

Wickham Bishops Parish Council

Parish Councillors

Mrs A Mickelsen (Chairman)
I D Wardrop (Vice-Chairman)
H M Bass
P J Bates
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
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MINUTES of Finance Committee Meeting held on Friday 24th November 2017 at 10.30am in the Village Hall Boardroom	
17F/010	<p>Those Present and Apologies for Absence In the Chair: Cllr Mickelsen Present: Cllrs MacGregor, Mundell and Wardrop; the Clerk as Responsible Finance Officer. There were no members of the public present.</p>
17F/011	<p>Declaration of Interests and Compliance with the Ethical Framework There were no Declarations of Interest.</p>
17F/012	<p>Public Forum There were no members of the public present.</p>
17F/013	<p>Progress Against Budget Progress against the 2017-18 budget was noted to be performing to target. The balance was projected to be £10,895 at March 31st 2018 with a net spend of Reserves of £3,451 due to one-off projects and pension scheme payments. Operational expenditure for the year was projected to be £13,631.</p>
17F/014	<p>New Current-Year Expenditure Items for Consideration The Clerk reported that she was managing her workload to the contracted hours and anticipated no overshoot by the end of the financial year. Councillors noted the suggestion that the Clerk's role was under-graded and acknowledged the risk to the budget performance if the grading had to be adjusted. Action: Cllr Wardrop to request the EALC to review the role's grading and the Clerk to contact the SLCC Councillors reviewed three quotes for the update of the Chairmen's Board and agreed to recommend the quote from Envirosigns Limited, for review and approval at the 5th December Council Meeting, at a cost of £48 + VAT (<i>General Power of Competence, Localism Act 2011, s.1(1)</i>)</p>
17F/015	<p>Process and Controls Review The internal controls, audit process and audit reports were reviewed, with no changes required. The Finance Committee agreed to recommend the re-appointment of Heelis and Lodge, as internal auditor for a third year, for approval at the 5th December Council Meeting. The Committee noted the possible requirement to employ a Data Protection Officer prior to May 2018, with associated costs. Action: The Clerk to monitor closely, NALC's interpretation of the General Data Protection Regulations and its recommendations.</p>
17F/016	<p>Drainage Works Grant The Committee acknowledged the grant would take the Council into a new banding for audit, 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 the project required further progress to be made by the County Council before an application could be considered. Action: The Clerk to monitor and report on ECC's progress</p>

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17F/017	<p>Budget and Precept 2018-2019</p> <p>The Finance Committee agreed to recommend that:</p> <ul style="list-style-type: none"> - Precept would be increased to £13,000 plus any cost increase necessitated by the grading review of the Clerk's role; - 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 £3,500 for a bus shelter for Maldon-bound passengers at Chantry Grove; o An allocation of £250 for the Neighbourhood Plan project for incidental expenses not covered by the available grants. - The Mackmurdo Place and replacement Snows Corner bench projects would be carried forward; - Free Reserves would be maintained at or above £3,912. <p>Action: <i>The Clerk and Committee Members to finalise the recommended Precept and note the band D figure, and to circulate the revised 2018-2019 Budget and Precept proposal to all Councillors prior to the 5th December meeting.</i></p>
17F/018	<p>Dates of Future Meetings</p> <ul style="list-style-type: none"> - Tuesday 5th December 2017 Parish Council Meeting at 7.00pm - Friday 15th December 2017 Planning Committee Meeting at 11.30am <i>if required</i>
17F/019	<p>Close of Meeting 11.31am</p> <p>Items for March 2018 meeting:</p> <ul style="list-style-type: none"> - Asset register and risk assessment review; - General Data Protection Regulations 2018 impact.