

Wickham Bishops Parish Council

Parish Councillors

Mrs A Mickelsen (Chairman)
I D Wardrop (Vice-Chairman)
H M Bass
P J Bates
K W Jarvis
I S F MacGregor
R Mundell
S J Nicholas
J Williams



Winner Best Kept Village 2009, 2015
3rd Place Essex Village of the Year 2015
www.wickhambishopsparishcouncil.org

Parish Clerk

Mrs L J Rowland PSLCC
Wickham Bishops Parish Council
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MINUTES of Finance Committee Meeting held on Friday 15 th March 2019 at 10.30am in the Village Hall Boardroom	
Item	Subject
19F/001	<p>Those Present and Apologies for Absence In the Chair: Cllr Mickelsen Present: Cllrs MacGregor and Mundell; the Clerk as Responsible Finance Officer. There were no members of the public present.</p>
19F/002	<p>Declaration of Interests and Compliance with the Ethical Framework There were no Declarations of Interest.</p>
19F/003	<p>Public Forum There were no members of the public present.</p>
19F/004	<p>Progress Against Budget and Audit The planned and actual spending in FY 2018-2019 was reviewed. The RFO reported that an expense claim from Essex County Council for £112 and bank interest of £7 had been paid since the publication of the end of year forecast. The revised end-of-year balance was noted as £13,435 of which £1,800 was committed against an order for the Neighbourhood Plan Spring Biodiversity Audit. Resolved: the funds earmarked for Biodiversity Audit would be carried over to FY 2019-20. The free reserves figure would be £11,635. Proposed Cllr Mundell, seconded Cllr Mickelsen. The RFO reported that the books were balanced for the end of year financial return and, pending the review of the asset register and risk assessment, all audit requirements were in place. The Parish Council was expected to be exempt from external annual assurance review. The Committee reviewed suggested 'best practices' for internal control. Action: A non-signatory Councillor would be asked to scrutinise the financial records on a quarterly basis. Action: The RFO would provide login details in a sealed envelope to Cllr Mundell for secure storage.</p>
19F/005	<p>Asset Register and Risk Assessment Review Resolved: The asset register was updated and agreed. Proposed Cllr Mundell, seconded Cllr Mickelsen. Resolved: The risk assessment was reviewed and agreed. Proposed Cllr Mickelsen, seconded Cllr MacGregor. Action: The RFO to circulate the updated documents.</p>
19F/006	<p>New Items for Consideration Resolved: the budget for Community Protection Team services would be increased to £100pcm + VAT to include parking and dog fouling control, and mobile phone costs increased to £10pcm + VAT. Provision of a noticeboard and plaque at the air raid shelter would be delayed until the library's future was known. These actions would result in an overall increase of £516 in projected free reserves by April 2020 to £7,121. Proposed Cllr Mickelsen, seconded Cllr MacGregor. Action: The Clerk to circulate the updated 2019-20 budget.</p>

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19F/007	Dates of Next Meetings <ul style="list-style-type: none">- Tuesday 2nd April 2019 Parish Council Meeting at 7.30pm- Friday 12th April 2019 Planning Committee Meeting at 11.30am <i>if required; date may change.</i>
19F/008	Close of Meeting 11.30am <p>Items for future agendas:</p> <ul style="list-style-type: none">- Process and controls review (Finance meeting November 2019)- FY 2020-2021 budget and Precept (Finance meeting November 2019)