

# 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  
3<sup>rd</sup> Place Essex Village of the Year 2015  
[www.wickhambishopsparishcouncil.org](http://www.wickhambishopsparishcouncil.org)

## Parish Clerk

Mrs L J Rowland PSLCC  
Wickham Bishops Parish Council  
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| MINUTES of Finance Committee Meeting<br>held on Friday 15 <sup>th</sup> November 2019 at 10.30am in the Village Hall Boardroom |  |
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| Item   | Subject  |
| 19F/010  | <p><b>Those Present and Apologies for Absence</b><br/><b>Present:</b> Cllrs MacGregor, Mundell and Wardrop; the Clerk as Responsible Finance Officer. There were no members of the public present.</p> <p>Apologies for absence were received from Cllr Mickelsen.</p> <p><b>Resolved:</b> that Cllr MacGregor be elected Chairman of the meeting. Proposed: Cllr Wardrop; seconded: Cllr Mundell.</p>   |
| 19F/011  | <p><b>Declaration of Interests and Compliance with the Ethical Framework</b><br/>There were no declarations of interests.</p>  |
| 19F/012  | <p><b>Public Forum</b><br/>There were no members of the public present.</p>  |
| 19F/013  | <p><b>Process and Controls Review</b><br/>The internal controls, audit process and audit report were reviewed and the Accounts Scrutiny report from Cllr Jarvis received.</p> <p><b>Action:</b> The RFO to ensure the prior year balances and cheque book are made available to Councillors carrying out the quarterly Accounts Scrutiny.</p> <p><b>Action:</b> The RFO to draft suggested amendments to Standing Orders and Financial Regulations to ensure they agree on quotation limits.</p> <p><b>Action:</b> The RFO to include the latest bank statements with the monthly finance reports.</p> <p>The Finance Committee agreed to recommend the appointment of Mr Mike Letch as internal auditor, and the 2019 Model Financial Regulations amendments were noted and agreed for consideration by the Full Council.</p> <p><b>Action:</b> The RFO to develop a three-year budget forecast for approval at the 3<sup>rd</sup> December Council Meeting to meet the new Financial Regulations requirement.</p>  |
| 19F/014  | <p><b>Current Year Budget Performance and Project Review</b><br/>Progress against the 2019-20 budget was noted to be performing to target with the Free Reserves balance projected to be £6,516 at March 31<sup>st</sup> 2020 and in line with Proper Practices. A net spend of total Reserves of £6,919 was expected, of which £1,762 was carried-over grant funding from 2018-19 for the Neighbourhood Plan.</p> <p>Operational expenditure for the year was forecast to be £18,181 being £523 over the budgeted figure due to increased Remembrance Service road closure costs, street furniture refurbishment and greater grass growth. The increase would be offset by the unused Queen's Birthday Trees care budget and contingency funds.</p> <p><b>Resolved:</b> The available budget for the annual Volunteer Celebration would be revised to £285 with the correct re-classification of Remembrance items in accordance with the delegated authority granted to the Finance Committee by the Full Council on 5<sup>th</sup> November 2019 item 19/198. Proposed: Cllr Mundell; seconded: Cllr Wardrop.</p> |

| <b>MINUTES of Finance Committee Meeting<br/>held on Friday 15<sup>th</sup> November 2019 at 10.30am in the Village Hall Boardroom</b> |   |
|---|---|
|   | The Committee agreed to recommend awarding the grass cutting work to handyman Mr George Wise.<br>There were no new items for current year spending to consider.   |
| <i>The Chairman adjourned the meeting at 11.30am to accommodate another meeting.</i>  |   |
| <i>The Chairman re-convened the meeting at 11.45am.</i>   |   |
| <b>19F/015</b>  | <p><b>Budget and Precept 2020-2021</b></p> <p>The Finance Committee noted that the £6,500 target Reserves figure of approximately four month's expenditure would be reached by the beginning of the 2020-21 financial year. The Committee agreed to recommend this level be maintained in 2020-21, by increasing the Precept to £20,276. This would cover predicted net annual expenditure, which would include provisions of:</p> <ul style="list-style-type: none"> <li>- £1,000 for Planning Appeal representation;</li> <li>- £1,000 for retention of the library service;</li> <li>- £800 for a noticeboard at the library, once its future was known;</li> <li>- £400 for external and internal audit costs;</li> <li>- £250 for incidental expenses for care of the Queen's Birthday trees;</li> <li>- £100 for website hosting.</li> </ul> <p>Councillors noted that based on last year's tax base figure, the band D precept would be £20.40, representing a 20% increase, and agreed that an explanation of the increase should be given in the parish magazine.</p> <p><b>Action:</b> <i>The Clerk to circulate the 2020-2021 Budget and Precept proposal and band D figure to all Councillors prior to the 3<sup>rd</sup> December 2019 Full Council meeting.</i></p> |
| <b>19F/016</b>  | <p><b>Dates of Next Meetings</b></p> <ul style="list-style-type: none"> <li>- Tuesday 3<sup>rd</sup> December Parish Council Meeting at 7.00pm (<i>earlier time</i>)</li> <li>- Tuesday 17<sup>th</sup> December 2019 Planning Committee Meeting at 10.30am (<i>if required, earlier date</i>)</li> </ul>   |
| <b>19F/017</b>  | <p><b>Close of Meeting 11.50am</b></p> <p>Items for future agendas:</p> <ul style="list-style-type: none"> <li>- Asset register and risk assessment review (March 2020)</li> </ul>  |