

# Wickham Bishops Parish Council

## Parish Councillors

I S F MacGregor (Chairman)  
 Mrs A Mickelsen (Vice Chairman)  
 H M Bass  
 P J Bates  
 Mrs R Johnson  
 S J Nicholas  
 Mrs R M Pink CBE  
 B F Sayers  
 I D Wardrop



Winner Best Kept Village 2008, 2015  
 3<sup>rd</sup> Place Essex Village of the Year 2015  
[www.wickhambishopsparishcouncil.org](http://www.wickhambishopsparishcouncil.org)

## Parish Clerk

Mrs L J Rowland  
 Wickham Bishops Parish Council  
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## MINUTES

Of Finance Committee Meeting held Friday 18<sup>th</sup> March 2016 at 10.30am in the Village Hall Boardroom

Item	Subject
16F/001	<p><b>Those Present and Apologies for Absence</b>  <b>In the Chair:</b> Cllr Mickelsen  <b>Present:</b> Cllrs MacGregor and Wardrop; the Clerk.            Apologies were accepted from Cllr Johnson.            There were no members of the public present.</p>
16F/002	<p><b>Declaration of Interests and Compliance with the Ethical Framework</b>            There were no Declarations of Interest.</p>
16F/003	<p><b>Public Forum</b>            There were no members of the public present.</p>
16F/004	<p><b>Progress Against Budget</b>            The planned and actual spending in FY 2015-2016 was reviewed and projected end-of-year balance noted as £16,466.  <b>Resolved:</b> the funds earmarked for the air raid shelter project would be carried over to FY 2016-17.            Proposed Cllr Mickelsen, seconded Cllr MacGregor  <b>Action:</b> <i>The Clerk to update and circulate the 2016-17 budget</i>              The Clerk 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.</p>
16F/005	<p><b>Asset Register and Risk Assessment Review</b>  <b>Resolved:</b> The asset register was updated and agreed. Proposed Cllr Wardrop, seconded Cllr MacGregor.  <b>Resolved:</b> The risk assessment was updated and agreed. Proposed Cllr Mickelsen, seconded Cllr MacGregor.  <b>Action:</b> <i>The Clerk to circulate the updated documents</i></p>
16F/006	<p><b>New Items for Consideration</b>            Resolved: The following additional items would be added to the budget for FY 2016-17:            - £650 replacement Snows Corner bench (<i>Parish Councils Act 1957, s.1</i>) with Best Kept Village plaque            - £600 backup funding for tree planting (<i>Local Government Act 1972, s.137</i>)            - £100 bulb planting (<i>Highways Act 1980, s.249</i>)            - £100 QEII commemorative coins for local children (<i>LGA 1972, s.137</i>) attending the village picnic            - £50 addition for promotional materials for the 2<sup>nd</sup> May village picnic (<i>LGA 1972, s.137</i>)            Proposed Cllr Mickelsen, seconded Cllr MacGregor.  <b>Action:</b> <i>The Clerk to obtain quotes for an additional noticeboard and to review the insured value for noticeboards.</i>              The Clerk reported that she was managing her normal workload and additional planning-related tasks within the contracted thirteen hours per week. The 115 hours spent obtaining the CILCA qualification fell outside these hours.            The Finance Committee agreed to recommend to the Full Council a one-off payment of fifty hours</p>

<b>MINUTES</b> <b>Of Finance Committee Meeting held Friday 18<sup>th</sup> March 2016 at 10.30am in the Village Hall Boardroom</b>	
	towards the Clerk's CiLCA workload. <b>Action:</b> <i>The Clerk to include the proposal on the Full Council's 5<sup>th</sup> April meeting agenda</i>
<b>16F/007</b>	<b>Precept Request</b> The total Precept figure for FY 2016-17 was stated as £12,000, unchanged from last year. It was noted that the District Council had reported a slight increase in Precept to residents on the recent Council Tax demand. This was due to the District Council no longer providing a Local Council Tax Support grant to residents, which in previous years had reduced the amount due.  The Band D figure for FY 2016-17 was recorded as £12.60
<b>16F/008</b>	<b>Review of Amenity Funds Grants Procedure</b> The Finance Committee noted that the FY 2016-17 budget included up to £1,000 to be allocated for grants to local organisations and initiatives. The Grants Policy would be used to control and administer the fund. <b>Resolved:</b> The Grants Policy was agreed with a minor revision and adopted. Proposed Cllr MacGregor, seconded Cllr Wardrop. <b>Action:</b> <i>The Clerk to circulate the revised and adopted policy.</i>
<b>16F/009</b>	<b>Dates of Future Meetings</b> - Tuesday 5 <sup>th</sup> April 2016 General Meeting at 7.30pm - Friday 22 <sup>nd</sup> April 2016 Planning Committee Meeting at 11.30am <i>if required</i>
<b>16F/010</b>	<b>Close of Meeting 11.35 am</b>