

Wickham Bishops Parish Council

Parish Councillors

I S F MacGregor (Chairman)
 Mrs A Mickelsen (Vice Chairman)
 H M Bass
 P J Bates
 R Mundell
 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

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MINUTES	
Of Finance Committee Meeting held Friday 18th November 2016 at 10.30am in the Village Hall Boardroom	
Item	Subject
16F/011	<p>Those Present and Apologies for Absence In the Chair: Cllr Mickelsen Present: Cllrs MacGregor and Wardrop; the Clerk. There were no members of the public present.</p>
16F/012	<p>Declaration of Interests and Compliance with the Ethical Framework There were no Declarations of Interest.</p>
16F/013	<p>Public Forum There were no members of the public present.</p>
16F/014	<p>Progress Against Budget Progress against the 2016-17 budget was noted to be performing to target. The balance was projected to be £12,600 at March 31st 2017 with a net spend of Reserves of £3,862 due to one-off projects. Operational expenditure for the year was projected to be £11,912 and entirely funded by Precept.</p>
16F/015	<p>New Current-Year Expenditure Items for Consideration The Clerk reported that her workload was running around four hours per month over contracted hours but an anticipated reduction in workload though December and January would reduce the overshoot. Action: <i>The Clerk to log her hours spent on Neighbourhood Plan-related tasks</i></p> <p>The following item was put forward for review and approval at the 6th December Council Meeting:</p> <ul style="list-style-type: none"> - Overhead projector (<i>General Power of Competence, Localism Act 2011, s.1(1)</i>) <p>Action: <i>The Clerk to obtain a budgetary figure</i></p>
16F/016	<p>Budget 2017-2018 The Finance Committee agreed to recommend that:</p> <ul style="list-style-type: none"> - Operational (recurring) spending would continue to be funded by Precept and income; - One-off projects would be funded by Reserves; free Reserves would be maintained above six month's operational expense (£6,000); - The Mackmurdo Place and replacement Snows Corner bench projects would be carried forward; - The Youth Group donation would be removed, due to there no longer being a need; - The Amenity Fund would be reduced to £500, due to there being no applications in the year; - There would be £500 included towards the Neighbourhood Plan project; - The Precept would be £12,000 giving a slight reduction in Band D precept to £12.46 <p>Action: <i>The Clerk to Liaise with the Neighbourhood Plan Steering Group over grant funding</i></p> <p>The following items were put forward for inclusion in the 2017-2018 budget:</p> <ul style="list-style-type: none"> - Local Government Pension Scheme contributions (<i>Automatic Enrolment, Pensions Act 2008</i>) - Table tennis table (<i>General Power of Competence, Localism Act 2011, s.1(1)</i>) <p>Action: <i>The Clerk to confirm budgetary figures for each item and to circulate the revised 2017-2018 Budget and Precept proposal to all Councillors prior to the 6th December Full Council meeting</i></p> <p>Action: <i>The Clerk to follow up the Snows Corner S106 open space and buffer strip maintenance funds</i></p>

MINUTES

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16F/017	Process and Controls Review The internal controls and end-of-year audit process were reviewed and the revised format of the Asset Register was noted. <i>Action: The Clerk to review and draft updates to Standing Orders and Financial Regulations to include the Public Contracts Regulations 2015, for review and adoption in January 2017.</i> The Finance Committee agreed to recommend the re-appointment of Heelis and Lodge as internal auditor for a second year.
16F/018	Dates of Future Meetings - Tuesday 6 th December 2016 General Meeting at 7.30pm
16F/019	Close of Meeting Items for March 2017 meeting: - Asset register and risk assessment review