

Wickham Bishops Parish Council

Parish Councillors

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



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

Parish Clerk

Mrs L J Rowland PSLCC
 Wickham Bishops Parish Council
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MINUTES	
Of Finance Committee Meeting held Friday 16th March 2018 at 10.30am in the Village Hall Boardroom	
Item	Subject
18F/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>
18F/002	<p>Declaration of Interests and Compliance with the Ethical Framework There were no Declarations of Interest.</p>
18F/003	<p>Public Forum There were no members of the public present.</p>
18F/004	<p>Progress Against Budget and Audit The planned and actual spending in FY 2017-2018 was reviewed and projected end-of-year balance noted as £12,886. Action: <i>The RFO to arrange payment of an outstanding invoice for £200 for Neighbourhood Plan data input and analysis, in accordance with clause 6.4 of the adopted Financial Regulations of January 2018.</i> Resolved: the funds earmarked for the air raid shelter plaque (£230) and annual streetlighting maintenance (£125) would be carried over to FY 2018-19. The free reserves figure would be £12,531. Proposed Cllr Mickelsen, seconded Cllr MacGregor. 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.</p>
18F/005	<p>Asset Register and Risk Assessment Review Resolved: The asset register and risk assessment were updated and agreed. Proposed Cllr Mickelsen, seconded Cllr Mundell. Action: <i>The RFO to circulate the updated documents</i></p>
18F/006	<p>New Items for Consideration Resolved: the 2018-19 parish picnic and Snows Corner bench funding would be redeployed to provide a dog waste bin near the junction of Blacksmiths Lane and Church Road, roof maintenance works for the air raid shelter and a parish noticeboard for the air raid shelter wall. There would be an overall budgeted increase in expenditure of £416. Proposed Cllr Mickelsen, seconded Cllr MacGregor. Action: <i>The Clerk to circulate the updated 2018-19 budget</i></p>
18F/007	<p>Dates of Next Meetings - Friday 16th March 2018 Planning Committee Meeting at 11.30am - Tuesday 3rd April 2018 Parish Council Meeting at 7.30pm</p>
18F/008	<p>Close of Meeting 11.29am Items for future agendas: - Process and controls review (November) - FY 2019-2020 budget and Precept (November)</p>