

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

Parish Clerk

Mrs L J Rowland PSLCC
 Wickham Bishops Parish Council
 The Village Hall
 Church Road
 Wickham Bishops
 Essex
 CM8 3JZ
 07542 190176

info@wickhambishopsparishcouncil.org

MINUTES of Finance Committee Meeting held on Friday 23 rd November 2018 at 10.30am in the Village Hall Boardroom	
Item	Subject
18F/009	<p>Those Present and Apologies for Absence In the Chair: Cllr Mickelsen Present: Cllrs MacGregor and Mundell; the Clerk as Responsible Finance Officer; one member of the public (arr. 10.45am).</p>
18F/010	<p>Declaration of Interests and Compliance with the Ethical Framework There were no Declarations of Interest.</p>
18F/011	<p>Public Forum There were no members of the public present.</p>
18F/012	<p>Process and Controls Review The internal controls, audit process and audit report were reviewed, with no changes required. The Finance Committee agreed to recommend the re-appointment of Heelis and Lodge, as internal auditor for a fourth year, for approval at the 4th December Council Meeting.</p>
18F/013	<p>Current Year Budget Performance and Project Review A member of the public joined the meeting. Progress against the 2018-19 budget was noted to be performing to target. The balance was projected to be £9,677 at March 31st 2019 with a net spend of Reserves of £3,209 due to one-off projects. Operational expenditure for the year was forecast to be £16,688; being £1,466 over the budgeted figure due to projected village sign reinstallation costs and a proposed extension to TRUCam activity through to the end of March 2019. The increase would be offset by a reduction in project expenditure. Councillors agreed to recommend to the Full Council, the addition of: - TRUCam expenditure of £65pcm + VAT through to March 2019 - provision of dog waste bags and bag holder at up to £100 + VAT (under the General Power of Competence, Localism Act 2011, s.1(1)).</p>
18F/014	<p>Budget and Precept 2019-2020 The Committee acknowledged the possible library closure and re-opening, as a community-led organisation, could elevate the Council into a new banding, such that it would not be classed as an 'exempt' small council for the limited assurance review, incurring greater audit and subscriptions costs. Councillors noted that operational costs and timing of the reorganisation were unknown and agreed to recommend the Council set up a Library Committee with a budget of £1000 to work towards a suitable outcome. Action: The Clerk to request from Essex County Council the annual costs of providing the library service and maintaining the library building, and examples of existing, successful, community-led schemes.</p>

MINUTES of Finance Committee Meeting held on Friday 23rd November 2018 at 10.30am in the Village Hall Boardroom	
	<p>The Finance Committee agreed to recommend that:</p> <ul style="list-style-type: none"> - Precept would be increased to £16,713 to cover predicted operational expenditure; - One-off projects would be funded by Reserves, with the inclusion of: <ul style="list-style-type: none"> o A provision of £1,000 for Planning Appeal representation; o A provision of £1,000 for retention of the library service; o An allocation of £250 for incidental expenses for care of the Queen's Birthday trees. - The Neighbourhood Plan was expected to continue to be fully grant-funded; - Free Reserves would be maintained at or above £5,571, being 4 months' operational expenditure and the lower limit according to the Practitioners' Guide. <p>Due to the Band D Tax Base figure being available after 20th December 2018, it was agreed to delay budget approval to the January 2019 Full Council meeting. Councillors noted that based on last year's tax base figure, the band D precept would be £17.13, representing an 11% increase.</p> <p>Action: <i>The Clerk to circulate the 2019-2020 Budget and Precept proposal and band D figure to all Councillors prior to the 8th January 2019 meeting.</i></p>
18F/015	<p>Dates of Next Meetings</p> <ul style="list-style-type: none"> - Tuesday 4th December Parish Council Meeting at 7.30pm - Friday 21st December 2018 Planning Committee Meeting at 11.30am <i>if required</i>
18F/016	<p>Close of Meeting 11.55am</p> <p>Items for future agendas:</p> <ul style="list-style-type: none"> - Asset register and risk assessment review (March 2019)