

WICKHAM MARKET PARISH COUNCIL

CHAIR: Cllr IVOR FRENCH

FINANCE & GENERAL PURPOSE COMMITTEE

CHAIR: Cllr DAVID CHENERY



MINUTES of the meeting of Wickham Market Parish Council Finance & General Purpose Committee held on Monday 28 April 2025 at 19:00

- FGP24: 104 **Present from the Council** Cllr Chenery (Chair) Cllr French
Cllr Cooke A. Besly (Clerk)
- FGP24: 105 **Present from the Public** None
- FGP24: 106 **Open Public Forum session** None
- FGP24: 107 **Apologies for Absence:** Cllrs Creasey and Dempsey-Gray were not present but offered no apology
- FGP24: 108 **Declarations of Interest in items on the agenda:** None
- FGP24: 109 **Proposal to approve the draft minutes** of the F&GP Meeting of 3 March 2025 **All Agreed**
- FGP24: 110 **Chair's Report:** Cllr Chenery noted that the Internal Audit Report has been issued and there are no recommendations.
- FGP24: 111 **Finance Reporting:**
- 111.1 **Finance report and Payments Schedule:** [Published](#) There were no questions
- 111.2 **Bank Reconciliation and Reserves Summary:** [Published](#) There were no questions
- 111.3 **Summary Financial Statement:** [Published](#) There were no questions
- 111.4 **Budget reallocation** to support wildflower meadow [Published](#)
The proposal was discussed in some detail and it was agreed that:
- The Cemetery paddock should have the barbed wire fence removed and the area used to start to create a wildflower meadow. **All Agreed**
 - Funding originally earmarked for tree planting and maintenance of free standing planters can be used for this. **All agreed**
- It was noted that if the grant from ESC Community Partnership is paid, this funding could be returned to its original purpose.
- It was also noted that the planters on the Hill are ESC responsibility and the ones in front of the village hall are the responsibility of the Village Hall Management CIO. Neither are the responsibility of the Parish Council.
- FGP24: 112 **Proposal to approve payments** above the delegated authority of the Chair/Clerk. **None**
- FGP24: 113 **Proposal to review the following documents** in order to recommend their approval to the Full Council
- 113.1 **Bank Reconciliation and Reserves Summary:** [Published](#) There were no questions
- 113.2 **Summary Financial Statement:** [Published](#) There were no questions
- 113.3 **Reserves refocus for year end:** [Published](#)
The reallocation of reserves at year end was reviewed and the proposed changes approved. **All Agreed**
- 113.4 **Variance Analysis:** [Published](#) There were no questions
- 113.5 **Asset Register:** [Published](#) There were no questions
- FGP24: 114 **Proposal to review the following draft documents in order to recommend their approval to the Full Council**
- 114.1 **Updated Standing Orders:** [Published](#) **All Agreed**
It was noted that NALC have updated Model Standing Order (England) section 18 to comply with new procurement legislation and ensure consistency with the NALC Model Financial Regulations. The changes are to 18.a.v, 18.c, 18.d, and 18.f. NALC have also updated Model Standing Order (England) section 14 to better reflect Code of Conduct requirements. 14.a, 14.b, and 14.c have been removed. We have also changed the language in the document to gender-neutral terms to align with our policy and the Civility and Respect Project.
- 114.2 **Updated Financial Regulations:** [Published](#) **All Agreed**
It was noted that NALC have updated Model Financial Regulations section 5 to reflect new procurement legislation.
- 114.3 **Bullying and Harassment Policy:** [Published](#) It was proposed that WMPC use Stoke Poges examples on page 3 and that the proposed text deletions are appropriate for WMPC. The text can be reinserted if required in the future. **All Agreed**
- FGP24: 115 **Consider grant application from Good Neighbours:** [Circulated](#) Grant of £150 was approved. **All Agreed**
- FGP24: 116 **Consider grant application from Village Hall:** [Circulated](#) Grant of £2,151.95 was approved. **All Agreed**
- FGP24: 117 **Review proposal for delegation to the Clerk** to be presented to the full Council: [Circulated](#) The proposal was considered in detail together with Direct Debits and considered to be appropriate to recommend that the Full Council approve. **All Agreed**

FGP24: 118 **Review proposal to purchase a new printer for the Council office:** [Published](#) The proposal was considered in detail and the recommendation was approved. **All Agreed**
FGP24: 119 **Reporting items for the next meeting:** None
FGP24: 120 **Date of next meeting:** Monday 7 July 2025

Meeting Closed 20:05

Signed.

Cllr David Chenery, Chair.

Date.

.....

.....