## Wickham Bishops Parish Council

Parish Councillors I D Wardrop (Chairman) M Mickelsen (Vice Chair) H M Bass P J Bates P D Layley S Morgan C Nappo J Williams



Winner Best Kept Village 2009, 2015 3<sup>rd</sup> Place Essex Village of the Year 2015 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

## Minutes of Finance Committee Meeting held on Thursday 28<sup>th</sup> November 2024 at 2.00pm in the Village Hall Boardroom

Item	Subject							
24F/001	Those Present and Apologies for Absence							
•	In the Chair: Cllr Mickelsen							
	Present: Cllrs Wardrop, Williams and the Clerk. There were no members of the public present.							
24F/002	<b>Declaration of Interests and Compliance with the Ethical Framework</b> There were none.							
24F/003	Approval of Minutes of Finance Committee Meeting held on 27 <sup>th</sup> October 2023							
	The Minutes were approved unanimously.							
24F/004	Public Forum There were no members of the public in attendance.							
24F/005	Process and Controls Review							
	To review the internal controls and 2023-24 audit report Cllr Nappo would be asked to complete a scrutiny							
	of the accounts before year end. The 2023-24 report from the internal auditor was noted as were the							
	recommendations made, which included adding GDPR to our Risk Assessment and ensuring that an annual							
	review of Internal Controls was carried out.							
	To recommend Heelis & Lodge as internal auditor for approval by Full Council Resolved: The Committee							
	recommended that Heelis & Lodge be used for the 2025 audit at a cost of £220.							
	To review the new Finance Regulations and agree recommendation for approval by Full Council Resolved:							
	The Committee recommended the new Financial Regulations be adopted by Full Council.							
24F/006	Asset Register and Risk Management Policy Review							
	To review the Asset Register to financial year ending 31 March 2025 Resolved: The revised Asset Register							
	document to be presented for approval at the December Parish Council Meeting.							
	To review the Risk Assessment & Management Policy for approval by Full Council The document had been							
	amended in line with the Internal Auditor's recommendations. Resolved: The Committee recommended							
	the Policy for approval at the December PC Meeting.							
24F/007	Current Year Budget Performance and Project Review							
	To review planned and actual spending in 2024-25 and projected end of year balance Actuals and Estimated							
	Year End figures to 31 <sup>st</sup> March 2025 prepared by the Clerk were noted. Estimated total expenditure was							
	likely to be £31,317 which would mean a year-end carry forward figure in the region of £11,000.							

	Minutes of Fin held on Thursday 2		-						
	in the Village Hall Boardroom								
	The following additional items for curren	<u>t year spending</u>	were noted:						
	Housing Needs Survey	£750.00							
	Grange Road Litter Bin	£430.91							
	Replacement Noticeboard o/s Olios	£1,000.00							
	Six Walks Footpath Booklet printing	£520.00							
	<ul> <li>Budget item 17 Venue Hire: BHSA had increased the charge from £13.50 per hour to £22.50 per hour and a recent invoice received for £945 for the year 2024/25 was noted. (WBPC had budgeted £692). They advised that the hourly rate for 2025/26 would be increasing to £25 per hour. Action: The Chairman agreed to write to BHSA asking if they would consider holding the £22.50 for one more year.</li> <li>Budget item 21 War Memorial: A request just received from Little Braxted PC asked for a contribution of £457.97 towards the cost of maintenance to the war memorial. (WBPC had budgeted £355, in line with the previous year's costs). Action: The Clerk to write to Little Braxted PC asking that we be consulted on the cost of future works to enable us to budget appropriately.</li> <li>Budget item 22 Remembrance Event: A request just received from Little Braxted PC for a contribution of £727.32 was noted. The Clerk had queried this as earlier in the year it had been indicated that using a different contractor, a 3-way split of £120 was envisaged. It appeared there had been a misunderstanding as to whether the quote included the cost of the road closure and Little Braxted PC had been forced to revert to using the same contractor as the previous year.</li> </ul>								
	<b>Budget item 48 Air Raid Shelter:</b> The air raid shelter door and lock required attention. <b>Action:</b> The Clerk to arrange repairs and/or replacement door and lock (if necessary) in the current financial year.								
24F/008	8 Budget and Precept 2025-2026								
	Consider setting aside sums for future pr	<u>ojects</u>							
	<b>Speed Indicator Devices, Rotation and/or Purchase:</b> The quote of £750 to move two SIDs to alternative locations was thought to be excessive. The streetlighting contractor had been approached and had inspected the equipment, but did not wish to quote. The cost of purchasing a new SID would be in the region of £2250 - £3,090 + VAT. Highways had yet to respond to our request for information on the existing SIDs to enable the council to consider adoption, but it was felt that due to the age of the equipment, this might not be prudent. <b>Resolved:</b> After consideration, the Committee recommended leaving the existing SIDs in their current location. Speedwatch volunteers would be asked to operate in Kelvedon Road.								
	<b>H-bar markings, Great Totham Road:</b> H-bar markings were available through the South Essex Parkin Partnership (SEPP) at a cost of £100 + VAT each. The Committee considered whether providing H-bar markings across Great Totham Road driveways would improve the parking situation or merely push it further up the road. <b>Resolved:</b> The Committee did not wish to incur this expenditure, although it was noted that affected residents in Great Totham Road were free to arrange and pay for this themselves.								
	<b>Footpath number discs:</b> A quote of £180 + VAT for 50 discs was considered. <b>Resolved:</b> The Committee recommended purchase of the discs in the current financial year, although a check would need to be made of exactly how many were required for each footpath i.e. FP1, FP2, BR19.								

Minutes of Finance Committee Meeting								
	held on Thursday 28 <sup>th</sup> November 2024 at 2.00pm							
	in the Village Hall Boardroom							
	To develop the budget and precept proposals for approval by the Full CouncilResolved: The updated Precept and Budget Proposal document (attached) to be presented to the Full Parish Council on Tuesday 3rd December, with a recommendation that the 2025/26 Precept be set at £24,530. MDC advised that the 2025/26 tax base for the parish was 1,022.1 (to be confirmed by them on 12 <sup>th</sup> December) equating to a Band D property precept of £24.00.The following amounts would be set aside using the Parish Council's reserves:							
	General Reserves		£9000					
	Earmarked ReservesElection Expenses£1000							
		£1,000						
		Planning Appeal representation TOTAL	£11,000					
24F/009	-	24 Full Parish Council Meeting, 7.00pm, Full Parish Council Meeting, 7.30pm, Vi	•					
24F/010	Close of Meeting There	being no further business, the meeting o	closed at 3.20p	om.				

Process and Budget Proposal 2025-26         Band		WICKHAM BISHOPS PARISH COUNCIL									
b         Consister         Construct         Constr		Precept and Budget Proposal 2025-26				agreed	actuals at	estimated		from	Notes
L Instrum         Loss         Control         Contro         Control         C											
International base         Interna	1.	Clerks Salary	£8,230.65	£9,864.71	£9,591.00	£10,267.00	£6,726.24	£10,510.43	£11,058.00		£11,058
d.         One Summing Costs         Discussion         Discussion <thdiscussion< th=""> <thdiscussion< th="">         Discussion</thdiscussion<></thdiscussion<>	2.	LGPS					£5,000.00	£5,000.00	£0.00		
Internative series         Call Control         Personal         Persona	3.	HMRC NIC & Tax									Earnings above £5k liable to 15% Employers. £6k x 15% = £900
Instrument         E230         F730         F7300         F730         F730	4.	Office Running Costs									
In         Noise         Page	5.										
Computer Supervise (not Shok Accounts package plas any unformed in a computer Supervise)         Package Plas 200         Package Plas	6.	Ŭ									00
b.         computer related exprension         67300         670	7.		£70.00	£80.00	£70.00	£75.00	£30.00	£50.00	£70.00		
10.         Unity Samk Charges         F7200											
10.         Exponse         226.09         PMA18         EXDOUD         EXDOUD         EXDOUD         EXDOUD         Endoted to ageness, suggest sight reduction           10.         Membershop Subcryptins SLC, EAL, MALE, (C)         F73.86         F75.86	8.										
II. Membership Subarytonis (SLC, LALE, NALE, ICO)         EPA3 is 6         EPA3 is 6         EPA3 is 6         EPA3 is 6         EPA3 is 0         Possible Invites or any 5%         Term (mode of any 5%)         T		, ,					-				•
12.       Training       F117000       F113000       F21300       F22000       F22000       F07 possible max voue end for vulnitiens.         13.       Charmark ASL Boarsche       F24.88       F25.00       F27 possible Thank Youe end for vulnitiens.         14.       Excloan Spernes       F74.96       F62.70       F620000		-									
13.         Carryan S, Allowance         Carryan S, Allowance         Carryan S, Allowance         Carryan S, Allowance         Corposation Frank P, Walder           15.         Printing & Postage         6671.40         6602.00         6500.00         6500.00         6500.00         6500.00         10.0000.00         Recommender Dy Audior           15.         Printing & Postage         6671.40         6602.00         6500.00         6500.00         10.0000.00         Recommender Dy 2027/4           18.         Streenting M, Martenance         6100.00         6280.00         6295.00         10.0000.00         10.0000.00         755.00         10.0000.00         755.00         10.0000.01         757.60         10.0000.01         757.60         10.0000.01         757.60         10.0000.01         757.60         10.0000.01         757.60         10.0000.01         757.60         10.0000.01         757.60         10.0000.01         757.60         10.0000.01         757.60         10.0000.01         757.60         10.0000.01         757.60         10.0000.01         757.60         10.0000.01         757.60         10.0000.01         757.60         10.0000.01         757.60         10.0000.01         757.60         757.60         757.60         757.60         757.60         757.60         757.60         757.											
14.         Lection Expenses         1000         0 As recommended by Audior           15.         Printing Ascratage         6671.49         6721.49         6721.49         6721.49         6721.49         6720.00         1500.00         1		<u> </u>	£1,170.00				£125.00				
Is.         Printing & Postage         EP92.75         FERDED         FERDED        FERDED <t< td=""><td></td><td></td><td></td><td>£248.98</td><td>£285.00</td><td>£285.00</td><td></td><td>£285.00</td><td>£285.00</td><td></td><td></td></t<>				£248.98	£285.00	£285.00		£285.00	£285.00		
isis         Resplance/Watch         Image: Control of Contrel of Contrel of Control of Contrel of Control of Control of Con			6674.40	6402.75		65.00.00	6200 50	CO 40 F 4	6500.00	£1,000.00	
Display         Display         Display         Display         Display         Bits Atarge 1694 for 24/25 depite for 24/25. Speet 4200 or 25/26           12.         Venue Hire         E15007         E1800         E21000         E			£671.49	£492.75			£380.58	£940.54	£500.00		
17.         Yene Hire         128.00         127.00<	<del>16.</del>	Neighbourhood Watch			±0.00	±0.00					
18.       Exercitly Electricity       E150.07       E180.61       6400.00       E234.00       E238.46       E380.00       E65 per quarter 2024/25. Suggest 230 for 25/26         19.       Streetight Maintenance       E120.00       E210.00       E220.00       E220.00       E200.00       Small sum for possible repairs or replacement per pace         20.       Viar Memorial       E332.62       E347.11       E339.00       E500.00       E50.00       <	47	Manual Ular	c200.00	coo oo	6475.00			CO 45 00	64.050.00		
19.       Streetight Maintenance       F12000       F22000       F22400       F22400       F22500       Year 4 of a Sygar contract if 212 p.a. + ext for unknown         20.       Village Sign Nutcicebard       E330.26       E347.11       E330.00       E350.00       E453.97       F458.90       2024 conts just received. WBPC contribution E458         22.       Remembrance Event       E353.35       E756.46       E250.00       E457.97       F458.90       2024 conts just received. WBPC contribution E458         23.       Beendwarche Event       E451.93       E21.00.0       E22.60.00       E23.60.00       45.5 hours per north = 54 hours @ E45.67 oppy wreth         24.       Eamil & Webste Subcription       E452.79       E452.90       E20.00       E23.60.0       Internal Audit E21.0 + External Audit E340 (If expenditure above E25k)         25.       Audit       E42.00       E430.00       E450.00       E450.00       E430.00       most solution and sol									,		
10         Uliga Syst / Noticebard         1         100         £50.00         £60.00         £60.00         560.00         Small sum for possible repairs or replacement perspex           21.         War Memorial         £35.33         £978.48         £250.00         £455.97         £458.00         2024 costs just received. WBPC interviewed. WBPC			£150.07								
12.       Mar Memorial       £33 26       £34.11       £33 200       £35.00       £45.97       £458.00       2024 costs just received. WBPC contribution £458         22.       Remembrance Event       £553.0       £26.00       £166.93       £27.64       2024 Antembrance Event       2024 Costs just received. WBPC contribution £458         23.       Speedwatch & Trucam       £11.34.72       £1,619.25       £22.600       £12.66.88       £2.480.00       4.5 hours per month = 54 hours @ £45 per hour = £2,430 + £50 for speedwatch = £2480         24.       Email & Website Subscription       £452.79       £452.00       £252.00       £252.00       £20.40       £50.00       Internal Audit £210 + External Audit £340 (if expenditure above £25k)         25.       Audit       £12.50       £12.50       £65.00       £75.00       £75.00       £130.00       £30.00				L120.00			1224.00				· · ·
12.         Remembrance Event         ESB3.3         E978.48         E2000         E6000         E1667         E783.99         E764.00         2024 Remembrance Day costs - E757 for WBPC + E2.667 Dappy wenth           23.         Speedwarts & Trucam         E113477         E1161327         E116132         E12600         E12600         E12600         E12600         E12600         E1000         E450.00         E450.00         E450.00         E100.00         E125.00         E125.00         E125.00         E125.00         E125.00         E125.00         E125.00         E125.00         E100.00         E450.00         E100.00         E100.00         E125.00         E125.00         E125.00         E125.00         E125.00         E125.00         E125.00         <			£330.26	£3/17 11							
23.       Speedwatch & Trucam       £1,134.27       £1,619.25       £2,105.00       £2,248.00       £1,693.88       £2,248.00       4.5 hours per month = 54 hours @ £45 per hour = £2,430 + £50 for speedwatch = £2480         24.       Email & Website Subscription       £452.79       £52.00       £621.00       £495.99       £495.99       £495.99       £660.00       Internal Audit £210 + External Audit £340 (if expenditure above £25k)         25.       Juit       £125.00       £125.00       £125.00       £125.00       £39.00       £39.00       £39.00       mathematication       20////////////////////////////////////				-			£26.67				
24.         Email & Website Subscription         £452.79         £452.79         £452.79         £452.79         £452.00         £25.00         £125.00         £125.00         £127.00         £107.00         £107.00         £107.00         £50.00         Internal Audit £30 (fexpenditure above £25k)           25.         Audit         £125.00         £125.00         £125.00         £107.00         £107.00         £107.00         £00.00         mutch £30 (fexpenditure above £25k)           26.         Insurance         £420.93         £378.09         £430.00         £366.00         £752.08         £725.00         £507.00         £85 7 Cuts = £59 + occasional branch trimming.           28.         Bench Maintenance         £200.00         £450.00         £500.00         £500.00         £450.00         £850.00         £850.00         £850.00         £850.00         £800.00											
25.       Audit       £125.00       £125.00       £125.00       £125.00       £170.00       <			/ -	,	,	,	,	,	/		+ Hours per month - 5+ Hours @ 145 per Hour - 12,450 + 150 for speedwatch - 12400
Image: constraint of the second se											Internal Audit £210 + External Audit £240 (if expenditure above £25k)
26.       Insurance       F420.93       F378.09       F430.00       F430.00       F430.00       F430.00       much at all.       much at all.         27.       Grasscutting       F503.72       F466.60       F755.00       F752.08       F755.00       F85 7 cuts = f595 + occasional branch trimming.         28.       Bench Maintenance       F503.72       F466.60       F755.00       F650.00       F850.00       F800.00	25.		1125.00	1125.00	1125.00	1300.00	11/0.00	11/0.00	1350.00		
27.Grasscutting£503.72£466.60£752.08£752.08£752.08£765.00£85 x 7 cuts = £595 + occasional branch trimming.28.Bench Maintenance6£200.00£450.00£00.00£450.00£450.00£450.0029.Contingency6£120.00£125.00£00.00£300.00£300.00Grants to local groups30.Amenity Fund for voluntary groups£140.75£00.00£00.00£300.00£300.00£300.00Grants to local groups31.Neighbourhood Plan£140.75£00.00£20.00£30.00£30.00£30.00£00.00£125.00033.Neighbourhood Plan£140.75£00.00£00.00£30.00£30.00£00.00£100.00Set aide additional funds ?34.Planning Appeal Representation6£00.00£450.00£30.00£200.00£200.00£200.00£200.0037.Additional Benches£00.00£00.00£00.00£200.00£200.00£200.00£200.0038.Illustrated Village Map6660.00£10.00£200.00£200.00£200.0038.Illustrated Village Map6660.00£10.00£00.00£00.00£200.0041.General Reserves6660.00£10.00.00£00.00£00.00£00.0043.Iguals Bank charges6660.00£90.00£00.00£00.0044.General Reserves660.00£00	26	Insurance	£420.93	£378.09	£430.00	£473.00	£396.00	£396.00	£430.00		
28. Bench Maintenance       e       £200.00       £450.00       £00.00       £450.00       e       e       60.00       £100.00       £100.00       £00.00 <td></td>											
29.ContingencyImage: ContingencyImage: Contingency			1505.72	1400.00			2752.00				200 x / cdc - 200 · Occasional Branch annumg.
30.       Amenity Fund for voluntary groups       Image: Constraint of the constraint of											
33. Neighbourhood Plan       £140.75       £0.00       £0.00       £0.00       Should we budget for future NP or put something in Reserves?         34. Planning Appeal Representation       60.00       £2,750.00       £1,000.00       Set aside additional funds ?         35. Platinum Footpath       £850.00       £2,000.00       £450.00       £2,000.00       £2,000.00       Possible strimming/maintenance         37. Additional Benches       £850.00       £0.00       £0.00       £0.00       1       £1000 is estimated WBPC share of replacement noticeboard outside Olio's - we didn't budget for this so I've put it         38. Illustrated Village Map       1<							£500.00				Grants to local groups
34.       Planing Appeal Representation       Image: Constraint of the			£140.75				2300.00	2300.00	2000.00		
35.       Platinum Footpath       6       62000       £450.00       £30.00       £200.00       Possible strimming/maintenance         37.       Additional Benches       6       60.00       £0.00       under village Map heading.         38.       Illustrated Village Map       6       6       6       £0.00       £0.00       under village Map heading.         41.       General Reserves       6       6       6       £9.00.00       No charges expected after initial set up cost.         43.       Equals Bank charges       6       6       6       6       No charges expected after initial set up cost.         44.       Air Raid Shelter       6       6       6       £0.00       £263.00       £180.00       £180.00       £180.00       £180.00       £180.00       £180.00       £180.00       £180.00       £180.00       £180.00       £180.00		-			20.00	20.00	£2,750.00	£2,750.00		£1.000.00	
37.       Additional Benches       60.00       £0.00       £0.00       £0.00       £0.00         38.       Illustrated Village Map       6       6       6       6       60.00       1000 is estimated WBPC share of replacement noticeboard outside Olio's - we didn't budget for this so I've put it         38.       Illustrated Village Map       6       6       6       6       6       60.00       1000 is estimated WBPC share of replacement noticeboard outside Olio's - we didn't budget for this so I've put it         41.       General Reserves       6				£850.00	£2,000.00	£450.00	,	,	£200.00	,500.00	
38.       Illustrated Village Map       Image: Constraint of the constr					,						
38.       Illustrated Village Map       Image Map       Ima       Image Map       Image Map <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td>£1000 is estimated WBPC share of replacement noticeboard outside Olio's - we didn't budget for this so I've put it</td>						0					£1000 is estimated WBPC share of replacement noticeboard outside Olio's - we didn't budget for this so I've put it
41.       General Reserves       Image: Constraint of the serves         43.       Equals Bank charges       Image: Constraint of the serves         47.       Queens' Platinum Jubilee/ King Charles III. Coronation       Image: Constraint of the serves       <	38.	Illustrated Village Map					£0.00	£1,000.00		£0.00	
43.       Equals Bank charges       6       £10.00       £0.00       £0.00       No charges expected after initial set up cost.         47.       Queens' Platinum Jubilee/ King Charles III-Coronation       £500.00       £1,000.00       £0.00       C       6         48.       Air Raid Shelter       C       £500.00       £75.00       £00.00       £263.00       Set aside for possible works to door/lock.         49.       Biodiversity projects/climate change       C       £500.00       £180.00       £180 for possible footpath number discs         49.       Housing Needs Survey (not budgetted for)       C       E       £430.91       E											
47.       Queens' Platinum Jubilee/ King Charles III Coronation       £500.00       £1,000.00       £0.00       £263.00       Set aside for possible works to door/lock.         48.       Air Raid Shelter       6       6       £500.00       £75.00       £00.00       £263.00       Set aside for possible works to door/lock.         49.       Biodiversity projects/climate change       6       6       £500.00       £180.00       £300.00       £180 for possible footpath number discs         49.       Biodiversity projects/climate change       6       6       £430.91       6       6         40.       Housing Needs Survey (not budgetted for)       6       6       £750.00       6       6				£10.00		£0.00					No charges expected after initial set up cost.
49.         Biodiversity projects/climate change         6         6         £500.0         £180.00         £180 for possible footpath number discs           a Grange Road litter bin (not budgetted for)         a         a         a         £430.91         a           b Housing Needs Survey (not budgetted for)         a         a         a         £750.00         a				£500.00	£1,000.00	£0.00					
49       Biodiversity projects/climate change       Image: Comparison of the system       Image: Comparison	48.	Air Raid Shelter			£50.00	£75.00		£0.00	£263.00		Set aside for possible works to door/lock.
Housing Needs Survey (not budgetted for) <b>1 1 1 1 1 1 1 1 1 1</b>								£180.00			
Housing Needs Survey (not budgetted for) <b>1 1 1 1 1 1 1 1 1 1</b>		Grange Road litter bin (not budgetted for)						£430.91			
								£750.00			
						£22,530.00	£20,889.93	£31,317.48	£24,530.00	£11,000.00	