

# Wickham Bishops Parish Council

## Parish Councillors

I D Wardrop (Chairman)  
H M Bass  
P J Bates  
K W Jarvis  
P D Layley  
M Mickelsen  
C Nappo  
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 A Bailey  
Wickham Bishops Parish Council  
The Village Hall  
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## Minutes of Finance Committee Meeting held on Friday 18<sup>th</sup> November 2022 at 11.30am in the Village Hall Boardroom

Item	Subject
22F/001	<p><b>Those Present and Apologies for Absence</b> In the Chair: Cllr Mickelsen Present: Cllrs Wardrop &amp; Williams and the Clerk/RFO. There were no members of the public present.</p>
22F/002	<p><b>Declaration of Interests and Compliance with the Ethical Framework</b> There were none.</p>
22F/003	<p><b>Public Forum</b> There were no members of the public present.</p>
22F/004	<p><b>Process and Controls Review</b> <u>To review the internal controls and 2021-22 audit report</u> Cllr Jarvis had carried out an internal scrutiny of the Accounts. The meeting noted the Auditor's Report and the recommendations that the Clerk produce a quarterly financial report and address the situation of the Clerk using personal funds to make PC purchases. An application had been made to Equals Money for a debit card which could be loaded and used for this purpose in future.  <u>To review the internal auditor contract and agree a recommendation for approval by Full Council</u> Members agreed to use Mike Letch for the 2022/23 Internal Audit at a cost of £125.</p>
22F/005	<p><b>Asset Register and Risk Management Policy Review</b> <u>Asset Register to financial year ending 31 March 2023</u> Some minor alterations were suggested, the revised document to be presented for approval at the December PC Meeting. Cllr Williams agreed to fill the vacant PROW Representative role. <b>Action:</b> <i>The Clerk to check where the PROW strimmer was currently being stored.</i>  <u>Amended Risk Management Policy for approval by Full Council</u> This document was reviewed and additional amendments suggested, to include Speedwatch volunteers. A recommendation for approval would be sought at the December PC Meeting.</p>
22F/006	<p><b>Current Year Budget Performance and Project Review</b> <u>To review planned and actual spending in 2022-23 and projected end of year balance</u> The meeting noted the Actuals and Estimated Year End figures to 31<sup>st</sup> March 2023 prepared by the Clerk. Members noted correspondence from NALC on the recent National Salary Award and new pay scales to be backdated to 1<sup>st</sup> April 2022. Discussion took place on the number of hours the Clerk had spent studying for CiLCA (outside of the 13 hours per week for which she was contracted to work) and members recommended a one-off payment of £500, to be paid in the 2022/23 financial year.</p>

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Review Platinum Path expenditure in view of recommendations by ECC Members recommended that £2,000 be allocated to cover the cost of 2 new gates, strimming, signage and any other incidentals.

Review Grants Policy & Procedure and agree a way forward Members recommended that the Grants Policy be resurrected and a sum of £250 be made available to local voluntary groups.

Note variance in Remembrance Day costs and agree a recommendation for approval by Full Council After the 2022 Remembrance Day Event costs, an overspend of approximately £429 was envisaged. District Councillor Morgan had offered to broker a meeting with Wickham Bishops and Little & Great Braxted Parish Councils and members were keen for this to happen as soon as possible in order that discussion could take place and mutual agreement reached regarding the use of volunteers for the road closure in future. Members recommended allocating £250 for 2023/24 which should cover WBPC's contribution towards MDC's temporary road closure charge.

Note increase in bank interest rate and consider use of Savings Account In view of the increase in interest rate to 0.95%, members recommended that consideration be given to transferring reserves to the Instant Access Savings Account.

**22F/007 Budget and Precept 2023-2024**

To consider setting aside a sum for King Charles III coronation, May 2023 Members recommended a sum of £1,000 be allocated, available for any local voluntary groups organising celebrations.

To develop the budget and precept proposals for approval by the Full Council In view of the current economic climate, Members were reluctant to increase the financial burden to residents but at the same time acknowledged that certain costs to the Council would be going up and the Precept would need to be boosted accordingly. However, it was recommended that any increase in the Precept be kept to a minimum and that the following amounts be set aside using the Parish Council's reserves:

<b>General Reserves</b>		£10,000
<b>Earmarked Reserves</b>	Election Expenses	£2,000
	Planning Appeal Representation	£1,000
	Illustrated Village Map	£2,000
	<b>TOTAL</b>	<b>£15,000</b>

**Action:** The Clerk to update the Precept & Budget Proposal document for presentation to the Full Parish Council on Tuesday 6<sup>th</sup> December.

**22F/008 Date of Next Meeting**

Tuesday 6<sup>th</sup> December 2022 Full Parish Council Meeting, 7.00pm, Village Hall Boardroom  
Tuesday 3rd January 2023 Full Parish Council Meeting, 7.30pm, Village Hall Boardroom

**22F/009 Close of Meeting**

There being no further business, the meeting closed at 1.05pm.