

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 4 March 2024 at 19:00



- FGP23:90 **Present from the Council** Cllr Chenery (Chair) Cllr Cooke
Cllr French A. Besly (Clerk)
None
None
- FGP23:91 **Present from the Public** None
- FGP23:92 **Open Public Forum session** None
- FGP23:93 **Apologies for Absence:** Cllr Dempsey-Gray
- FGP23:94 **Declarations of Interest:** None
- FGP23:95 **Proposal to approve the draft minutes** of the F&GP Meeting of 6 November 2023
Draft minutes of 6 November 2023 were approved as a correct record: **All Agreed**
- FGP23:96 **Chair's Report:** Nothing to report beyond the agenda items
- FGP23:97 **Finance report including Bank Reconciliation:** Review of draft report to be presented to November full Council: *Published* There were no questions
- 97.1 Finance report and Payments Schedule:** *Published*. There was a question regarding the payments schedule. The Clerk explained that this supported transparency by reporting all payments that the Council makes except Salaries, which are confidential.
- 97.2 Bank Reconciliation and Reserves Summary:** *Published* There were no questions
- 97.3 Summary Financial Statement:** *Published* There were no questions
- 97.4 Reserves refocus for year end:** *Published* The Clerk outlined the reserves process which will be reviewed at year end.
- FGP23:98 **Proposal to approve payments** above the delegated authority of the Chair/Clerk. The following payments were reviewed and it was proposed that they should be paid. **All Agreed**
- 98.1 CYDS project**, youth workers Jan 23 – Mar 24: **£4,728.32**
- 98.2 OWL Architects**, professional services for Village Hall Modernisation Schemes concept design **£3,750** plus VAT (order approved at FC23:136.1)
- 98.3 Extension of work by Shaun Wright** at Glebe Allotments cost **£1,600**
- FGP23:99 **Governance documents:** Review and proposal to recommend their adoption by the full council: **All Agreed**. Some comments were noted below
- 99.1** Training Policy *Published*
- 99.2** Councillor Induction Pack (Series of 11 WMPC Essentials guides) *Published*
- 99.3** Risk Management policy *Published*
- 99.4** Financial Risk Assessment *Published* It was suggested that risk no 88 would currently be high risk. To mitigate this the Council should record annual tree inspections by a specialist. Clerk to amend.
- 99.5** Internal control statement and Report *Published* Cllr Chenery agreed to complete this report and present to the full Council
- 99.6** Changes to Financial Regulations regarding Electronic Payments *Published*
- 99.7** Updated Asset Register *Circulated* The Clerk explained the process used to improve granularity of the register and highlighted that the value for the village hall should be reconsidered. The Clerk will confirm the correct accounting treatment and a proxy value. **All Agreed**
- 99.8** Data Protection and Information Management Policy *Published*
- 99.9** Grant Awarding Policy *Published*
- 99.10** Grant Application *Published*
- FGP23:100 **Update on ESC Town Development Fund** *Circulated*
The Clerk presented the latest position regarding expenditure and proposals against the ESTI fund
- FGP23:101 **Proposal for Councillor Training in Q4**
Cllr Chenery outlined the training proposal. SALC trainers are not able to do face to face in the evenings but could do a Saturday. The other option is to have two 2 hour sessions on weekday evenings by Teams or Zoom. It was agreed that this is the preferred option so Cllr Chenery will canvas options with Councillors.
- FGP23:102 **Reporting Items for the next meeting:** Currently No items
- FGP23:103 **Date of next meeting:** Monday 29 April 2024

Closed at 20:40

Signed.

Cllr David Chenery, Chair.

Date.

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