

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
 3rd Place Essex Village of the Year 2015
www.wickhambishopsparishcouncil.org

Parish Clerk

Mrs L J Rowland
 Wickham Bishops Parish Council
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 Wickham Bishops
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MINUTES

Of Finance Committee Meeting held on Friday 13th November at 10.30am in the Village Hall Boardroom

Item	Subject
15F/008	<p>Those Present and Apologies for Absence In the Chair: Cllr Mickelsen Present: Cllrs Johnson and Wardrop; the Clerk as Responsible Financial Officer. There were no members of the public present.</p>
15F/009	<p>Declaration of Interests and Compliance with the Ethical Framework There were no Declarations of Interest.</p>
15F/010	<p>Public Forum There were no members of the public present.</p>
15F/011	<p>Progress Against Budget Progress against the 2015-16 budget was reviewed and noted to be performing to target. Net spend of Reserves is predicted to be £3,150 by March 31st 2016 mainly attributable to one-off projects and new items listed in 15F/012. Operational expenditure continued to be funded by Precept, LCTS Grant and income.</p>
15F/012	<p>New Items for Consideration The Finance Committee agreed the following additional 2015-16 items for approval at the 1st December Full Council Meeting:</p> <ul style="list-style-type: none"> - £200 Thank-you Celebration for Speedwatch volunteers; - £200 Chantry Grove (Snows Corner) affordable housing exhibition including £120 hall hire, £50 leaflet printing and £30 refreshments. <p>Action: The Clerk to research a low-cost airtime contract for the parish mobile phone</p>
15F/013	<p>Budget 2016-2017 It was noted that LCTS Grant amount was not yet known. The following items were agreed for approval at the 1st December Full Council meeting:</p> <ul style="list-style-type: none"> - Operational (recurring) spending would continue to be funded by Precept and income, and one-off projects would be funded by Reserves. - Projects will include: <ul style="list-style-type: none"> o £850 Chantry Grove bench and trees; o £500 Chantry Grove affordable housing opening day; o £500 Neighbourhood Plan project. The project is expected to take around two years to complete. Grants and further expenditure will be required in 2017-18. - The Precept including LCTS Grant would be £12,000. - The Youth Group donation would be £200, reduced due to there no longer being a paid position. - The Amenity Fund would continue at £1,000. A procedure for managing grants applications would be required.

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	<p>Action: The Clerk to obtain the LCTS Grant amount from Maldon District Council when available.</p> <p>Action: The Clerk to consider the NI and Pensions thresholds for any effect on the budget proposal and to adjust the proposal for an increase in Insurance Premium Tax.</p> <p>Action: The Clerk to circulate the revised 2016-17 Budget and Precept proposal to all Councillors prior to the 1st December Full Council meeting.</p> <p>Action: The Clerk to circulate the draft Amenity Fund Grants procedure to the Finance Committee members for consideration.</p>
15F/014	<p>Process and Controls Review</p> <p>The internal controls and end-of-year audit process were reviewed. The Finance Committee agreed to propose adoption of NALC's guidance to appoint a new internal auditor approximately every 4 years.</p> <p>Action: The Clerk to review and draft updates to Standing Orders and Financial Regulations.</p> <p>The Committee agreed that no petty cash system would be necessary and Councillors would be reimbursed by BACS transfers.</p>
15F/015	<p>Dates of Future Meetings</p> <ul style="list-style-type: none"> - Tuesday 1st December 2015 General Meeting at 7.30pm - Friday 11th December 2015 Planning Committee Meeting at 11.30am <i>if required</i>
15F/016	Close of Meeting 12.30pm