full Parish Council for a formal resolution
- 2.8. To review the Council's insurance policies and make any necessary recommendations to the Full Parish Council for a formal resolution
- 2.9. To review all works involved in the maintenance of the Parish Clock along with the volunteer responsible for the maintenance
- 2.10. To consider and action all Data Protection, Subject Access and Freedom of Information Requests
- 2.11. To make any emergency decisions required, whether financial or procedural.

3. Membership

The Committee shall comprise of; the Chairman of the Council, Vice Chair of the Council, Chairman of the Planning Committee, Lead Councillor for Leisure and Amenities, Lead Councillor for Halls, Lead Councillor for Green and Boundaries, and Lead Councillor for Cemetery.

In the absence of Lead Councillors being available for a meeting, the Deputy Councillors for Leisure and Amenities, Halls, Green and Boundaries and Cemetery may attend and be able to vote.

The Committee shall be chaired by the Chairman of the Parish Council.

4. Appointment

The Committee members will be identified and will be subject to reconstitution annually, at the Annual Meeting of the Council.

5. Meetings

- 5.1. The Committee shall meet as frequently as necessary to fulfil its objectives. Meetings shall be arranged by the Clerk and will be advertised in accordance with the Council's Standing Orders.
- 5.2. Only Committee members will be summoned to the committee meetings, but notification of any meetings will be provided to all Councillors.
- 5.3. Parish Councillors who are not members of the Finance, HR and General-Purpose Committee may attend meetings but will do so in the same capacity as a member of the public.
- 5.4. Agendas for meetings of the Committee shall allow for a period of public participation as described in the Council's Standing Orders.
- 5.5. Draft Minutes from each Committee meeting shall be reported to the next meeting of the Full Parish Council as soon as practicable, following the Committee meeting.

6. Quorum

A quorum shall comprise of at least four members of the Parish Council.

If a quorum is not present, no business may be transacted and the meeting will be postponed or adjourned to another date or time.

7. Review of Terms of Reference

- 7.1. The Terms of Reference under which the Committee operates will be reviewed annually.
- 7.2. The Parish Council's adopted Standing Orders, Financial Regulations and Code of Conduct retain precedence over these Terms of Reference.

Version	Date	Author	Description of amendment
1	21.01.2026	Clerk	Council accepted the Policy following minor amends.
2	Xx/xx/2026	Clerk	Inclusion of HR in the Policy and redrafting of the wording



AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 2nd September 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive individual Councillor Signatures in relation to the Civility and Respect Pledge
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	Following the Council's resolution under item 126/26 of the meeting held on 5 th August 2026, the Pledge has been signed on behalf of the Parish Council. Councillor Hutchcraft proposes that all Councillors sign a sheet attached to the certificate, to show individual Councillors commitment to the Pledge, not just the Council as a body.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Civility and Respect Pledge Certificate
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	There is no financial implication to the Council for signing the Pledge.



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

**This is to certify that
Willingham Parish Council
has signed up to the Civility & Respect Pledge**

Willingham Parish Council believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector.

Certificate Number 2130

Willingham Parish Council will:

- Treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
- Put in place a training programme for councillors and staff.
- Sign up to Code of Conduct for councillors.
- Have in place good governance arrangements including staff contracts and Dignity at Work Policy.
- Commit to seek professional help at early stages should civility and respect issues arise.
- Commit to calling out bullying and harassment if and when it happens.
- Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
- Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Signed on behalf of the council by:

Chairperson/Mayor: 

Date: 5th August 2026



WILLINGHAM PARISH COUNCIL

serving the population of Willingham in Cambridgeshire

WILLINGHAM PARISH COUNCILLORS SIGNING OF THE CIVILITY AND RESPECT PLEDGE

Name	Signature	Date
Simon Clark		
Simon Hales		
Neil Harris		
James Hutchcraft		
John Jeffrey		
Derek Law		
Brenda Mansfield		
Timothy Maris		
Valerie McKee		
Stephen Moore		
Robert Phillips		
Debbie Ramsden		
Aisha Rashid		
Jim Watson		
Adrian Wilkinson		



Willingham Parish Council

serving the population of Willingham in Cambridgeshire

AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 2nd September 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider the updated Emergency Plan
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	Following the resolution of the Parish Council made on 5 th August 2026 under item number 126/26 c, the document has been updated. The Council needs to resolve to accept the updated document.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	None
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	There is no financial implication to the Parish Council.



WILLINGHAM PARISH COUNCIL

EMERGENCY PLAN

Contents

1. Context.....	3
2. Objectives.....	3
3. Scenarios:	3
4. Modus Operandi	4
5. Responsibilities	5
Check List 1 - Communications	6
Check List 2 - Shelter	7
Check List 3 - Food and Water	8
Check List 4 - Medical and Other Services and Equipment.....	9
Check List 5 - Skills	10
Check List 6 - Strategic Stocks.....	11
Check List 7 - Contacts.....	12
Appendix 1.....	13

1. Context

The Emergency Plan (**EP**) will only be activated in the event of a crisis which is so widespread or so severe that normal emergency assistance is partially or totally unavailable for a period of time.

The chances that the **EP** will need to be activated for a category 1 or category 2 event as defined on page 3 are small. Even category 3 and category 4 events will be rare.

The COVID-19 outbreak has shown that a pandemic is a different category of emergency which demands long term activity rather than short term crisis management.

2. Objectives

The primary objective of the **EP** is to provide some form of temporary **Control, Coordination and Communication** in the event of a **Crisis**.

It will be provided by an Emergency Committee (**EC**) which will comprise of the Chair of the Parish Council, the Vice Chair, the Chair of Planning and the Parish Clerk.

The **EC** will be required:

1. To react appropriately to an emergency in the manner laid out in this document.
2. Once a year to review and update this document, consider the procurement of any training or equipment and to test and audit as required.
- 3.

Help, assistance and advice given under the **EP** may not be backed by statutory powers and is therefore limited in its scope. Except for a pandemic emergency, it is extremely unlikely that any measures taken will be effective for more than forty eight hours. **This plan should be seen as a short term holding measure only**, until outside authorities can take control. The EC is NOT an emergency service. The first line of response must be from the professional rescue services if available.

It will:

1. Provide a framework for action in the unlikely event of the village being totally isolated from external assistance under a category 1 event.
2. Provide a framework for assistance in the event of the village being partially isolated from external assistance under a category 2 event.
3. Provide contact and communication channels to assist outside agencies in the event of a major disaster under a category 3 or 4 event.
4. Provide a co-ordination and information channel between authorities and local volunteers and residents.

3. Scenarios:

There are a huge range of possible scenarios. The following are examples:

<u>Seriousness</u>	<u>Example</u>	<u>Situation</u>	<u>Action</u>
Category 1	A total breakdown of the infrastructure	• No access by land or air • Power off • Communications blocked	• Activate the EP • Assess the options • Co-opt local help • Delegate

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Category 2	Major flooding	• No access by land • Power disrupted • Communications disrupted	• Activate the EP • Take advice from outside agencies • Implement as far as possible local search and rescue
Category 3	Long term power outage	All households without electricity for more than 24 hours	• Activate the EP • Take advice from outside agencies
Category 4	Prolonged power outage	Some residents without electricity for more than 24 hours	• Activate the EP • Organise a house to house check to identify those at risk • Provide assistance or refuge
Pandemic	Isolation of residents and shutdown of facilities.	Isolated residents require medicine or food deliveries	• Activate the EP • Identify those at risk and co-ordinate assistance and volunteers

It is impossible to think through all the scenarios and difficult to imagine a Category 1 case so the **EP** has taken an holistic approach flexible enough to adapt to the challenging circumstances that an emergency will create.

4. Modus Operandi

1. The **EC** will be called in the event of any emergency as defined within the objectives and scenarios above or the probable threat of such an or a situation which presents the potential of being an emergency.
2. The **EC** will base operations from the **Ploughman Hall** or if that is not available from the Octagon behind the Parish Church or if that is not available from a centre that they define as most appropriate. For pandemics, meetings must if possible be virtual and arranged via video conference or telephone.
3. For the period of the emergency the **EC** will take any decisions they feel necessary without reference to the Parish Council. However, decisions must be recorded and open to subsequent audit.
4. The **EC** must operate at all times in accordance with the law, the guidance given in this document and best practice.
5. The **EC** shall have powers to make payments from Parish Funds up to a maximum of **twenty five thousand pounds** subject to later audit.

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Amended January 2024
Amended May 2025

6. The **EC** will procure as necessary additional resources or equipment for retrospective approval by the Parish Council.

5. Responsibilities

1. As soon as possible after an emergency or the high risk threat of an emergency as many members of the EC as possible will meet, virtually if necessary.
2. The committee's first responsibility will be to assess the extent of the emergency and its category in terms of the seriousness.
3. The committee's second responsibility will be to assess the probable level of assistance that will be needed locally for rescue, medical help, shelter, water, food, heat, light and power.
4. If external communications exist then the committee must liaise with the appropriate officer at District level and the Emergency Services and follow their instructions.
5. In any event the EC must refer to the check lists in this document to help in coordinating assistance.

Check List 1 - Communications

1. Is the entire village or any part of it totally blacked out from communication of any kind including land line telephone, mobile telephone and vehicle or pedestrian access?
2. Is there any means of informing residents where the **EC** is meeting?
3. Can the affected parts of the village be accessed by four by four vehicles, tractors or boats?
4. Is it safe and possible to enlist help from village organisations or from friends and neighbours to make a house to house call of the affected areas?
5. Can those needing medical help or refuge be safely evacuated?
6. Can local farmers and businesses help with equipment which is capable of crossing rough or flooded ground?
7. As far as possible is everyone alert to the emergency and subsequent emergencies that may follow?
8. Has a clear communications centre been established by the **EC** which can receive, log and assess priorities and direct rescue actions?
9. Can informational posters be put up, or a leaflet drop organised, to inform residents of contacts and means to request assistance?

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Check List 2 - Shelter

1. What halls or large buildings are available to offer shelter?
2. Are they open or can they be opened?
3. Do they have light, heating, power, toilets and emergency staff?
4. Possible options are:
 - The Ploughman Hall
 - The Pavilion
 - The Baptist Church
 - The Anglican Church and the Octagon
 - The Wilford Furlong Centre
 - The Library
 - The Surgery
 - Willingham Primary School
 - The Cambridge Melchior College/Willingham House
 - Willingham Social Club
 - The Duke of Wellington Public House
 - The Porterhouse Public House

If none of these are available or if there is insufficient capacity or if the space is not suitable is it possible to appeal to residents to help with spare rooms or caravans or tents?

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Amended May 2025

Check List 3 - Food and Water

1. Is there a lack of potable water or a danger that water has been contaminated?
2. Have residents been warned or if not can they be warned?
3. Is the duration of the disruption likely to be long enough to cause residents problems with food and water?
4. Can emergency provisions be made available from food providers? If power or communications are down then traders are likely to find it impossible to operate normal bar coded transactions and it may be necessary to seek release of goods underwritten by the Parish Council. Possible sources are:
 - The Coop Store
 - The One Stop Shop
 - Highgate Farm
 - Specialist Shops such as the Bakers and Delicatessen
 - Restaurants, Public Houses and Fast Food Outlets
5. If there is a prolonged power outage, freezer contents will become surplus. Can the surplus be distributed whilst still of use?
6. Subject to energy availability is it possible to establish a central point for distribution of soup and hot drinks?

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Check List 4 - Medical and Other Services and Equipment

1. Is access available under supervision to the Surgery and/or Pharmacy and through this route to medicines and professional medical help? If not is there anything that can be done as a priority to open these routes?
2. What equipment is needed? Possible items are:
 - Lifting Gear
 - Tractors and Trailers
 - Ladders, Cranes, Hoists and Fork Lift Trucks
 - Fire Extinguishers and Hoses
 - All Terrain Vehicles
 - Small Boats and Inflatable Rafts
 - Cutting Equipment
 - Building Materials
 - Fuel
 - Sand Bags
3. Possible sources of equipment might be:
 - Berrycroft Stores
 - Willingham Motors
 - Local Farms
 - Earith Marina
 - Aspinall & Sons, Over

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Check List 5 - Skills

1. Determine the priority for skills and then concentrate efforts to find those skills in order of their priority. Some possible skills that will be needed are:
 - Medical Staff
 - Fire Fighting and Rescue Teams
 - Civil and Electrical Engineers
 - Coordinators and Communicators
 - Police and Security Guards
 - Managers and Organisers
 - Teams of Organised Helpers
 - Fixers
2. Some of these contacts will come through the emergency phone list which is attached in check list 7 others will be through local knowledge. In the event that all communications are blanked out then local physical contact will be the only route left.
3. Remember that the **EC** team is not there to find permanent or perfect solutions but to ensure that there is a positive short-term response to an emergency and not a vacuum.

Check List 6 - Strategic Stocks

The Parish Council will maintain at the Ploughman Hall the following emergency stocks and equipment (see also appendix 1)

- 2000 sand bags
- 2 Tonnes of Sand (minimum)
- 10 Suitably Sized Spades for Filling Bags
- 6 x shovels
- 4 Mobile Transceivers
- 10 Led Torches
- 6 Led Lanterns
- Spare Batteries for the above (enough to replace each torches and lanterns)
- 500 Night Lights
- Gas Lighters x 10
- First Aid Kits x 5
- Hi-Visibility Jackets x6
- Thermal Blankets x 20

Amended August 2021

Amended January 2024

Amended May 2025

Check List 7 – Contacts

Parish Council Chairman	Derek Law	
Parish Council Vice Chairman	James Hutchcraft	07305 435771
Parish Council Planning Chair	Neil Harris	
Parish Council Clerk	Amy Rudderham	01954 261027
Doctors Surgery		01954 260230
Police		101 or 999
Willingham Primary School Site Manager	John Thorley-Wright	07905 880458
Wilford Furlong Centre		01954 261445
The Anglican Church and The Octagon	Colin Smith James Watt	01954 203459 01954 200542
Baptist Church	Minister Kwaku Efah	07427 321884
The Co-Op Store		01954 260239
Berrycroft Stores		01954 260296
Willingham Motors		01954 206566
Willingham Scouts	Tim Mead	tim.mead@1stwillinghamscoutgroup.org.uk
Willingham Action Group	Paul Knighton	07787 530394
South Cambridgeshire District Council	James Hutchcraft Aisha Rashid	
Cambridgeshire County Council	Yasmin Deter	07511 163169
Aspinall & Sons Ltd		01954 234966

Amended August 2021
Amended January 2024
Amended May 2025

Appendix 1

Willingham Parish Council Emergency Plan – located at the Ploughman Hall

4 boxes with the storage room, containing the following:

- 1 x high-viz Vest
- 1 x First Aid box
- 2 x torches
- 2 x Outdoor LED lanterns
- 1 x refillable lighter
- 100 nightlights
- 6 x DD batteries (lamps)
- 12 x AAA batteries (torches)

1 box within the storage room, containing the following:

- 2 x high-viz Vest
- 1 x First Aid box
- 2 x torches
- 2 x Outdoor LED lanterns
- 2 x refillable lighter
- 100 nightlights
- 12 x DD batteries (lamps)
- 24 x AAA batteries (torches)

In addition:

- 10 spades and 6 shovels in the storage room
- 1000 x sandbags in the storage room
- 2 x sand storage bins with sand in the yard
- 12 x foil blankets
- 20 flood sacks

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Amended January 2024

Amended May 2025



Willingham Parish Council

serving the population of Willingham in Cambridgeshire

AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 2nd September 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider the updated Flood Plan
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	Following the resolution of the Parish Council made on 5 th August 2026 under item number 126/26, in relation to the movement of the emergency plan, the document has been updated. The Council needs to resolve to accept the updated document.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Flood Plan
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	There is no financial implication to the Parish Council.



Willingham Flood Plan



- Co-ordinator, Clerk to the Parish Council
Tel: 01954 261027 Email: clerk@willinghamparishcouncil.gov.uk
- SCDC Duty Emergency Plan Officer tel: 01223 458033
- Floodline 0345-988-1188 24hr service
- Incident Hotline 0800-80-70-60
- Environment Agency www.gov.uk/sign-up-for-flood-warnings
- National Flood Forum www.floodforum.org.uk

**Flood Plan Co-ordinator: Amy Rudderham - Clerk to Willingham Parish Council
01954 261027**

Flood Plan Chair: Derek Law - Chair of Willingham Parish Council 07866726910

Plan shared with:

Members of Willingham Parish Council
Environment Agency
Cambridgeshire County Council
South Cambridgeshire District Council

Willingham Flood Plan

This flood plan is designed to offer support to residents in the event of flooding in the village. It relies on the co-operation of the community and volunteers in order to work successfully. As a consequence, it must be noted that any support offered will be within the restrictions of numbers of volunteers and resources available. Currently, these are limited. It is hoped that as numbers of volunteers increase further areas of the village can be covered. All residents are encouraged to contact the flood co-ordinator if they have concerns about their properties flooding and where possible support and/or advice will be provided. This plan to operate in conjunction with the Parish Council's Emergency Plan.

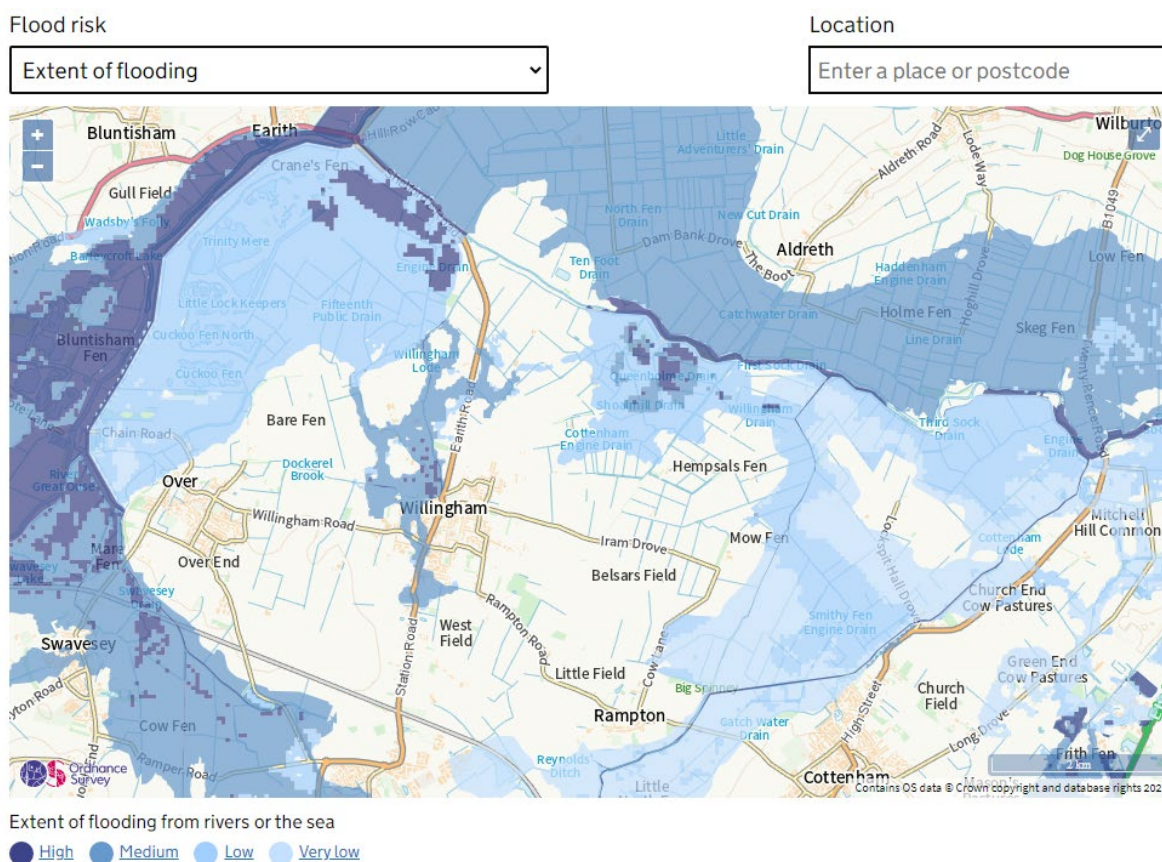
Contents	Page
1. Locations at Risk of Flooding	
a River water	3
b Surface water	4
2. Actions to be Taken Before a Flood	
Flood Alert (Amber)	8
Flood Warning (Red)	9
Severe Flood Warning (Bright Red)	10
3. Actions to be Taken During a Flood	11
4. Emergency Evacuation Procedures	11
5. Post Flood Recovery Period	12
6. Review and Update Actions and Frequency	12
7. Neighbourhood Support Zones	13

Appendices

A. Top level contact details	16
B. Environment Agency Flood Information	17
C. Equipment Details	17
D. Risk Assessment	19

1a. Locations at Risk of Flooding from River Water

Using flood data from the Environment Agency online flood warning information, the main flood-risk areas in Willingham, from water from the River Gt Ouse, are shown below.



Taken from the Environment Agency website:

<https://flood-warning-information.service.gov.uk/long-term-flood-risk>

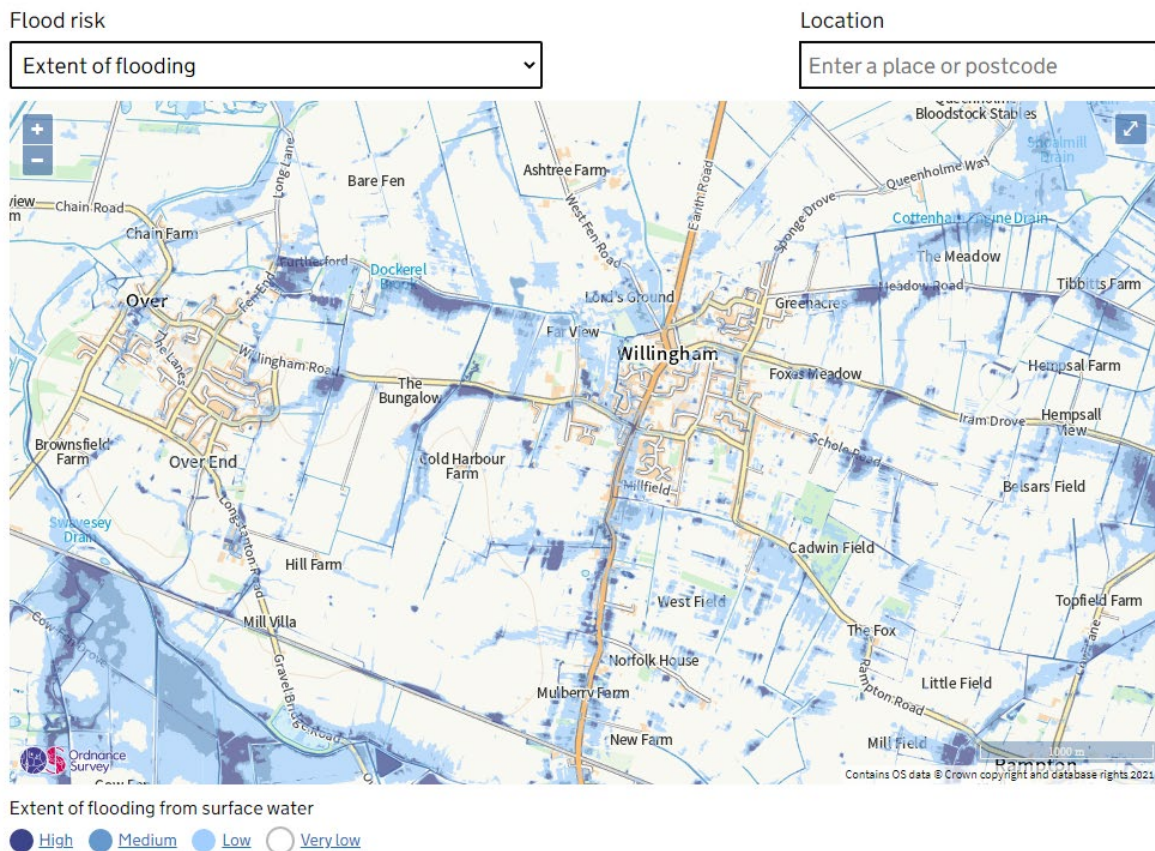
Flood risk from rivers or the sea

Current flood risk mapping on the EA website shows that the majority of Willingham flood zones fall into their Medium risk zone

Medium risk means that each year this area has a chance of flooding of between 1% and 3.3%. This takes into account the effect of any flood defences in the area. These defences reduce but do not completely stop the chance of flooding as they can be overtopped, or fail.

1b. Locations at Risk of Flooding from Surface Water

Using flood data from the Environment Agency online flood warning information, the main flood-risk areas in Willingham, from surface water, are shown below.



Although less spectacular than flooding from the river Great Ouse, the map above, provided by the Environment Agency shows that surface water flow following heavy rainfall on Willingham can lead to significant flooding in some areas. Areas at high risk include (but not exclusively), Millfield, Station Road, the crossroads at Berrycroft, Haden Way, Covent Garden, Bournays Manor Close and the Village Green. The Environment Agency states that:

High risk means that each year this area has a chance of flooding of greater than 3.3%. Flooding from surface water is difficult to predict as rainfall location and volume are difficult to forecast. In addition, local features can greatly affect the chance and severity of flooding

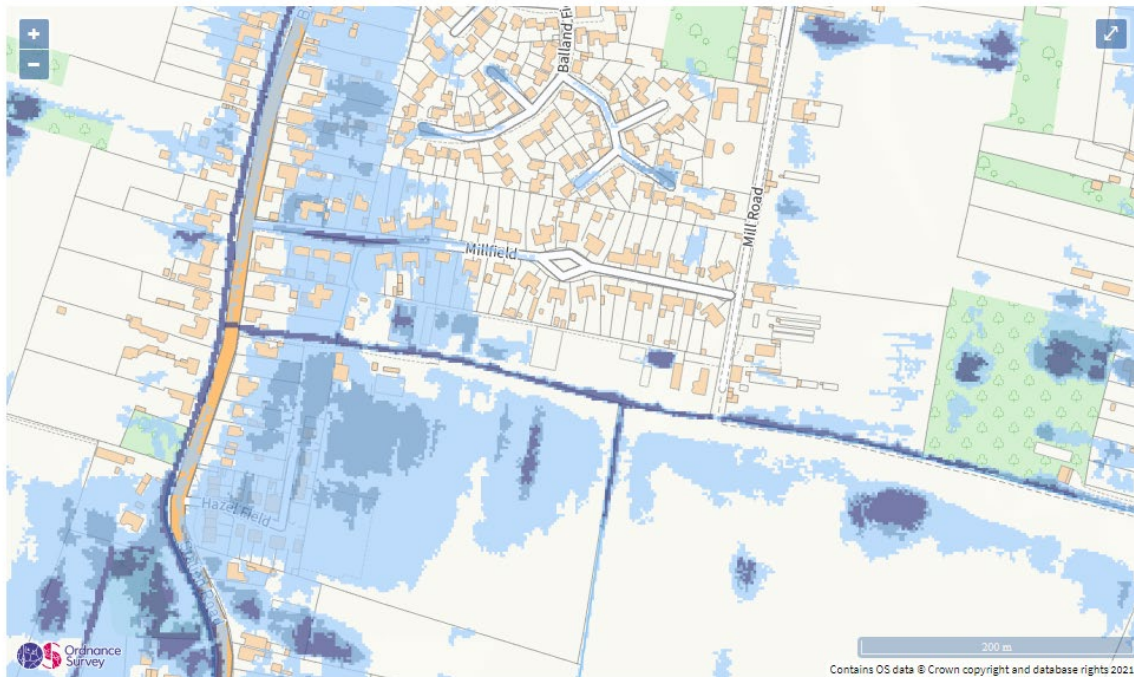
Millfield

Flood risk

Extent of flooding

Location

Enter a place or postcode



Extent of flooding from surface water

● High ● Medium ● Low ○ Very low

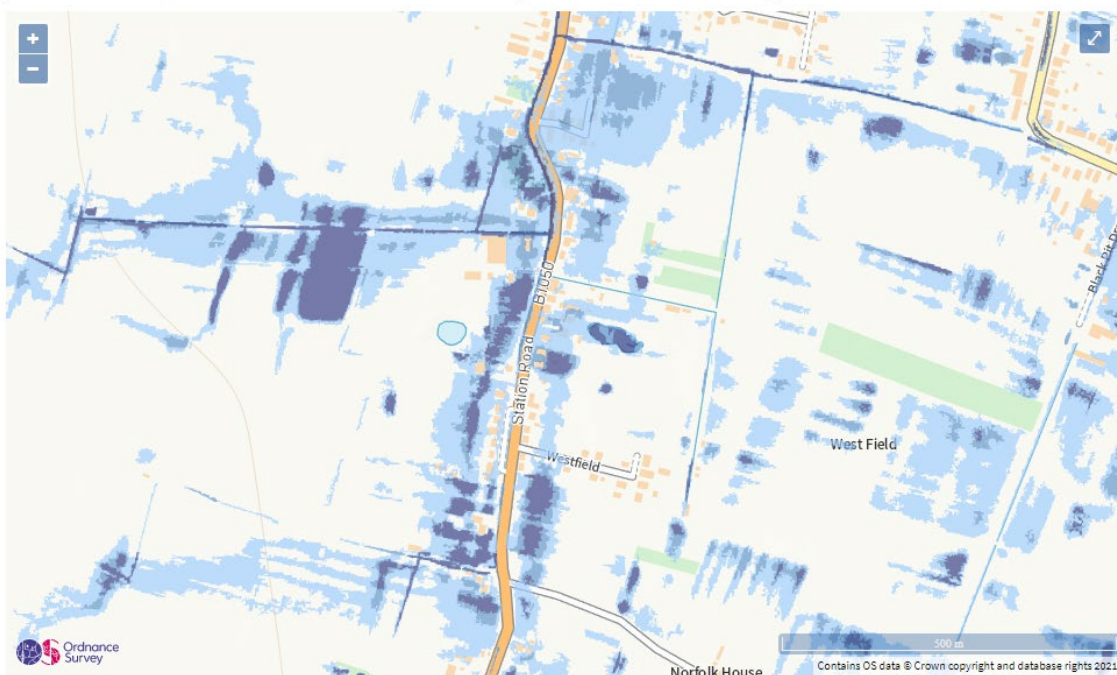
Station Road

Flood risk

Extent of flooding

Location

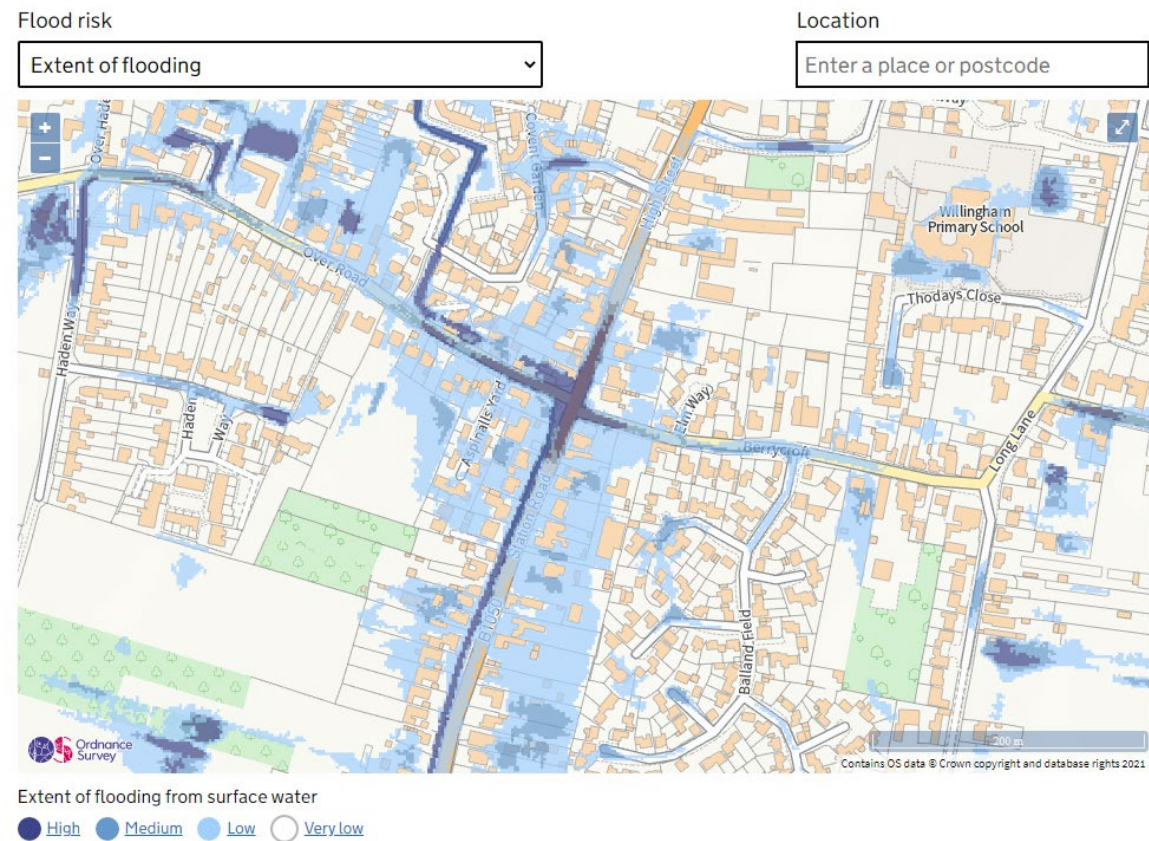
Enter a place or postcode



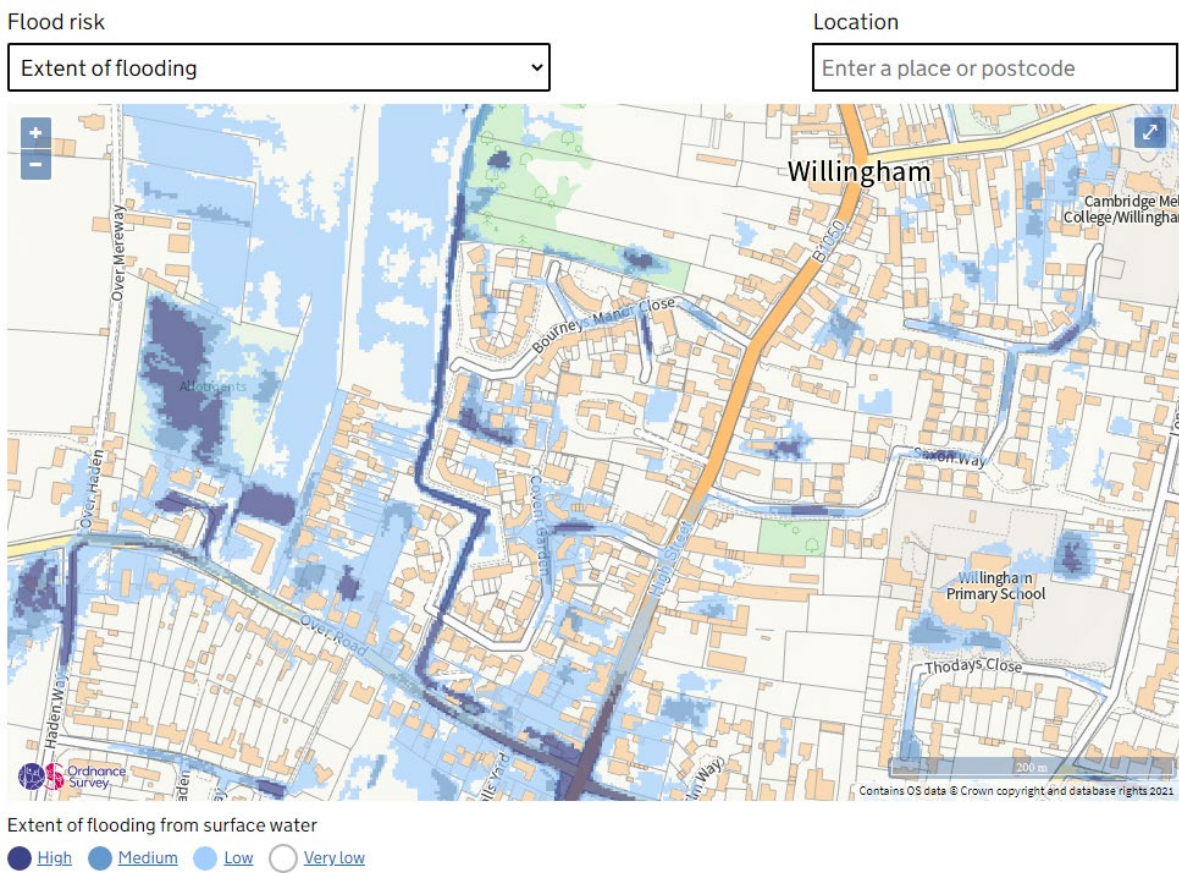
Extent of flooding from surface water

● High ● Medium ● Low ○ Very low

Crossroads at Berrycroft



Covent Garden and Bourneys Manor Close



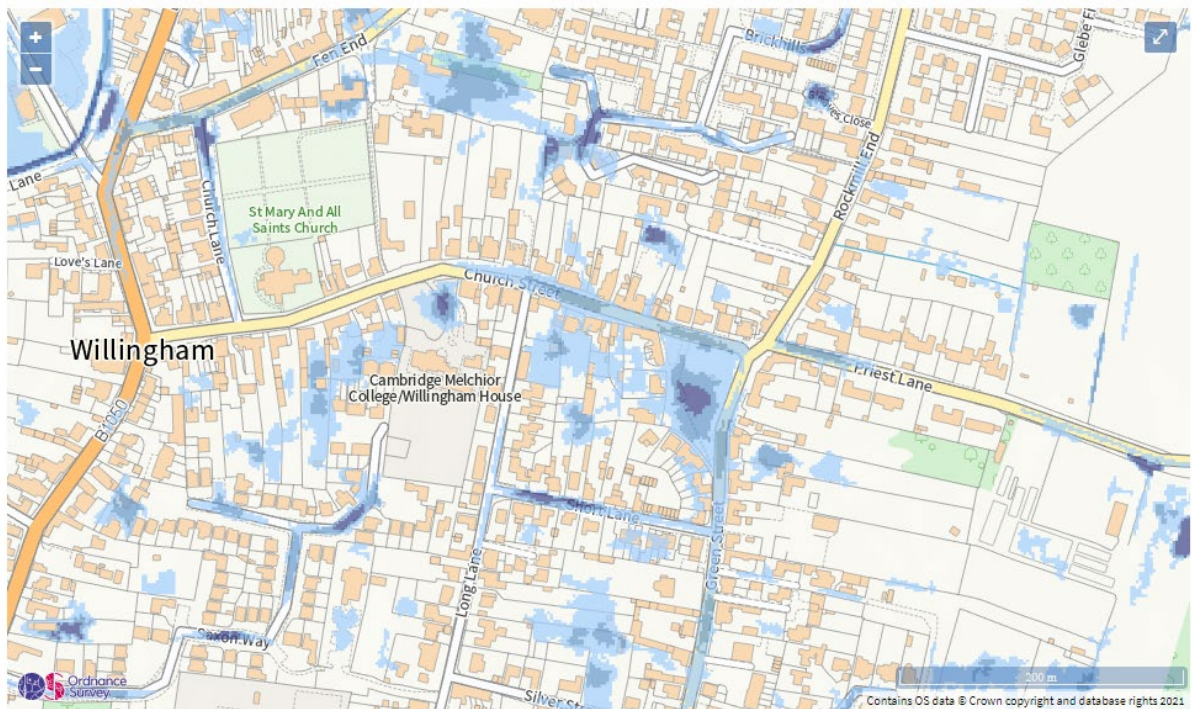
Village Green

Flood risk

Extent of flooding

Location

Enter a place or postcode



Extent of flooding from surface water

● High ● Medium ● Low ○ Very low

2. Actions to be Taken Before a Flood

The Flood Plan Co-ordinator has signed up to receive flood alerts and warnings from the Environment Agency. When a flood alert, flood warning or severe flood warning is issued, this flood plan will be activated by the Co-ordinator.

2A. Amber Alert. Flooding is possible, be prepared. A 24 hour amber warning triggered by the Environment Agency.



FLOOD ALERT

Warning circulated to Flood Group members and other volunteers, and all put on standby



Members to check Environment Agency website and Floodline and Met Office information regularly



Co-ordinator to feedback information to Environment Agency on an ongoing basis



Co-ordinator to ensure emergency equipment is ready and easily accessible and batteries are charged up

If water levels are rising significantly prepare for Flood Warning

The following two EA flood warnings are not set up for automatic warnings from the EA to this area, therefore flood team members will need to keep an eye on social media comments and feedback from residents regarding concerns on rising water levels. Any information regarding local water levels should be passed to the co-ordinator.

2B. Red Warning. Flooding is expected. Immediate action required.



Co-ordinator to ensure Flood Group members and volunteers aware of warning. Volunteers will contact local property occupiers on their allocated streets to ensure they are aware of the warning and check they are in residence. Create incident log

FLOOD WARNING

Monitor weather and social media sites and feedback from residents.

- Check Environment Agency website
- Check Floodline and Met Office info

Flood kit (the box) made available, ready to distribute equipment to vulnerable locations.

Volunteers, activated by co-ordinator to ensure occupiers in flood warning area are informed of risk.

Volunteers to feedback any immediate concerns regarding support needed by residents to the co-ordinator so that the relevant agencies can be notified.

Neighbourhood support to distribute advisory information to at-risk properties (see separate leaflet on turning off power and water supplies, protection of valuables, etc)

Co-ordinator to liaise as appropriate with organisations (Cambs County Council, South Cambs District Council, Police, Fire Service) and flood volunteers about evacuation and all other procedures

Open and prepare ready Ploughman Hall/office as a co-ordination centre

When necessary, the Willingham Flood Group and additional flood volunteers will be requested to report to the co-ordination centre for briefing by the Co-ordinator and/or the District Council representative. A decision will then be made on the action required. The Ploughman Hall will then be used as the co-ordination centre. Update incident log.

Co-ordinator in regular contact with Environment Agency

- For updated information
- To feedback about initial response and progress
- Thereafter as appropriate

Co-ordinator alerts South Cambs District Council if there are specific issues

Co-ordinator alerts local evacuation centres:

- Ploughman Hall
- Octagon/St Mary and All Saints Church
- Baptist Church
- Primary School

Update incident log

Things to consider

- When to advise movement of elderly and vulnerable to safe locations
- Readiness for Severe Flood Warning

2C. Bright Red Warning. Severe flooding is expected. There is Danger to life.



A Severe Flood Warning is very rarely issued and is likely to be beyond the experience of residents. The main action is a continuation of that for Flood Warning level (see chart) 2B.

Update incident log as regularly as possible

Volunteers to door knock for a second time to ensure that all occupants are safe or removed.

The **Ploughman Hall** is by now the reception centre for all those in need of assistance and/or advice. It is the first calling point for other agencies as appropriate.

Obtain the Emergency Box and other store equipment.

Action all assistance (where requested) in making prepared all properties at risk
Including placement of aqua-sacks, sandbags

Things to consider

- Co-ordination of spontaneous volunteers
- Availability of additional provisions if required
- The issue of homeowners/occupiers who will not, or physically cannot, be evacuated to be referred to external agencies for management of this

3. Actions to be Taken During a Flood

Flood water is dangerous. Flood Group members and volunteers should not put themselves or others at risk.

The emergency services are responsible for ensuring public safety and co-ordinating the incident response. Willingham Flood Group has a policy of volunteers not entering flood water and staying 3 meters away from deep flood water.

Checklist

County Council to notify coordinator of road closures for diverted traffic and likewise the Co-ordinator will notify CCC if drivers inform us of local impassable roads.

Keyholders contacted and Ploughman Hall opened for use as assembly area for other agencies, headquarters for coordination, emergency reception and evacuation centre as required.

Primary School alerted so that emergency procedures are put in place for an adverse weather event.

Those requiring assistance with emergency defences are supported by volunteers.

Volunteers to keep in touch with residents to provide updates on the situation and report back to Co-ordinator.

Photographs – when safe to do so, take regular photographs of flooding and specific issues with date and time recorded to share with Flood Group and County and District Councils

4. Emergency Evacuation Procedures

These emergency evacuation procedures should be followed in conjunction with the Severe Flood Warning action shown on Chart 2C. Emergency evacuation will normally be handled by the emergency services, who have procedures in place, and who may decide to evacuate at the earlier, lower level, Flood Warning (Chart 2B) stage.

Checklist

Contact Cambs County Council to inform them of the emergency.

Phone and/or email all parties likely to be involved in the evacuation process.

Prepare evacuation centres should residents need to stay overnight.

Assemble all the Flood Group and available additional volunteers for a briefing at the Ploughman Hall by the emergency services.

Acquire supplies for the evacuation centre.

Arrangements with regards to emergency supplies should be made through the County Council emergency operations centre. The various village shops are the most convenient locations to buy supplies for the reception centre - depending on accessibility at the time.

However, in any emergency situation it is likely that, initially, whatever provisions are needed will be forthcoming from villagers themselves. Co-ordination of such donations will be via the Ploughman Hall .

If the Ploughman Hall/office is not available then the **Pavilion** will be the alternative reception centre.

5. Post Flood Recovery Period

Create log of residents that may require further assistance from Cambridgeshire County Council and Cambridgeshire Community Emergency Response Team (CCERTS).

Post flood feedback meeting to be convened as soon as possible after incident.

Stock-take on equipment.

6. Review and Update Actions and Frequency

What	Who	When
Check and update all top-level contact details. See Appendix A	Flood Plan Co-ordinator	Every three years
Check and update Parish Council contact details. See Appendix B	Lead Flood Group contact	Every three years
Check and update contact details of volunteers. For data protection this information is held by five main co-ordinators. See Appendix C	Flood Plan Co-ordinator	Every three years
Check and confirm source of Environment Agency Flood Information. See Appendix C	Flood Plan Co-ordinator	Every three years
Confirm important key holders. See Appendix D	Flood Plan Co-ordinator	Every five years
Check emergency/community store contents and resources. See Appendix D	Flood Plan Co-ordinator	Every five years
Test the Flood Plan by carrying out a simulated flooding event	The community	Every five years

7. Neighbourhood Support Zones

Illustrative map of Neighbourhood Zones – to be added to as necessary

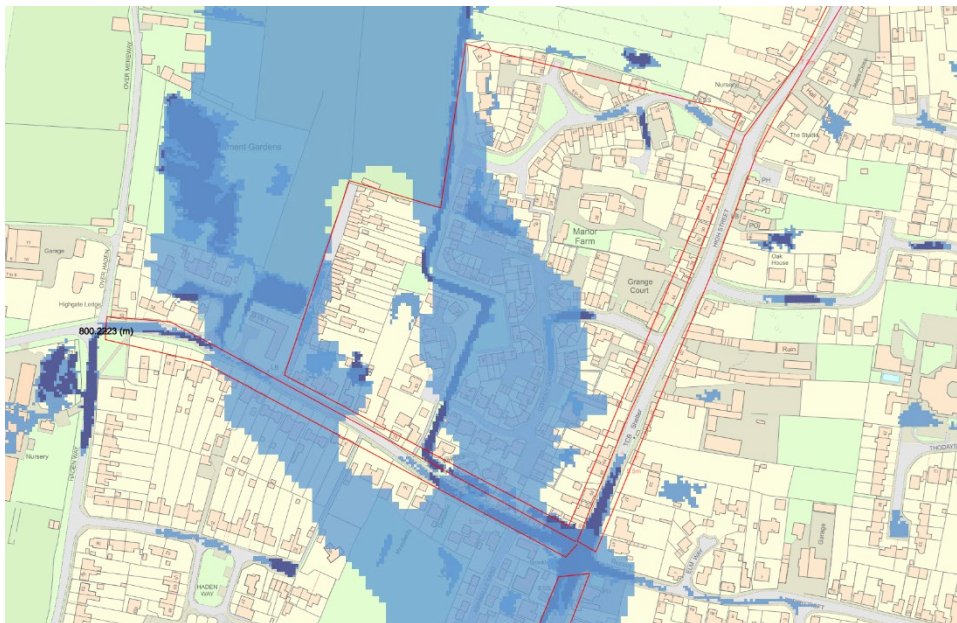
Flood Co-ordinator will alert volunteers in the event of a flood warning. The volunteers will then arrange the relevant contact and warnings to neighbours within their zone.

Areas covered by volunteers as at 15th November 2021:

*Covent Garden
Bourneys Manor Close
Green Street
High Street
Church Street
Over Road
Fen End
Pyrethrum Way*

Volunteers needed for:

*Short Lane
Millfield
Station Road*



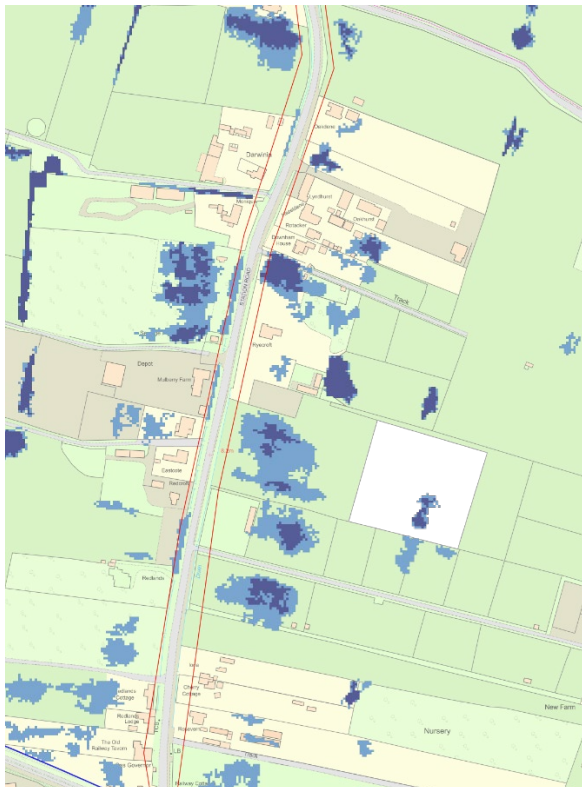
Bourneys Manor Close
Covent Garden
Over Road
High Street



Green Street
Short Lane
Pyrethrum Way

Church Street
Green Street
Pyrethrum Way





Station Road

Appendix A. Top level contact details

Flood Plan Co-ordinators	Address	Phone	Email
Clerk to Parish Council – Amy Rudderham	Ploughman Hall West Fen Road	01954 261027	clerk@willinghamparishcouncil.gov.uk
Parish Cllr – Flood Plan Chair Derek Law		07866726910	cldr.law@willinghamparishcouncil.gov.uk
Council Vice Chair – James Hutchcraft		07305 435771	cldr.hutchcraft@willinghamparishcouncil.gov.uk
Planning Committee Chairman – Neil Harris		07792 611226	cldr.todd@willinghamparishcouncil.gov.uk

Organisation	Telephone (Weekday daytime)	Telephone (Out of hours)	Email/online
Floodline	0345-988-1188	0345-988-1188	
Environment Agency Incident Hotline call to report: • main rivers blocked by a vehicle or fallen tree causing risk of flooding • flooding from any river, or main drain within the parish	0800-807060	0800-807060	
Environment Agency Incident Room Duty Officer	07768 253149		
South Cambs District Council Duty Emergency Plan Officer	01223 458033	01223 458033	
Octagon/St Mary & All Saints	01954 200542		
Baptist Church	07427 321884		
Primary School Office	01954 283030		
Fire and Rescue Service	999 (emergency)	999 (emergency)	
Police	999 (emergency)	999 (emergency)	

Ambulance	999 (emergency)	999 (emergency)	
Anglia Water	03457 145 145	03457 145 145	https://www.anglianwater.co.uk/help-and-advice/report-an-issue/
Gas	0800-111- 999	0800-111- 999	
Electric	0800-783- 8838	0800-783- 8838	

Appendix B. Environment Agency Flood Information

Willingham Parish Council website: <https://willinghamparishcouncil.gov.uk>

Environment Agency Flood Warnings Summary:

There is no specific page for the river Great Ouse at Willingham. When a Flood Warning is issued it is displayed on the current flood warning information website <https://flood-warning-information.service.gov.uk/warnings> add postcode for current flood warning information on Willingham.

Appendix C. Equipment Details

Willingham Emergency Assistance Pack 'The Box'

Stored at **The Ploughman Hall**

Keyholders:

Amy Rudderham	Clerk to the Parish Council	01954 261027
Derek Law	Chairman	07866 726910
Simon Clark	Halls Lead Councillor	07948 830406

Contact Willingham Parish Council for further details on 01954 261027

4 boxes within the storage room, containing the following

- 1 x high-viz Vest
- 1 x First Aid box
- 2 x torches
- 2 x Outdoor LED lanterns
- 1 x refillable lighter
- 100 nightlights
- 6 x DD batteries (lamps)
- 12 x AAA batteries (torches)
- 2 x Emergency blankets

1 box within the storage room, containing the following

- 2 x high-viz Vest
- 1 x First Aid box
- 2 x torches
- 2 x Outdoor LED lanterns
- 2 x refillable lighter
- 100 nightlights
- 12 x DD batteries (lamps)
- 24 x AAA batteries (torches)
- 3 x emergency blankets

In addition:

- 10 spades and 6 shovels in the storage room
- 1000 x sandbags in the storage room
- 2 x sand storage bins with sand in the yard
- 20 x 20litre flood sax

'Alternative sandbags' such as Aqua Sacks or FloodSax may be purchased by individual households. There exists a variety of these, but they all function using a gel-like substance that swells up when wet, giving the bag volume. They are more easily stored, more manageable, and are an efficient alternative to sandbags. Information about these can be found at:

<http://www.newground.co.uk/news-events-media/knowledge-centre/is-there-an-alternative-to-sandbags>

http://www.flood-defence.co.uk/index.pl?p=Aquasac_50&a=i

<https://www.youtube.com/watch?v=0fB94baTBik>

http://nationalfloodforum.org.uk/bluepages/wp-content/uploads/Aquasac_FAQ.pdf

Appendix D. Risk Assessment

1	Aggressive and confrontational Homeowners and/or Pets	Violence or abusive behaviour or if their pets become aggressive and uncontrollable	MED	Raise awareness of team through newsletters, and door knocking informing residents about the limits of the group's remit. Assess house, for signs of pets and only enter if safe to do so. Leave the premises and call the police if homeowners become aggressive.	LOW
2	Door knocking in times of potential flooding or actual flooding.	Exposure to low ambient temperature, wind and rain. Wet clothing and footwear. Night working Traffic - moving vehicles	MED	Adequate coats Hi viz Adequate protective footwear. Wellies Warm Clothing and Gloves Torches & Light sticks Mobile phone – inform someone what you are doing and make sure you inform them when you have finished.	LOW
5	Entering flood water to reach a property	Unseen hazards in flood water, flow of water and unknown depth of water	HIGH	Do NOT enter flood water to assist residents, leave it to the emergency services who are trained to do so.	HIGH
6	Assisting the vulnerable	Severe weather conditions	MED	Do not go out if the weather conditions are severe, make phone calls to check on welfare. Emergency services are equipped to assist in severe circumstances	LOW



Willingham Parish Council
serving the population of Willingham in Cambridgeshire

AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 2nd September 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider WAG routine volunteer tasks Risk Assessment
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	The Risk and compliance Officer has updated the attached Risk Assessment following the Council's comments at the previous Parish Council meeting.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Attached is the WAG Risk Assessment
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	None.



RISK ASSESSMENT

Willingham Action Group Routine Activities

This risk assessment covers the regular routine work carried out by WAG volunteers during the year. Other works will have their own specific risk assessments.

Hazard	What could go wrong	Who may be harmed	What can be done to mitigate risk	Risk rating after mitigation	Comments
Lone working	Personal Injury with no-one knowing you are there	Volunteer	• Let a third party know where when and when you have completed the work • Take a mobile phone and have it accessible in case of an emergency • See Parish Council Lone Working Policy	Severity 3 Likelihood 1 Risk Rating: MEDIUM	
Use of herbicide	Personal Injury	Volunteer/ members of the public	• Avoid contamination of water sources and non-targeted plants and areas • Erect warning signs on areas treated • Only use chemicals from their original containers so instructions can be followed. • Assess weather conditions to ensure they are appropriate. Do not spray in windy or rainy conditions to minimise spray drift. • Ensure volunteer carrying out the treatment is familiar with procedures and follows instructions of use for the chemicals. • Ensure equipment is checked prior to	Severity 3 Likelihood 1 Risk Rating: MEDIUM	

			use, is well maintained, cleaned and stored appropriately after use. • Ensure members of the public are not in the area being sprayed and do not return to the area until deemed safe in accordance with the instructions on the herbicide. • Adults only to carry out works involving herbicide.		
Cutting back of plants/trees	Personal Injury	Volunteers	• Wear protective gloves • Only adults carry out trimming and pruning work • Wear protective clothing and sensible shoes/boots • Ensure all tools are checked prior to work being carried out so it is in a good condition and maintained appropriately	Severity 3 Likelihood 1 Risk Rating: MEDIUM	
Planting			• Take care lifting heavy items. Lift with sufficient people and share heavy loads • Wear protective gloves • Adults only to do the digging • Wear protective gloves and sensible shoes/boots • Children assisting with planting of bulbs to be supervised at all times. Only planting small plants. • Ensure all tools are checked prior to work being carried out so it is in a good condition and maintained appropriately	Severity 3 Likelihood 1 Risk Rating: MEDIUM	
Hand mowing			• Adults only to carry out the work • Wear appropriate protective clothing • Ensure machinery is checked prior to	Severity 3 Likelihood 1 Risk Rating:	

			work being carried out so it is in a good condition and maintained appropriately • Ensure members of the public and animals are not in the area being mowed	MEDIUM	
Tractor mowing			• Work only carried out by named operator on own machinery. • Ensure machinery is checked prior to work being carried out so it is in a good condition and maintained appropriately • Ensure members of the public and animals are not in the area being mowed • Ensure the Council holds an up-to-date copy of the relevant Public Liability Insurance	Severity 3 Likelihood 1 Risk Rating: MEDIUM	
Strimming/trimming			• Ensure protective clothing is worn, e.g. glasses/goggles/boots • Ensure machinery is checked prior to work being carried out so it is in a good condition and maintained appropriately • Ensure members of the public and animals are not in the area being strimmed/trimmed.	Severity - 3 Likelihood - 1 Risk Rating MEDIUM	
Checks on trees			• Visual checks carried out • If further work needed report to Parish Council office and discuss work needed	Severity - 1 Likelihood - 1 Risk Rating LOW	
Emptying Dog poo bins/removal of waste			• Ensure protective clothing is worn. • Wash/sanitise hands thoroughly once task completed	Severity - 2 Likelihood - 1	

				Risk Rating MEDIUM	
Working near roads	Personal Injury		• Ensure volunteers are aware of traffic while working. • If children are assisting, they should be assigned to an adult and supervise children at all times • All planting must be more than 1m from roads. Any closer to be assessed and appropriate measure to be put in place if needed	Severity - 3 Likelihood - 1 Risk Rating MEDIUM	
Weather			• Assess weather conditions and wear appropriate clothing/sunscreen/hats as needed. • Cancel work if heavy rain/winds, heat/sun or weather warnings in place	Severity - 3 Likelihood - 1 Risk Rating MEDIUM	
Insurance	Risk of claim for injury/damage	Members of public, volunteers, organisers	• WAG to ensure adequate insurance in place for tasks being carried out • Copy of WAG's insurance to be provided to Parish office • List of volunteers to be provided to the office covered by the office • For all tasks/events outside of those covered in this risk assessment a full risk assessment must be provided to the Parish office no later than 30 days before the tasks/events take place	Severity – 0 Likelihood – 2 Risk Rating LOW	
Injury/First Aid/Sickness	Event carries a risk of injuries which need to be dealt with if they occur	Members of public, volunteers, organisers	• First Aid to be available for all tasks • Access to mobile phone to call emergency service at all times. • All injuries to be reported to the Parish Council at the first opportunity.	Severity - 3 Likelihood - 1 Risk Rating MEDIUM	

Insect bites	Risk of bite	Volunteers	• First Aid to be available for all tasks • Wear appropriate clothing and footwear • Use insect repellent where appropriate • Conduct regular tick checks	Severity – 2 Likelihood – 2 Risk Rating MEDIUM	
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Risk Rating = Severity x likelihood

<u>Severity</u>	<u>Likelihood</u>	<u>Risk Rating</u>
Minor injury – no attending needed – 1	Unlikely – 1	1 – 2 LOW
Injury requiring first aid – 2	Possible - 2	3-4 MEDIUM
Major injury/Fatality – hospitalisation – 3	Almost certain – 3	5-9 HIGH

Signed on behalf of WAG:

Name:

Date:

Signed on behalf of Willingham Parish Council:

Name:

Date:



Willingham Parish Council

serving the population of Willingham in Cambridgeshire

AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 2nd September 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM:

Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."

To receive and consider information regarding the reallocation of funds held within the budget

BACKGROUND INFORMATION:

Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?

At the meeting of 5th August 2026, the Council received the invoice from South Cambridgeshire District Council for £225.00 relating to the election costs for the elections held in May. The Council had previously budgeted £3,000.00, which left £2,775.00 in the budget.

At the same meeting the Council resolved to award a grant to the Willingham Library for £350.00 to be taken from the Elections budget. This left £2,425.00 in the budget.

As the Council had received an increase in grant requests, it wanted to consider the re-allocation of the remaining budget.

BACKGROUND DOCUMENTS:

Insert names of documents to be sent out with the meeting papers.

Budget Statement attached.

FINANCIAL IMPLICATIONS:

Is the proposal in line with the Council's finance regulations?

Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)

None.

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 24/08/2026)

		Last Year 2025 - 2026				Current Year 2026-2027								Next Year	
Cemetery		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
28	Cemetery - Income		2,299.15				1,510.77		1,510.77						
29	Cemetery - Business F			1,000.00	816.88					1,100.00	388.50		388.50		
30	Cemetery - Epitaph			3,000.00						350.00					
31	Cemetery - Euro Cont			4,088.00	589.42					800.00	255.35		255.35		
32	Cemetery - Maintenan			10,000.00	3,208.33					7,000.00	4,535.00		4,535.00		
33	Cemetery - North Boui									2,000.00					
34	Cemetery - Reinstat			2,000.00						3,000.00	5,000.00		5,000.00		
108	Cemetery - Water Rati									200.00	57.41		57.41		
SUB TOTAL			2,299.15	20,088.00	4,614.63		1,510.77		1,510.77	14,450.00	10,236.26		10,236.26		

		Last Year 2025 - 2026				Current Year 2026-2027								Next Year	
Establishments		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
71	Section 106 - Whites F			24,835.00											
72	Section 106 - Rockmill			8,399.00	969.83										
73	Section 106 - Rockmill			7,510.00	4,978.43										
74	Section 106 - Brickhill			83,447.00											
75	Section 106 - High Str			3,380.00											
76	Section 106 - Hayden			147,614.00											
78	IT				3,608.68										
79	Training				480.00										
80	Lifeline		346.93		1,716.87										
81	Street Lighting				359.19										
83	Membership				165.00										
86	Office/Stationery				1,233.60										

Willingham Parish Council

24 August 2026 (2026-2027)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 24/08/2026)

88	Section106 - Belsar's l	96,155.76				3,500.00	3,500.00
90	Section 106 - 1B Over	106,796.75				12,646.07	12,646.07
SUB TOTAL		203,299.44	275,185.00	13,511.60		16,146.07	16,146.07

Finance & General

Last Year 2025 - 2026

Current Year 2026-2027

Next Year

Code	Title	Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Precept		190,434.00				99,641.47		99,641.47						
2	Subscriptions - 34SP		4,638.85							250.00	49.80		49.80		
3	Subscriptions - Adobe			4,200.00	3,902.46					125.00	83.20		83.20		
4	Subscriptions - Brightp			4,000.00						175.00	127.20		127.20		
5	Subscriptions - CAPAL		16.43	70,000.00	67,658.11					1,000.00	980.67		980.67		
6	Subscriptions - Fen Ec			2,400.00						20.00	15.00		15.00		
7	Subscriptions - Jetpac			3,900.00	688.41					50.00	14.00		14.00		
8	Subscriptions - Scribe			1,500.00	5,485.50					1,100.00	390.00		390.00		
9	Subscriptions - SLCC			3,000.00	3,000.00					700.00	411.00		411.00		
10	Subscription - Zoom			1,400.00	1,400.00					160.00	139.90		139.90		
11	Subscription - Parish C		9,654.63	7,416.00	4,657.30					250.00	100.00		100.00		
12	Office/Stationery - BT			37,598.00	15,468.00					2,000.00	684.73		684.73		
13	Office/Stationery - Kor			1,500.00						1,350.00	928.35		928.35		
14	Office/Stationery - Sta			3,000.00						800.00	280.26		280.26		
15	Donations - Communit			1,000.00						200.00					
16	Donations - Communit			5,000.00						3,000.00	3,000.00		3,000.00		
17	Donations - Other			1,000.00	1,255.95					1,500.00	1,300.00		1,300.00		
18	Donations - Over Day			1,000.00						3,000.00	3,000.00		3,000.00		
19	Donations - Willinghar									1,400.00	1,400.00		1,400.00		
20	Donations - Willinghar									4,000.00					
21	Donations - Willinghar		11,603.26	14,000.00	22,723.66					2,200.00					
22	Donations - Wreath			200.00	200.00					100.00					

Willingham Parish Council
Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 24/08/2026)

23	Donations - Youth Clul	500.00	279.00			10,200.00	3,069.90	3,069.90		
24	IT - ESPI	3,000.00	3,000.00			1,000.00				
25	S106 Art Bench	1,000.00								
26	IT - Kaspersky					100.00				
27	IT - Maintenance	10,800.00	1,214.00			1,000.00	20.00	20.00		
91	Staff - Salaries					83,000.00	25,124.32	25,124.32		
92	Lifelines - Sanctuary					3,450.00	1,428.00	1,428.00		
93	Lifelines - SCDC					190.00	91.00	91.00		
94	Other - Cambridgeshir					100.00				
95	Other - Defibrillators					1,200.00	67.95	67.95		
96	Other - Establishment:			208.42	208.42	10,000.00	5,170.23	5,170.23		
97	Other - Grounds Maint					32,000.00	10,669.00	10,669.00		
98	Other - Handyman					1,000.00				
99	Other - Insurance					6,000.00				
100	Other - Land Registrat					3,000.00	800.00	800.00		
101	Other - Parish Clock M					1,500.00				
102	Other - Street Lighting			90.93	90.93	1,000.00	161.63	161.63		
103	Other - Auditor Expen:					1,100.00	319.95	319.95		
104	Other - Election					3,000.00	575.00	575.00		
134	Bank - Interest			1,434.82	1,434.82					
135	Bank - Charges						130.15	130.15		
136	VAT Return									
SUB TOTAL		216,347.17	177,414.00	130,932.39		101,375.64	101,375.64	182,220.00	60,531.24	60,531.24

Green & Boundaries		Last Year 2025 - 2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
35	Meadow Road - Benc		209.40							2,000.00					
36	Meadow Road - Giff G			1,000.00	305.18					100.00	33.35		33.35		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 24/08/2026)

37	Meadow Road - Lebar	1,500.00	479.00		75.00	20.85	20.85
38	Meadow Road - Maint	1,000.00			1,000.00	281.74	281.74
39	Village Green - Chrstr	2,000.00	71.48		1,000.00		
40	Village Green - Chrstr	3,000.00			1,000.00		
41	Village Green - Chrstr	1,500.00	550.00		250.00		
42	Village Green - Electric	1,500.00	1,627.43		700.00	128.14	128.14
43	Village Green - Maintenance	1,000.00	672.39		1,000.00	125.00	125.00
44	Community Orchard -	1,000.00	691.54		2,000.00	330.28	330.28
45	Community Orchard -	2,000.00	4.17		1,000.00		
46	Community Orchard -	3,000.00	31.55		100.00	94.01	94.01
105	Barton Field - Maintenance				3,000.00	1,950.00	1,950.00
106	Pyrethrum Way - Main				1,000.00		
107	Village Green - Income						
SUB TOTAL		209.40	18,500.00	4,432.74	14,225.00	2,963.37	2,963.37

Halls		Last Year 2025 - 2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
60	Ploughman Hall - Adv		13,687.36		3,272.71					500.00					
61	Ploughman Hall - Bind			2,500.00	14,265.19					220.00					
62	Ploughman Hall - Briar			4,500.00	5,403.24					600.00	115.70		115.70		
63	Ploughman Hall - Busi			800.00	636.70					7,000.00	2,760.00		2,760.00		
64	Ploughman Hall - Clea			1,000.00	658.30					7,000.00	2,800.00		2,800.00		
65	Ploughman Hall - Clea			1,500.00	1,222.21					2,500.00	2,158.00		2,158.00		
66	Ploughman Hall - Dec			1,550.00	11,168.26					500.00					
67	Ploughman Hall - Elec			500.00	425.00					12,000.00	1,909.09		1,909.09		
68	Ploughman Hall - Fire			6,000.00	6,021.46					1,800.00	457.58		457.58		
69	Ploughman Hall - Legi			3,500.00						230.00	100.00		100.00		
70	Ploughman Hall - Mair				963.94					6,000.00	398.40		398.40		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 24/08/2026)

77	Ploughman Hall - PRS	3,969.58	559.00		1,000.00				
84	Ploughman Hall - Refu		448.43		1,500.00	590.40	590.40		
87	Ploughman Hall - Wat	953.38			1,000.00				
89	Ploughman Hall - Initie		1,725.85		230.00				
109	Ploughman Hall - Han				10.00	9.62	9.62		
110	Ploughman Hall - Pap				50.00	9.37	9.37		
111	Ploughman Hall - Toile				30.00	83.79	83.79		
112	Ploughman Hall - Inco			3,935.80	3,935.80	359.78	359.78		
113	Ploughman Hall - Inco			606.24	606.24	173.00	173.00		
114	Public Hall - Business				3,300.00	951.20	951.20		
115	Public Hall - Cleaning				2,600.00	1,000.00	1,000.00		
116	Public Hall - Electricity				800.00	513.04	513.04		
117	Public Hall - Fire Alarr				1,300.00	219.32	219.32		
118	Public Hall - Legionelli				50.00	60.00	60.00		
119	Public Hall - Maintena				500.00				
120	Public Hall - Water				180.00	255.05	255.05		
121	Public Hall - Toilet Roll				30.00				
122	Public Hall - Paper Tow				10.00				
123	Public Hall - Hand Soe				50.00				
124	Public Hall - Income			1,190.00	1,190.00				
SUB TOTAL		18,610.32	21,850.00	46,770.29	5,732.04	5,732.04	50,990.00	14,923.34	14,923.34

Last Year 2025 - 2026						Current Year 2026-2027								Next Year	
Highways		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
132	Highways - SIDs									200.00	21.61		21.61		
133	Highways - Minor High									5,000.00					

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 24/08/2026)

SUB TOTAL										5,200.00				21.61		21.61			
		Last Year 2025 - 2026				Current Year 2026-2027								Next Year					
		Receipts		Payments		Receipts				Payments				Receipts		Payments			
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget				
47	Pavilion - Aztek		740.33		300.00					500.00									
48	Pavilion - Binder Pump			2,000.00	1,796.94					100.00									
49	Pavilion - Boiler Service			3,000.00	261.59					150.00									
50	Pavilion - Business Rates			10,000.00	3,412.00					3,000.00	1,062.00		1,062.00						
51	Pavilion - Cleaning			500.00						3,000.00	1,687.00		1,687.00						
52	Pavilion - Electricity				80.00					1,300.00	460.58		460.58						
53	Pavilion - Fire Alarm (£)			5,000.00	7,309.47					500.00	219.64		219.64						
54	Pavilion - Gas			608.00	2,907.50					1,500.00	182.22		182.22						
55	Pavilion - Legionella Control			8,000.00	5,131.21					600.00	190.00		190.00						
56	Pavilion - Maintenance				311.66					1,000.00	252.45		252.45						
57	Pavilion - Water			6,000.00						500.00	268.58		268.58						
58	Pavilion - Hand Soap									10.00	4.62		4.62						
59	Pavilion - Initial			2,100.00						300.00									
82	Pavilion - Paper Towels				2,020.95					50.00	3.12		3.12						
85	Pavilion - Toilet Rolls				375.24					30.00	53.75		53.75						
125	Pavilion - Income																		
126	Recreation Ground - Football									3,328.00									
127	Recreation Ground - Cricket									2,000.00	516.00		516.00						
128	Recreation Ground - Ice Hockey						191.00		191.00										
129	QEII - Play Equipment									10,000.00									
130	QEII- Play Equipment									500.00	242.00		242.00						
131	QEII - Grounds Maintenance									1,000.00									

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 24/08/2026)

SUB TOTAL	740.33	37,208.00	23,906.56	191.00	191.00	29,368.00	5,141.96	5,141.96
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Summary

TOTAL	441,505.81	550,245.00	224,168.21	108,809.45	108,809.45	296,453.00	109,963.85	109,963.85
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Willingham Parish Council

serving the population of Willingham in Cambridgeshire

AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 2nd September 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To note the arrangements for Remembrance Day and consider any actions
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	The Council has an allocated budget of £100.00 to the memorial wreath. It needs to resolve the amount to donate to the Royal British Legion and whether it wants to request a wreath and the arrangements for laying the wreath on the day.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	None.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	The Council needs a resolution for the donation amount. There is an allocated budget of £100.00.



Willingham Parish Council

serving the population of Willingham in Cambridgeshire

Chairman: Cllr Derek Law
Clerk and RFO: Amy Rudderham

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clerk@willinghamparishcouncil.gov.uk

www.willinghamparishcouncil.gov.uk

Parish Council Office, Ploughman Hall, West Fen
Road, Willingham, Cambridge, CB24 5LP

PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting of Willingham Parish Council held on Monday 3rd August 2026 at 7:30pm, in the Parish Council office, Ploughman Hall, West Fen Road, Willingham.

Present:

Councillors: Hales, Harris (Chair), Hutchcraft, Law, Moore, Watson

Parishioners: None

Clerk: Amy Rudderham

Deputy Clerk: Sophie McNally

1. To receive apologies for absence

Apologies were received from Councillor McKee due to holiday.

2. Declarations of interest

None declared.

3. **Public forum (maximum 3 minutes per person, with an overall limit of 15 minutes)** All parishioners wishing to speak and who are on the Electoral register, must make their name known to the Clerk prior to commencement of the meeting. Maximum of five people to speak. Large groups will need to decide on a spokesperson representative
- None.

4. To approve the minutes of the meeting held on Tuesday 21st July 2026.

Councillor Moore proposed the Minutes be accepted as a true record to the meeting, seconded by Councillor Watson and **resolved** unanimously.

Action: Clerk

5. To deal with any matters arising from the minutes of the meeting held on 21st July 2026, not covered elsewhere on this agenda

None raised.

6. Planning Applications for consideration

- a. 26/02539/FUL – Land adjacent to 34 and 36 High Street Willingham Cambridgeshire CB24 5ES – Erection of 1no. self-build detached dwelling with ancillary annexe, garage, access and associated works. Amendment – Mr & Mrs John and Claire Wilding

Councillor Harris proposed to note the amendment and confirm the council's previous comments to still applied. This was seconded by Councillor Law and **resolved** unanimously.

Action: Clerk

- b. 26/01053/FUL – Land South of Stanton Mereway Willingham Cambridgeshire – Demolition of existing building and the erection of a stable block, menage and car park. Change of use from agricultural land to equestrian use. Amendment – Mr Casey

Councillor Hutchcraft proposed the Council recommend refusal of the amendment. The Council reiterated the comments from the British Horse Society, agreeing that the land was not suitable for horses.

This was seconded by Councillor Moore and **resolved** unanimously.

Action: Clerk

- c. 26/02651/HFUL – 56 Rampton Road Willingham Cambridgeshire CB24 5JG – Single Storey rear extension, alterations to fenestration and render to existing external walls. – Mr & Mrs Harding

Councillor Watson proposed that the Council recommend approval of the application, seconded by Councillor Law and **resolved** unanimously

Action: Clerk

- d. 26/02452/FUL – Land West of 82 Earith Road Willingham Cambridgeshire – Erection of a permeable hard standing area and fence to the front of the site associated with the enjoyment of orchard use. – Dr Wei Sun

Councillor Harris proposed that the Council recommend approval of the application, seconded by Councillor Watson and **resolved** with four votes in favour and two abstentions.

Action: Clerk

- e. 26/02784/PIP – 54 Station Road Willingham Cambridgeshire CB24 5HG – Permission in principle for erection of a single self-build dwelling. – Mr Rob Hewlett

Councillor Harris proposed the Council recommend refusal of the application for the following reasons:

1. The proposal was for back land development
2. The Parish Council was keen to maintain a clear boundary between Willingham and Northstowe and the application appeared to add to the apparent urbanisation of the village.
3. The Council was unaware of a need for more self-build properties.
4. The application appeared to encroach onto open countryside/greenbelt.
5. The proposed development was outside of the village envelope.

This was seconded by Councillor Watson and **resolved** unanimously.

Action: Clerk

- f. 20/02142/COND14 – Northstowe Phase 3B Station Road Longstanton Cambs – Submission of details required by condition 14 (Design Code) of outline planning permission 20/02142/OUT – Vistry

Councillor Harris proposed that the Council made no comment. This was seconded by Councillor Law and **resolved** unanimously.

Action: Clerk

7. Correspondence

- (i) To receive and consider correspondence from 3 parishioners who object to 26/02539/FUL

Noted.

- (ii) Any Other Correspondence

None.

8. Items for future meetings

Correspondence received from Eddie's Ices.

9. To decide date of next meeting

To be decided.

Meeting closed at 7:58PM

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Willingham Parish Council

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AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 2nd September 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider the draft Terms of Reference for the Public Hall Working Party
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	At the August Council meeting, the Council agreed the Terms of Reference setting out the parameters which the working party exists. I have produced the document and the Council just needs to resolved to accept it if they are happy.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Public Hall Working Party Terms of Reference.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	None.



TERMS OF REFERENCE

Public Hall Working Party

1. Purpose

The Public Hall Working Party ("the Working Party") is established by Willingham Parish Council ("the Council") to undertake certain works involved with the Public Hall, following its closure.

2. Objectives

- 2.1. To deal with immediate urgent repairs and safety issues at the Public Hall and any insurance requirements
- 2.2. To facilitate access for previous hall users and facilitate the emptying of the Public Hall
- 2.3. Liaise with interested parties including, Willingham Scouts and Westminster Care.

The Working Party will undertake research, gather information and consult with contractors where appropriate, to develop proposals for consideration by the full Parish Council.

3. Membership

The Working Party shall comprise of; the Chairman, Vice Chairman, Lead Councillor for Halls and Deputy for Halls.

The Parish Clerk, or a nominated member of staff, may attend meetings to provide administrative support and advise but shall not be a member of the Working Party unless separately appointed.

4. Appointment and Terms of Office

Members of the Working Party shall be appointed by resolution of the Parish Council. The Working Party shall remain in existence until:-

- the objectives set out in these Terms of Reference have been completed
- the Parish Council resolved to disband it
- the Parish Council determines that its work should be transferred to another body

Membership may be reviewed by the Parish Council at any time.

5. Meetings

The Working Party shall meet as frequently as necessary to fulfil its objectives. Meetings shall normally be arranged by the Clerk or other staff of Willingham Parish Council.

A record of each meeting shall be maintained setting out:-

- those present
- apologies received
- matters discussed
- actions agreed

- recommendations arising from the meeting
- any matters requiring consideration by the Parish Council.

6. Quorum

A quorum shall be three Parish Councillors, as this represents at least half of the Parish Councillor membership of the Working Party.

If a quorum is not present, members may discuss matters informally, but no recommendations requiring a formal decision of the Working Party shall be made.

7. Authority and Delegated Powers

The working Party is established to investigate and make recommendations. It shall not:-

- commit the Parish Council to expenditure
- enter into contracts or agreements on behalf of the Parish Council
- make decisions reserved to the full Parish Council or another formally constituted committee
- issue formal statements on behalf of the Parish Council unless authorised to do so
- exercise any power that has not been expressly delegated to it.

Any recommendations involving expenditure, policy, contracts, land, legal matters or other significant commitments shall be referred to the Parish Council for consideration and decision.

Where the Parish Council has expressly delegated a specific power to the Working Party, that delegation shall be recorded in the relevant Parish Council minutes and exercised within the limits of that delegation.

8. Financial matters

No expenditure shall be incurred by the Working Party unless it has been authorised in accordance with the Parish Council's Financial Regulations and any relevant delegated authority. Any proposal involving expenditure shall be submitted to the Parish Council for Approval.

9. Reporting

The Chair, or another member nominated by the Working Party, shall provide updates to the Parish Council as appropriate.

Reports of progress shall be reported to the Council, where applicable, at the monthly meetings of the Full Parish Council.

10. Review of Terms of Reference

These Terms of Reference shall be reviewed by the Parish Council:-

- when the working party remit changes materially
- at the conclusion of its work
- at such other time as the parish council considers appropriate

Any amendments to these Terms of reference must be approved by resolution of the Parish Council.

Version	Date	Author	Description of amendments
1	XX/XX/2026	Clerk	Original Document approved by Full Council

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Willingham Parish Council

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AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 2nd September 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive an update on the Public Hall insurance Claim
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	The Clerk received confirmation that the insurance would cover the cost of the damage to the car, as a result of the crumbling window sill. The full settlement was for £1,151.76. The Council were required to pay its £250.00 excess. Under Financial Regulations, the Clerk authorised this payment following discussions with the Chair, Vice Chair and Lead Councillor for Halls. The Clerk has now received confirmation that the claim has been completed and therefore closed.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	None.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	£250.00 paid from Establishments within the budget.



Willingham Parish Council

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AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 2nd September 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive information from a local group of individuals and consider any actions
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	The office has received interest in a booking from a group of local residents who wish to play Pickle Ball. It is not an organisation, just a group wanting to play a sport, much like the badminton group. The hire rate of the hall is £22.00 per hour. Because of when their hire began, the badminton group only pay £11.00 per hour, as well as the ballroom dancing group. Can the Council consider allowing the group of residents to hire the hall at £11.00 per hour in line with the badminton and the ballroom dancing groups.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	None.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	Income received.



Willingham Parish Council

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2nd September 2026 – CEMETERY REPORT

No issues to raise for the cemetery this month.

I checked the tree overlooking the bungalow on Fen End, where the resident was concerned about the branches. It is a very large tree, but it looks in good condition. I trimmed back some of the branches and leaves of the tree on the cemetery side, along with some other branches and brambles that were overhanging some of the pathways.

I have looked at the Moule cremation plot, where stones had been added around the plaque, and need to be removed. I have tried chipping away at the stones, and they should be able to be removed easily without damaging the plaque itself.

Councillor Hales
26th August 2026



Willingham Parish Council
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AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 2nd September 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive information regarding a platform installed on Long Pond and consider any actions.
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	The Council have been made aware that a platform has been placed in Long Pond from one of the properties adjacent to the pond. As the owners of the pond, the Parish Council has not received a request for permission to install the platform into the pond. The Council needs to decide how it wishes to proceed with the matter.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	None.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	None at this time.



ADDRESS

[INSERT DATE]

Dear Resident,

RE: Long Pond, Willingham

The Parish Council is writing to raise a number of concerns regarding activity on Long Pond, adjacent to your property, which is owned by the Parish Council.

It has come to the Council's attention that a platform has been installed within the pond. In addition, there have been reports of weed killer being applied in or around the pond together with the placement of various items, including fountains and duck houses, within the water.

As the pond is Parish Council property and forms an important environmental and community asset, any alterations, installations or treatments affecting it should only be undertaken by the Parish Council, the District Council or with the prior written consent of either Council. Unauthorised works have the potential to impact wildlife, water quality, public safety and the Parish Council's legal responsibilities as the landowner.

The Council would therefore be grateful if you could:-

1. Confirm whether you authorised the installation of the platform, duck houses and other items within the pond
2. Confirm whether any herbicides, weed killers or other chemicals have been used in or around the pond
3. Refrain from carrying out any further works or placing any additional items in or around the pond without first obtaining the Parish Council's written permission

If the platform, fountains, or any other items have been placed in the pond by you or on your behalf without the Parish Council's permission, we respectfully request that you contact the Parish Council office within 14 days of the date of this letter so that an appropriate way forward can be agreed. This may include the removal of the installations and the restoration of the pond to its previous condition, at your expense.

This Parish Council is keen to maintain a positive relationship with neighbouring residents and appreciates these actions may have been taken with good intentions. However, it is important that any works affecting Parish Council land are properly authorised to protect the interests of the community, the environment and local wildlife.

Should you wish to discuss this matter or believe the Council has been misinformed, please contact the Parish Council Office at your earliest convenience.

I look forward to hearing from you in due course.

Amy Rudderham

Clerk and Responsible Finance Officer
for Willingham Parish Council

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Willingham Parish Council

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2nd September 2026 – LEISURE AND AMENITIES REPORT

MUGA

Tenders are still out and we are waiting to hear further from Michael.

Willingham Wolves

Following the recent AGM, the wolves have a new committee. The office is in the process of organising a mutually convenient date and time to meet with them regarding the use of the Pavilion.

Pavilion works

The damaged bollard fencing in front of the pavilion has now been repaired. Since then, the office received a voicemail from some young residents apologizing for damaging a section of the bollard fencing when they sat on it. Inspections show that most of it is rotting away and will need replacing asap. I therefore request that the office obtains quotations for the repairs or complete replacement of the fencing before it becomes a more serious issue.

Whilst here, the handyman reinstated the sensor which was hanging down on the Pavilion and although he could not repair the CCTV camera, as the casing has been broken and is no longer present, he has taped the camera into position as a temporary repair.

QEII Field

The bench which was set alight has now been removed and the location made safe. Checks of the playground shows everything to be relatively ok overall, however we do need to address weeding and repair to one of the steel cable climbing frame. The quotation received from RPM for this repair, is on the Agenda for consideration.

Councillor Phillips

24th August 2026



Willingham Parish Council
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AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 2nd September 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider the draft Terms and Conditions for the hire of the recreation ground and pavilion by the Willingham Wolves
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	The Willingham Wolves have not been treating the Pavilion with much respect and have not cleared their items to their storage container, as requested. The Office has therefore drafted in-depth Terms and Conditions for the Wolves to sign in order to continue the use of the facilities for the 2026/27 season. The previous terms signed by the Wolves were outdated.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Attached is the draft Terms and Conditions of their hire.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	None.



Willingham Parish Council

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TERMS AND CONDITIONS

FOR THE HIRE OF THE RECREATION GROUND AND PAVILION BY WILLINGHAM WOLVES

Adopted:

Minute Reference:

Review Date:

Table of Contents

1. Parties	3
2. Period of Hire.....	3
3. Permitted Use.....	3
4. Hire Times	3
5. Pavilion Use.....	4
6. Recreation Ground	4
7. Respect for Neighbours	4
8. Children and vulnerable adults	5
9. Alcohol.....	5
10. Food.....	5
11. Betting.....	5
12. Smoking and vaping	5
13. Dogs	5
14. Health and Safety	5
15. Insurance	5
16. Damage	6
17. Equipment.....	6
18. Keys and Security.....	6
19. Utilities	6
20. Alterations.....	7
21. Litter.....	7
22. Maintenance and Closures	7
23. Emergencies.....	7
24. Compliance.....	7
25. Behaviour.....	7
26. Cancellation and Termination.....	8
27. Fees.....	8
28. Indemnity	8
29. Limitation of Liability.....	8
30. Disputes.....	8
31. Acceptance	8
32. Signature.....	9

1. Parties

- 1.1. These Terms and Conditions form part of the hire agreement between Willingham Parish Council ("**the Council**") and Willingham Wolves ("**the Club**") for the use of the Recreation Ground and the Pavillion located on West Fen Road, Willingham, CB24 5LP. ("**the Facilities**")
- 1.2. The Club accepts these terms and conditions by signing the hire agreement, ("**the Agreement**") which consist of these Terms and Conditions and the Booking Form

2. Period of Hire

- 2.1. The Agreement shall run for the football season 2026-2027 unless terminated earlier in accordance with these Terms and Conditions.
- 2.2. The Club will confirm all training and match fixtures for the full season, in writing, ahead of the beginning of the season and by no later than 31st August.
- 2.3. Any time being used outside a pre-agreed hire period will result in a relevant charge being applied
- 2.4. The Council reserves the right to review the Agreement annually.

3. Permitted Use

- 3.1. The Facilities may only be used for:
 - 3.1.1. Football matches for the Club's youth football teams
 - 3.1.2. Football training for the Club's youth football teams
 - 3.1.3. Club meetings associated with the Club's youth football teams
 - 3.1.4. Approved community sporting activities associated with the Club's youth club football teams
- 3.2. No other activity may take place without the Council's prior written permission.

4. Hire Times

- 4.1. The Club shall only use the Facilities during the agreed times. The Club shall:
 - 4.1.1. Not arrive significantly earlier than the booked time
 - 4.1.2. Vacate the Facilities promptly after use
 - 4.1.3. Ensure the Facilities are left secure if they are the final users
- 4.2. The Club shall not sub-hire the Facilities nor use them for any unlawful purpose or in any unlawful way, nor bring anything into the Facilities that might endanger them or render invalid the relevant insurance policies.
- 4.3. If the Club wishes to cancel the bookings then this must be done in writing. At least fourteen days' notice is required for a full refund. Otherwise, a charge of 50% of the total cost will be made.
- 4.4. The Council reserves the right to refuse any booking without notice, or to cancel the Agreement at any time without giving a reason, either before or during the term of the Agreement upon giving seven days' notice in writing to the Club; and will arrange a full refund. The Council will not be liable to make any further payment to the Club and will not be liable for any subsequent losses resulting from this or any other cancellation on behalf of any third party involved in.

- 4.5. The Club will provide the Council with a copy of its annual accounts, when requested by the Council, for its annual accounts. Failure to do so may result in the cancellation of future bookings.

5. Pavilion Use

5.1. The Club agrees to:

- 5.1.1. Keep the pavilion clean and tidy
- 5.1.2. Remove all rubbish after every session and dispose of it correctly in the Eurobin located at the Ploughman Hall
- 5.1.3. leave changing rooms, toilets, and kitchen areas in a clean condition
- 5.1.4. switch off lights, heating and water where appropriate
- 5.1.5. lock all doors and windows after use (where responsible for doing so)
- 5.1.6. report any defects immediately to the Council Office located at Ploughman Hall West Fen Road Willingham CB24 5LP (**"the Council Office"**), unless they are considered an issue of Health and Safety, then they should be reported to a Parish Councillor immediately if the Council Office is not open
- 5.1.7. complete the Council's incident book, alongside their own incident book, should an incident occur, and return the completed incident reporting sheet to the Council as soon as possible by posting it through the Council Office post box.

5.2. The Council reserves the right to levy an extra charge for any clearing/tidying incurred.

5.3. In the event of the Pavilion being rendered unfit for use for the purpose for which it was hired, the Council shall not be liable to the Club for any resulting loss or damage whatsoever.

6. Recreation Ground

6.1. The Club shall:

- 6.1.1. Use only designated pitches
- 6.1.2. Avoid unnecessary damage to playing surfaces
- 6.1.3. Not alter pitch markings without permission
- 6.1.4. Not install permanent structures without written consent
- 6.1.5. Ensure goals are safely secured and comply with FA safety guidance

7. Respect for Neighbours

7.1. The Club shall ensure:

- 7.1.1. Players, officials and spectators behave responsibly
- 7.1.2. Excessive noise is avoided
- 7.1.3. Foul or abusive language is not tolerated
- 7.1.4. Parking is considerate and does not obstruct neighbouring properties or emergency access
- 7.1.5. Home and Away teams are advised that limited parking is permitted in the Ploughman Hall car park which is for the use of hirers of the Ploughman Hall. The Council will notify the Club when there are bookings which require a large amount of parking or when parking is not permitted at the Ploughman Hall. Limited parking is available along West Fen Road in front of the Facilities.

8. Children and vulnerable adults

- 8.1. The Club shall comply with all Football Association safeguarding requirements.
- 8.2. The Council does not accept any responsibility for supervision of children.
- 8.3. The Club will ensure that any activities for children under the age of eighteen years comply with the provisions of The Protection of Childrens Act 1999 and the Safeguarding of Vulnerable Groups Act 2006 and that only fit and proper persons have access to the children.

9. Alcohol

- 9.1. Alcohol may only be consumed where permitted by law and with the Council's prior written approval.
- 9.2. No alcohol will be stored on Parish Council premises or land.
- 9.3. Any rubbish will be removed from the Pavilion and placed in the Euro Bin at the Ploughman Hall or removed from the sites completely and disposed of correctly.
- 9.4. The sale of alcohol is prohibited unless all necessary licenses have been obtained and copies provided to the Council.

10. Food

- 10.1. The Club is responsible, if preparing, selling or serving food, to ensure that they adhere to all relevant food health and hygiene legislation and regulations.
- 10.2. The Club shall provide the Council with the relevant licence information if they are to prepare, serve or sell freshly prepared food.

11. Betting

- 11.1. The Club will ensure that there is no contravention of the law relating to gaming betting and lotteries

12. Smoking and vaping

- 12.1. Smoking and vaping are prohibited inside the Pavilion. Cigarette ends must be disposed of correctly and safely.

13. Dogs

- 13.1. Dogs are not permitted at the Facilities, unless they are an authorised disability assistant dog.
- 13.2. Any fouling from an authorised disability assistant dogs must be cleared immediately.

14. Health and Safety

- 14.1. The Club shall:
 - 14.1.1. Undertake suitable risk assessments and provide a copy of these to the Council
 - 14.1.2. Provide qualified first aid provision during fixtures
 - 14.1.3. Ensure emergency exits remain unobstructed at all times
 - 14.1.4. Report accidents or near misses occurring on Council property.

15. Insurance

- 15.1. The Club shall maintain throughout the period of hire:

- 15.1.1. Public Liability Insurance of not less than £2,000,000 (or such amount as required by the Council)
- 15.1.2. Employers Liability Insurance where required by law
- 15.2. Evidence of insurance must be provided to the Council annually.

16. Damage

- 16.1. The Club shall:
 - 16.1.1. Report all damage immediately
 - 16.1.2. Indemnify the Council against the cost of repair or necessary replacement or any damage caused to the Recreation Ground, Pavilion or its contents by its members, players, officials or spectators, excluding fair wear and tear, and reimburse the Parish Council accordingly

17. Equipment

- 17.1. All equipment bought to the Facilities remains entirely at the Club's risk and must be covered by the Club's own insurance.
- 17.2. The Council accepts no responsibility for loss, theft or damage.
- 17.3. No items belonging to the Club shall be stored inside the Pavilion without the prior written consent of the Council.
- 17.4. Any electrical appliances brought to the Facilities shall be in good working order and used safely and will comply with all relevant legislation and regulations.
- 17.5. Any electrical appliances brought to the Facilities shall be maintained regularly to a high standard and at the expense of the Club.
- 17.6. The Council accepts no liability to any damage or theft of any electrical items brought to the Facilities.

18. Keys and Security

- 18.1. Where keys or access codes are issued:
 - 18.1.1. They shall not be copied
 - 18.1.2. A record must be kept of all keyholders and provided to the Council at the beginning of the season and at any point during the season when it is updated by the Club
 - 18.1.3. Keys shall not be shared with anyone who is not a listed key holder, without prior written permission of the Council
 - 18.1.4. Keys which have been provided but are not required must be returned to the Council immediately. Keys can be posted through the Council post box at any time. Keys which are not in use must not be retained by the Club
 - 18.1.5. Lost keys shall be reported immediately
 - 18.1.6. Replacement costs may be charged
 - 18.1.7. Should the Club cancel its bookings, then all keys must be returned to the Parish Clerk within 48 hours of the cancellation being confirmed

19. Utilities

- 19.1. The Club shall use electricity, gas and water responsibly
- 19.2. The Council reserves the right to recover costs arising from excessive or negligent use.

20. Alterations

- 20.1. Nothing shall be fixed to the Facilities, without written permission from the Council.
- 20.2. Temporary signage shall be removed after each use.

21. Litter

- 21.1. The Club shall leave the Facilities including car parking areas, spectator areas and pitches free from litter after every use.
- 21.2. The Council reserves the right to levy an extra charge for any clearing/cleaning incurred.

22. Maintenance and Closures

- 22.1. The Council reserves the right to:
 - 22.1.1. Close the Facilities due to weather or the result of weather conditions
 - 22.1.2. Close Facilities for maintenance
 - 22.1.3. Cancel bookings without notice or to cancel the Agreement at any time without giving reason before or during Agreement upon giving thirty days' notice in writing to the Club and will arrange a pro rata refund for unused bookings
 - 22.1.4. Where reasonably possible, notice will be provided.

23. Emergencies

- 23.1. The Club shall immediately notify the Council of:
 - 23.1.1. Any incidents including
 - 23.1.1.1. Serious accidents
 - 23.1.1.2. Fire
 - 23.1.1.3. Vandalism
 - 23.1.1.4. Criminal damage
 - 23.1.1.5. Security concerns
- 23.2. Emergency services shall be contacted by the Club where appropriate

24. Compliance

- 24.1. The Club shall comply with:
 - 24.1.1. All applicable legislation
 - 24.1.2. Football association regulations
 - 24.1.3. Health and safety legislation
 - 24.1.4. Equality legislation
 - 24.1.5. Safeguarding requirements
 - 24.1.6. Council terms and conditions of hire and relevant policies

25. Behaviour

- 25.1. The Council operates a zero-tolerance approach towards:
 - 25.1.1. Abuse of Council staff and Councillors
 - 25.1.2. Threatening behaviour
 - 25.1.3. Discrimination
 - 25.1.4. Harassment
 - 25.1.5. Violence
 - 25.1.6. Criminal activity

- 25.1.7. Serious breaches may result in immediate termination of the Agreement

26. Cancellation and Termination

- 26.1. The Council may terminate the Agreement immediately where:
 - 26.1.1. These Terms and Conditions are breached
 - 26.1.2. Fees remain unpaid
 - 26.1.3. Insurance lapses
 - 26.1.4. Unlawful activity occurs
 - 26.1.5. Continued use presents a safety risk
- 26.2. The Club may terminate the Agreement by giving fourteen days written notice.

27. Fees

- 27.1. Hire Charges shall be paid in accordance with the Council's invoice issued at the beginning of each football season

28. Indemnity

- 28.1. The Club agrees to indemnify the Council against claims arising from the Club's use of the Facilities, except where caused by the Council's own negligence.

29. Limitation of Liability

- 29.1. Nothing in the Agreement excludes liability for death or personal injury by negligence
- 29.2. Subject to this, the Council accepts no liability for:
 - 29.2.1. Loss of property
 - 29.2.2. Theft
 - 29.2.3. Cancellation due to adverse weather
 - 29.2.4. Interruption caused by circumstances beyond its control

30. Disputes

- 30.1. Any dispute should initially be referred to the Clerk to the Council
- 30.2. If unresolved, the matter shall be considered by the Council before legal proceedings are commenced.

31. Acceptance

- 31.1. By signing the Agreement, the Club confirms that it has read and agrees to comply with these Terms and Conditions.

32. Signature

SIGNED ON BEHALF OF THE CLUB

FULL NAME :

POSITION:

SIGNATURE:

DATE:

SIGNED ON BEHALF OF THE COUNCIL

FULL NAME:

POSITION:

SIGNATURE:

DATE:

DRAFT



Willingham Parish Council

serving the population of Willingham in Cambridgeshire

AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 2nd September 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To consider the hire charges applicable to the Willingham Wolves
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	The Willingham Wolves have not paid any fees for the past two years, at least. This is because the Council has previously allowed free use of the facilities to the youth teams and the Wolves had previously advised that the adult teams were not using the facilities here, they had moved to Northstowe. The Office has recently learnt this not to be the case and the adult teams are using the facilities. The last time the Willingham Wolves were charged, it was a fee of £350.00 for the entire year. The Council needs to decide what fees it wishes to charge the Willingham Wolves and whether the youth teams are still offered use for free.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	None.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	None.



Willingham Parish Council

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AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 2nd September 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider the quotation from RPM for the repair of the HAGS Unit.
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	The cables on the unit have broken and therefore a quotation has been sought for the replacement. The Quotation is for £323.00 + VAT.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Attached is the quotation.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	There is currently £7,162.00 in the budget for QEII Maintenance and repairs.



REIDS PLAYGROUND MAINTENANCE LTD

Registered Office: Cabot House, 108 Gipsy Lane, Kettering, Northamptonshire, NN16 8UB.

Telephone: 01536 601950

Email: rpm@reidsplayground.co.uk **Website:** www.reidsplaygroundmaintenance.co.uk

QUOTE RPM/10729

Annika Osborne
Compliance Administrator
Willingham Parish Council

Date: 18th August 2026

Ref: QEII Playing field	Cost
HAGS Unit RPM to supply and fit 2 No. new nets on the above unit Quotes issued will be valid for a period of 3 weeks only due to rising cost in materials	£3230.00
All prices quoted are subject to VAT	







Willingham Parish Council

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AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 2nd September 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider request from Willingham Scouts regarding the siting of a storage container
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	The Scouts have requested permission to site a storage container on PC land. The Council needs to consider whether they are happy for this and if so, where. The Scouts have confirmed they will fund the purchase of the storage container, but there may be associated costs with clearing any relevant areas. The Council previously granted permission for the Willingham Wolves to site a container near the Pavilion, behind the bike shelter, so this area cannot be used.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Attached is the correspondence received.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	There is no budget allocated to this project specifically. There is currently £558.00 in the General Maintenance fund for the Recreation Ground

Willingham Parish Council

Dear Councillors,

I am writing on behalf of the 1st Willingham Scout Group to propose the approval of a suitable location at the Willingham Recreational Ground for a storage container, similar to the provision currently afforded to the Willingham Wolves Football Club.

As you will be aware, the Public Hall is no longer a viable option for storage due to the condition of the building and the restrictions now in place. This has left the Scout Group without an appropriate and secure location for essential equipment used to deliver weekly sessions, community events, and youth activities.

To resolve this, the Scout Group request the parish Council identify and if required clear a suitable space, the Scout Group would be willing to purchase a storage container to situate at the recreational ground reducing the cost to the council. This would provide a long-term, stable solution that enables us to continue supporting young people in the village.

The area adjacent to the Football Club's existing container is currently overgrown and contains debris and grass cuttings. If this location were deemed suitable, it would require clearing before installation. Alternatively, we would welcome the Council's guidance on any other appropriate site within the Recreation Ground that could accommodate a container safely and without disruption to other users.

The Scout Group remains committed to working collaboratively with the Parish Council to ensure any installation is well-managed, visually appropriate, and aligned with the wider use of the Recreation Ground.

We would be grateful for the Council's consideration of this proposal and would be happy to meet to discuss options further.

Yours sincerely, Andrew 1st Willingham Scout Group



Willingham Parish Council

serving the population of Willingham in Cambridgeshire

AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 2nd September 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider request from a resident to take off and land a drone from the Recreation Ground
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	The resident has requested permission to be able to take off with their drone from the Recreation Ground as well as land. The resident has confirmed they follow all aviation regulations and hold valid credentials required by the Civil Aviation Authority.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Attached is the correspondence received. The Council needs to consider the request and whether they wish for a written agreement to be drawn up, if they are minded to approve the request.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	None.

Enquiry regarding permission for drone flight (take-off and landing) at the Recreation Ground

From [REDACTED]
Date Sun 2026-08-09 5:08 PM
To clerk@willinghamparishcouncil.gov.uk <clerk@willinghamparishcouncil.gov.uk>

Dear Parish Council Clerk,

I am writing to formally request permission to use the local recreation ground for the purpose of taking off and landing a small drone (Remotely Piloted Aircraft System).

I am a responsible local resident and a fully compliant drone pilot. I strictly follow all aviation regulations to ensure public safety, privacy, and peace of mind. For your reassurance, I hold the following valid credentials required by the Civil Aviation Authority (CAA):

- **CAA Flyer ID:** GBR-RP-G5CZZQGRCDHB
- **CAA Operator ID:** GBR-OP-9Q99YLK859VM
- **Public Liability Insurance:** Fully insured commercial and public liability through FPVUK membership up to £5,000,000

I intend to use the open space purely for recreational photography / practice flights / video capturing. My flight paths will completely avoid flying over uninvolved people, buildings, or private property, keeping strictly within the legal limits of the [UK CAA Drone Code](#) and kept to within quiet times of the recreation ground.

Common Questions About Drone Flying in the UK: Licences, Registration, a...

Get all your drone-related questions answered! Learn about UK drone licences, registration, flying locations, an...

I would be highly grateful if you could confirm the council's policy regarding drone take-offs from this public land or grant a formal permission letter for my records. If required, I am more than happy to forward copies of my CAA registrations and insurance certificate for your review.

Thank you very much for your time and consideration. I look forward to hearing from you.

Yours sincerely,





AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 2nd September 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To note conclusion of the 2025/26 external audit and consider the final external auditor report and decide what, if any, action is required
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	The conclusion of the external audit has been received and needs to be noted by the Council. The RFO has published the Notice on the website and the notice board.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Conclusion of Audit.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	None.

Willingham Parish Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
11 August 2026
Our Ref:
CA0286
SAAA Ref:
SB09452

Willingham Parish Council
Completion of the limited assurance review for the year ended 31 March 2026

Dear Ms Rudderham

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Willingham Parish Council for the year ended 31 March 2026. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a “Notice of conclusion of audit” which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the “Notice” along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2026, which must include publication on the smaller authority’s website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the “Notice” must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 30 Churchill Place, Canary Wharf, London, E14 5RE. Please include the reference CA0286 or Willingham Parish Council as a reference when paying by BACS.

Timetable for 2026/27

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2027. It is anticipated that the instructions will be sent out during March 2027, subject to arrangements for the 2026/27 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

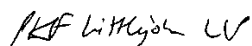
- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2027, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Thursday 3 June and Wednesday 14 July 2027; and
 - at the latest, between Thursday 1 July and Wednesday 11 August 2027.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2025/26

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2026. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/satisfaction-survey-for-the-year-ended-31-march-2026/>

Yours sincerely



PKF Littlejohn LLP

Willingham Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for Willingham Parish Council for the year ended 31 March 2026 has been completed and the accounts have been published. 2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Willingham Parish Council on application to: (a) Amy Rudderham - Responsible Finance Officer Willingham Parish Council Office Ploughman Hall, West Fen Road, Willingham, CB24 5LP (b) Monday to Thursday between 10am and 1pm 3. Copies will be provided to any local government elector of the area on payment of £_0 (c) for each copy of the Annual Governance & Accountability Return. Announcement made by: (d)  Date of announcement: (e) _13th August 2026_	Notes This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years. (a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised (c) Insert a reasonable sum for copying costs (d) Insert the name and position of person placing the notice (e) Insert the date of placing of the notice
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Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

WILLINGHAM PARISH COUNCIL.

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	☒	☒	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	☒	☒	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	☒	☒	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	☒	☒	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	☒	☒	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	☒	☒	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	☒	☒	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	☒	☒	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	☒	☒	☒
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	☒	☒	has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

13/05/2026

and recorded as minute reference:

79/26

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

WWW.WILLINGHAMPARISHCOUNCIL.GOV.UK

Section 2 – Accounting Statements 2025/26 for

WILLINGHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	366,108	414,665	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	179,975	190,434	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	103,389	247,302	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	67,378	67,642	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	167,429	163,070	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	414,665	621,689	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	RESTATED 415,870	629,960	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	RESTATED 749,325	749,325	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	☒	☐	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

C. Piddeman

Date

29/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

13/05/26

as recorded in minute reference:

80/26

Signed by Chair of the meeting where the Accounting Statements were approved

[Signature]

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

Willingham Parish Council – CA0286

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR has not been signed in accordance with the Accounts and Audit Regulations 2015:

- Section 2 was not signed by the Responsible Finance Officer before approval.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

10/08/2026



AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 2nd September 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive correspondence from the SLCC regarding the 2026 Local Government Pay Settlement and consider any actions
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	SLCC has announced that the 2026 pay award for local government employees will be 3.3% increase in pay rates and allowances with effect from 1 April 2026. The official new hourly rates are to be released from NALC. The Council needs to note the updated and to backdate the pay increase for all employees to 1 April 2026, which will include the retired Clerk.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	CAPALC email.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	The RFO has calculated that the total for all staff, including the retired Clerk, backdated for the hours worked to 1 st April 2026, will be £874.54.



2026-27 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2026-27 to be implemented from 1 April 2026. Employers are encouraged to implement this pay award as swiftly as possible.

The attached document lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These should be retrospectively applied from 1 April 2026.

The document is also available on the Members Area of our website.

Backpay for employees who have left employment since 1 April 2026

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2026 to the employee's last day of employment.

Kind Regards

Tor Taylor

CiLCA | PSLCC | Cert HE

Deputy County Officer



AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 2nd September 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM:

Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."

To receive and consider an update regarding the damaged picnic bench at the QEII Playpark

BACKGROUND INFORMATION:

Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?

The Police have confirmed that they have identified all of those involved with the incident. Two of those involved have signed Community Resolutions. The remaining two have been on holiday abroad so the police have not managed to contact them yet. One of the remaining two individuals was the one who started the fire. The Police have confirmed that they will be subject to complete a litter pick in the community as a form of resolution. The Clerk has questioned who would oversee this from a risk perspective. The Clerk has further questioned whether a different community task could be completed, as the Parish Council does already employ a litter picker, but no response has been received on this point as of yet.

The Clerk did question whether financial assistance could be sought from the families, for the provision of a new bench, however the Police have confirmed that the community remedy will not include any form of financial compensation to the Council.

A rough guideline for replacing the bench will be £600.00. Plus the cost of securing the bench and installing it.

Does the Council wish the office to obtain quotations for a replacement bench, if so, do they want the same as before or something different?

BACKGROUND DOCUMENTS:

Insert names of documents to be sent out with the meeting papers.

None.

FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	None.



AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 2nd September 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider information regarding the volunteer Speedwatch group operating in the village
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	Following a recent meeting attended by Councillor Harris and the Clerk with representatives of the Community Speedwatch and Roadwatch groups, the Clerk would like some Councilors to assist Speedwatch with its checks. The Clerk would like one Councillor to assist Councillor Harris with Highways actions and act as liaison between the Council and the volunteer Speedwatch and Roadwatch Groups.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	None.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	None.



AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 2nd September 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive information regarding signage and consider the installation of community Speedwatch signs within the village
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	The office has recently received delivery of some Speedwatch signage. 4 large signs and 2 smaller signs. Highways confirmed that these could be installed wherever the groups felt necessary, at an appropriate height, but we needed to provide confirmation of where they had been installed. Having liaised with the Speedwatch and Roadwatch representatives, they would prefer these are installed by the Parish Council. I therefore need volunteers for the installation of the signs. It is suggested that the four large ones are installed on four main entrance roads into the village.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	None.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	None.