

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 3 March 2025 at 19:00

- FGP24: 86 **Present from the Council** Cllr Chenery (Chair) Cllr French
Cllr Cooke A. Besly (Clerk)
Cllr Dempsey-Gray 19:22 L Castle (Deputy Clerk)
- FGP24: 87 **Present from the Public** None
- FGP24: 88 **Open Public Forum session** None
- FGP24: 89 **Apologies for Absence:** Cllr Creasey was not present but offered no apology
- FGP24: 90 **Declarations of Interest in items on the agenda:** None
- FGP24: 91 **Proposal to approve the draft minutes** of the F&GP Meeting of 6 January 2025 **All Agreed**
- FGP24: 92 **Chair's Report:** Cllr Chenery noted some items from the town council conference: Precepts are rising, Unitary council is scheduled to be effective from the 1st April 2028, East Suffolk council local plan is likely to double the housing requirement in the area.
- FGP24: 93 **Finance Reporting:**
93.1 Finance report and Payments Schedule: [Published](#) There were no questions
93.2 Bank Reconciliation and Reserves Summary: [Published](#) There were no questions
93.3 Summary Financial Statement: [Published](#) it was noted that overall costs are likely to be less than budget for the year. It was also noted that grants paid is £2,300 less than budget which allows for grants to be paid during the course of March
- FGP24: 94 **Proposal to approve payments** above the delegated authority of the Chair/Clerk. **None**
- FGP24: 95 **Proposal to review the following documents** in order to recommend their approval to the Full Council
95.1 Internal control statement and Report: [Published](#). The Clerk reported that there were a couple of changes required to this report which will be presented to the full council on 17 March
95.2 Draft Volunteer Agreement: [Published](#). A minor change to the schedule was recommended the Clerk will make the change and republish for review at full council on 17th of March
95.3 Draft Volunteer Tool box talk and attendance record: [Published](#). This document was reviewed and agreed for publication for final adoption by the full council on 17th of March
95.4 Draft Risk Assessments: [Published](#). The following risk assessments were reviewed and approved for publication and final adoption by full council on the 17th of March
Tree Planting, Coppicing, Conservation Working Party, Litter Picking
- FGP24: 96 **Proposal to engage Westover Landscapes** to provide a tree inspection report for the Pightle: [Circulated](#)
The proposal for tree inspection for four areas in Wickham market; the cemetery the two playing fields and the Pightle, was estimated as £1,800. Based on this, £500 for the Pightle, which is the smallest area, seemed a disproportionately large cost. The Clerk was therefore requested to do a value for money review and attempt to get further quotes for the Pightle only.
- FGP24: 97 **Consider grant application from Method Fit:** [Circulated](#). This grant application was reviewed in detail and a grant of £350 was proposed. **All agreed**
- FGP24: 98 **Consider grant application from the Bowls club.** This grant application was reviewed in detail and the committee support the application in principle but question the cost. It was felt that a value for money exercise should be undertaken and the Bowls Club should be asked to obtain at least one more quote. The Clerk will provide details of an electrician who the Parish Council have used in the past.
- FGP24: 99 **Review quotes for footpath maintenance:** [Circulated](#). To date only one quote has been received for the footpath maintenance. The Clerk has followed up with a local contractor to ask for a second quote which has been promised before the next council meeting. As a result, this item will be reviewed at the Full Council meeting on 17th of March.
- FGP24: 100 **Review 3 year business plan to propose to the full council:** [Circulated](#). The draft business plan was reviewed in detail and a number of changes were made during the meeting. The Clerk will update the documents and publish it for review and adoption at the full council meeting on 17th of March
- FGP24: 101 **Review of current funding opportunities** there is currently nothing new identified that can support council activities.
- FGP24: 102 **Reporting items for the next meeting** None
- FGP24: 103 **Date of next meeting:** Monday 28 April 2025 Meeting closed 20:40

Signed.

Cllr David Chenery, Chair.

Date.

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