

# WICKHAM MARKET PARISH COUNCIL

CHAIR: GEMMA DEMPSEY-GRAY

## FINANCE & GENERAL PURPOSE COMMITTEE

Chair: David Chenery

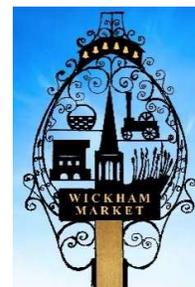
### NOTICE OF MEETING

To members of the Finance & General Purpose Committee: You are hereby summoned to attend the next meeting of Wickham Market Parish Council Finance & General Purpose Committee which will be held in the Village Hall Committee Room on **Monday 4 March 2024 at 19:00**

*Alistair Besly*, Parish Clerk. 26 February 2024  
Hill House, Shop Lane, Little Glemham, Woodbridge, IP13 0BD

Email: [clerk@wickhammarketpc.com](mailto:clerk@wickhammarketpc.com)

Website: <http://wickhammarketpc.com/>



### AGENDA

- |           |   |                     |
|-----------|---|---------------------|
| FGP23:90  | <b>Present from the Council:</b>  | <i>Cllr Chenery</i> |
| FGP23:91  | <b>Present from the Public:</b>   | <i>Cllr Chenery</i> |
| FGP23:92  | <b>Open Public Forum session</b> (3 minutes per person):  | <i>Cllr Chenery</i> |
| FGP23:93  | <b>Apologies for Absence:</b>   | <i>Cllr Chenery</i> |
| FGP23:94  | <b>Declarations of Interest in items on the agenda:</b>   | <i>Cllr Chenery</i> |
| FGP23:95  | <b>Proposal to approve the draft minutes</b> of the F&GP Meeting of 6 November 2023   | <i>Cllr Chenery</i> |
| FGP23:96  | <b>Chair's Report</b>   | <i>Cllr Chenery</i> |
| FGP23:97  | <b>Finance Reporting:</b> Review and approval of Financial Reports to be presented to full Council  | <i>Clerk</i>        |
|           | 97.1 <b>Finance report and Payments Schedule:</b> <i>Published</i>  |                     |
|           | 97.2 <b>Bank Reconciliation and Reserves Summary:</b> <i>Published</i>  |                     |
|           | 97.3 <b>Summary Financial Statement:</b> <i>Published</i>   |                     |
|           | 97.4 <b>Reserves refocus for year end:</b> <i>Published</i>   |                     |
| FGP23:98  | <b>Proposal to approve payments</b> above the delegated authority of the Chair/Clerk  | <i>Clerk</i>        |
|           | 98.1 <b>CYDS project</b> , youth workers Jan 23 – Mar 24: <b>£4,728.32</b>  |                     |
|           | 98.2 <b>OWL Architects</b> , professional services for Village Hall Modernisation Schemes concept design £3,750 plus VAT (order approved at FC23:136.1) |                     |
|           | 98.3 <b>Extension of work by Shaun Wright</b> at Glebe Allotments cost £1,600   |                     |
| FGP23:99  | <b>Governance documents:</b> Review and approval to recommend their adoption by the full council  | <i>Clerk</i>        |
|           | 99.1 Training Policy <i>Published</i>   |                     |
|           | 99.2 Councillor Induction Pack (Series of 11 WMPC Essentials guides) <i>Published</i>   |                     |
|           | 99.3 Risk Management policy <i>Published</i>  |                     |
|           | 99.4 Financial Risk Assessment <i>Published</i>   |                     |
|           | 99.5 Internal control statement and Report <i>Published</i>   |                     |
|           | 99.6 Changes to Financial Regulations regarding Electronic Payments <i>Published</i>  |                     |
|           | 99.7 Updated Asset Register <i>To Be Circulated</i>   |                     |
|           | 99.8 Data Protection and Information Management Policy <i>Published</i>   |                     |
|           | 99.9 Grant Awarding Policy <i>Published</i>   |                     |
|           | 99.10 Grant Application <i>Published</i>  |                     |
| FGP23:100 | <b>Update on ESC Town Development Fund</b> <i>To Be Circulated</i>  | <i>Clerk</i>        |
| FGP23:101 | <b>Proposal for Councillor Training in Q4</b>   | <i>Cllr Chenery</i> |
| FGP23:102 | <b>Reporting items for the next meeting</b>   | <i>All</i>          |
| FGP23:103 | <b>Date of next meeting:</b> 29 April 2024  | <i>Cllr Chenery</i> |