

# Wickham Bishops Parish Council

## Parish Councillors

I D Wardrop (Chairman)  
S J Nicholas (Vice Chairman)  
H M Bass  
P J Bates  
K W Jarvis  
P D Layley  
M Mickelsen  
R Mundell  
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  
Church Road  
Wickham Bishops  
Essex  
CM8 3JZ  
07542 190176

[info@wickhambishopsparishcouncil.org](mailto:info@wickhambishopsparishcouncil.org)

## Minutes of Finance Committee Meeting held on Friday 19<sup>th</sup> November 2021 at 11.30am in the Church Hall

Item	Subject
21F/001	<p><b>Those Present and Apologies for Absence</b> In the Chair: Cllr Mickelsen. Present: Cllrs Nicholas, Williams and the Clerk. There were no members of the public present.</p>
21F/002	<p><b>Declaration of Interests and Compliance with the Ethical Framework</b> There were no Declarations of Interest.</p>
21F/003	<p><b>Public Forum</b> No requests or communication had been received.</p>
21F/004	<p><b>Process and Controls Review</b> <u>To review the internal controls and 2020-21 audit report</u> The meeting noted the Report and the recommendations regarding Election and General Reserves. It was noted that Cllr Jarvis was currently in the process of carrying out an internal scrutiny of the Accounts.  <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 2021/22 Internal Audit at a cost of £125.</p>
21F/005	<p><b>Asset Register and Risk Assessment Review</b> <u>Asset Register to 31 March 2022</u> This was agreed by all as correct and was duly signed. <u>Risk Assessment &amp; Management</u> This document had been updated, agreed and signed at the January 2021 PC Meeting.</p>
21F/006	<p><b>Current Year Budget Performance and Project Review</b> <u>To review planned and actual spending in 2021-22 and projected end of year balance</u> The meeting noted the Actuals and Estimated Year End figures to 31 March 2022 prepared by the Clerk and the following recommendations were made:</p> <ul style="list-style-type: none"> <li>- Queen's Birthday tree planting - To purchase replacement trees using 2021/22 funds.</li> <li>- Training – Registration for CILCA through SLCC at £410 and Arnold Baker, Local Council Administration book at £149.99 to be purchased using 2021/22 funds.</li> </ul> <p><b>Action:</b> Clerk to check responsibility for air raid shelter door which needed attention. <b>Action:</b> Clerk to look into adding to the Chairmen's Board in the Village Hall</p> <p><u>To consider grass-cutting quotes received and agree a recommendation for approval by Full Council</u> CD Garden Maintenance - £90 per cut @ 9 cuts per annum = £810 DW Maintenance - £85 per cut @ 9 cuts per annum = £765 George Wise - £100 per cut @ 9 cuts per annum = £900 Skippers Ground Maintenance - £80 per cut @ 9 cuts per annum = £720</p>

	<p>After discussion and consideration, members recommended accepting the quotation from DW Maintenance.</p> <p><u>To consider Scribe accounting package</u> After consideration, the Committee agreed to recommend this new accounting package to the Full Council at a cost of £24 per month, billed annually (£288) plus a one-off set-up fee of £197, a total of £485 + VAT.</p> <p><u>To consider increasing the hours of MDC’s Trucam team for catching speeding motorists</u> The Committee recommended increasing the Trucam hours to 4.5 hours per month, 54 hours @ £36 per hour = £1944. Whilst MDC had made it known that they did not have the capacity for this at present, it was hoped that they would be in a position to assist next financial year.</p> <p><u>To consider recommendations by Internal Auditor to set General Reserves at £10k &amp; Elections £2k</u> Members agreed to accept the Internal Auditor’s recommendations. It was noted that Wickham Bishops Parish Council Elections were due to be held in 2023.</p> <p><u>To consider setting aside a sum for the Queen’s Platinum Jubilee</u> Members agreed to set aside £1000. After attendance at the Great Totham meeting on 22.11.21, more thought could be given to how this sum could be utilised.</p> <p><u>To review new items for current year spending for approval by the Full Council</u> Members agreed to set aside the following as Earmarked Reserves:</p> <ul style="list-style-type: none"> <li>- Queen’s Platinum Jubilee Celebrations (see above) - £1000</li> <li>- Additional Bench(es) - £1500</li> <li>- Illustrated Village Footpath Map, Snows Corner - £2000</li> </ul>																																				
21F/007	<p><b>Budget and Precept 2022-2023</b></p> <p><u>To develop the budget and precept proposals for approval by the Full Council</u> The meeting acknowledged that whilst 2021/22 had seen an underspend, due in part to Covid-19 restrictions, costs to the Council would be increasing and therefore the Precept would need to be raised accordingly. However, one way of keeping the increase to a minimum would be to set aside the following using the Parish Council’s reserves:</p> <table border="1" data-bbox="392 1335 1350 1675"> <thead> <tr> <th>General Reserves</th> <th></th> <th></th> <th>£10,000</th> </tr> </thead> <tbody> <tr> <td><b>Earmarked Reserves</b></td> <td>Election Expenses</td> <td>£2,000</td> <td></td> </tr> <tr> <td></td> <td>Library Notice Board</td> <td>£800</td> <td></td> </tr> <tr> <td></td> <td>Neighbourhood Plan</td> <td>£100</td> <td></td> </tr> <tr> <td></td> <td>Planning Appeal Representation</td> <td>£1,000</td> <td></td> </tr> <tr> <td></td> <td>Moody Homes Footpath</td> <td>£500</td> <td></td> </tr> <tr> <td></td> <td>Queen’s Platinum Jubilee</td> <td>£1,000</td> <td></td> </tr> <tr> <td></td> <td>Bench(es)</td> <td>£1,500</td> <td></td> </tr> <tr> <td></td> <td>Illustrated Village Map</td> <td>£2,000</td> <td><b>£8,900</b></td> </tr> </tbody> </table> <p><b>Action:</b> The Clerk to update the Precept &amp; Budget Proposal document for presentation to the Full Parish Council on Tuesday 7<sup>th</sup> December.</p>	General Reserves			£10,000	<b>Earmarked Reserves</b>	Election Expenses	£2,000			Library Notice Board	£800			Neighbourhood Plan	£100			Planning Appeal Representation	£1,000			Moody Homes Footpath	£500			Queen’s Platinum Jubilee	£1,000			Bench(es)	£1,500			Illustrated Village Map	£2,000	<b>£8,900</b>
General Reserves			£10,000																																		
<b>Earmarked Reserves</b>	Election Expenses	£2,000																																			
	Library Notice Board	£800																																			
	Neighbourhood Plan	£100																																			
	Planning Appeal Representation	£1,000																																			
	Moody Homes Footpath	£500																																			
	Queen’s Platinum Jubilee	£1,000																																			
	Bench(es)	£1,500																																			
	Illustrated Village Map	£2,000	<b>£8,900</b>																																		
21F/008	<p><b>Date of Next Meeting</b> Tuesday 7<sup>th</sup> December 2021 Full Parish Council Meeting, 7.30pm, Church Hall Tuesday 4<sup>th</sup> January 2021 Full Parish Council Meeting, 7.30pm, Church Hall</p>																																				
21F/009	<p><b>Close of Meeting</b> There being no further business, the meeting closed at 1.20pm.</p>																																				