

WICKHAM MARKET PARISH COUNCIL

CHAIR: GEMMA DEMPSEY-GRAY

FINANCE & GENERAL PURPOSE COMMITTEE

CHAIR: DAVID CHENERY



MINUTES of the meeting of Wickham Market Parish Council Finance & General Purpose Committee held on Monday 29 April 2024 at 19:00

- FGP24:8 **Present from the Council** Cllr Chenery (Chair) Cllr Cooke
Cllr French A. Besly (Clerk)
- FGP24:9 **Present from the Public** None
- FGP24:10 **Open Public Forum session** None
- FGP24:11 **Apologies for Absence:** Cllr Dempsey-Gray
- FGP24:12 **Declarations of Interest:** None
- FGP24:13 **Proposal to approve the draft minutes** of the F&GP Meeting of 4 March 2024 and Extra meeting on 15 April 2024. **All Agreed**
- FGP24:14 **Chair's Report:** Cllr Chenery is preparing the CIL application & business case for the Village Hall
- FGP24:15 **Finance Reporting:** Review & approval of Year End Financial Reports for presentation to Council
- 15.1 **Finance report & Payments Schedule.** Report not prepared for this meeting
- 15.2 **Bank Reconciliation & Reserves Summary.** Noted, reserves need adjustment.
- 15.3 **Summary Financial Statement.** It was noted that there was a large value under Miscellaneous and should this be analysed separately. On closer inspection, most of the costs are one off costs, so separate accounting analysis for the future would not be appropriate.
- 15.4 **Reserves refocus for year end.** Suggested adjustments to the earmarked reserves were approved. **All Agreed**
- 15.5 **Variance Analysis.** It was noted that as the variances were all salary related, this should be confidential as pay is exempt from publication.
- FGP24:16 **Proposal to approve payments** above the delegated authority of the Chair/Clerk. **All Agreed**
- 16.1 **SALC Subscription** £744.47
- 16.2 **Acle Garden Machinery:** brush Cutter kit £857.52
- 16.3 **Pamela Vinten-Phipps:** Choir master £510
- 16.4 **Road Planing delivery** to Youth FC up to £600 for Car Park resurfacing
- FGP24:17 **Governance documents:** Review and approval to recommend their adoption by the full council. There are no changes proposed for the May Annual Meeting. The Governance documents have been reviewed and there are no changes required. **All Agreed**
- FGP24:18 **Review proposal for delegation to the Clerk** to be presented to the full Council. Delegation to the Clerk was reviewed and approved pending one minor change which the Clerk will make for the Full Council meeting. **All Agreed**
- FGP24:19 **Update on ESC Town Development Fund.** It was noted that most costs have been committed with a few currently to be finalised, leaving only £800 uncommitted. This can be committed to approved projects during May.
- FGP24:20 **Proposal to approve grant application from WM Primary School.** The application was reviewed and approved. **All Agreed.** It was noted that on 1 November 2023 the five Avocet Academy schools joined East Anglian Schools Trust.
- FGP24:21 **Reporting items for the next meeting.** Two further items should be discussed either at the next F&GP or at Full Council:
1. Ideally there should be five members of the F&GP committee as it is a fully delegated committee with spending authorisation.
 2. All members of the F&GP Committee should be bank signatories with access to electronic banking. This is good practice to demonstrate anti-fraud control.
- FGP24:22 **Date of next meeting:** Monday 1 July 2024

Closed at 20:45

Signed.

Cllr David Chenery, Chair.

Date.