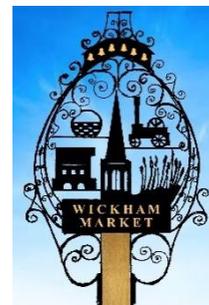


WICKHAM MARKET PARISH COUNCIL

CHAIR: IVOR FRENCH

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 6 March 2023 at 19:00**

Alistair Besly, Parish Clerk. 1 March 2023

Hill House, Shop Lane, Little Glemham, Woodbridge, IP13 0BD

Email: wickhammarketparishclerk@gmail.com

Website: <http://wickhammarket.onesuffolk.net>

AGENDA

- 1 Present from the Council:
- 2 Present from the Public:
- 3 Open Public Forum session (3 minutes per person):
- 4 Apologies for Absence:
- 5 Declarations of Interest:
- 6 Approve the draft minutes of the F&GP Meeting of 9 January 2023 *Cllr Chenery*
- 7 Chair's Report *Cllr Chenery*
- 8 Finance update including Bank Reconciliation – Review of draft report to be presented to January full Council: [To Be Published](#) *Clerk*
- 9 Payments Approval:
 - Cllr Westover winter planting expenses £241.24 [To be Circulated](#)
 - Clerk's Expenses [To be Circulated](#)
 - Payments Authorisation Schedule: [Published](#)
 - Replacement of children's play slide authorisation – value to be confirmed
- 10 Payments Schedule - Review of draft schedule to be presented to March full Council: [Published](#) *Clerk*
- 11 Update of PC storage issues. *Clerk*
 - 11.1 Proposal to move forward with installation of a storage unit – recommendation for full Council
- 12 Consider charge from Wickham Market Partnership for Resource Centre interview room *All*

Considerations include: Rent for interview room, printer location, grant to WMP for archives, clerk not in village at the moment, usage of Village Hall annex room, storage of items in annex room, charges for organisations use of PC premises
- 13 Village Hall Carpark access potholes: Agree a way forward for repairs *Clerk*
- 14 Village Hall Carpark charges review. *Clerk*
 - 14.1 Proposal to agree the principle of introducing parking charges for the village hall car park. [High level brief published](#)
- 15 Consider Parking issues at the youth football club: There have been complaints regarding on road parking and it is noted that the club carpark has large potholes *Clerk, Cllr Chenery*
- 16 Governance: There was an audit issue for 2021-22 where the risk assessment had not been approved. The council is still awaiting the result of the 2020-21 audit challenge, so ensuring that we follow our own processes effectively is a high priority. *Clerk*
 - 16.1 Review risk assessment for approval at March Full Council: [Draft Published](#)
 - 16.2 Review Internal Control Statement for approval at March Full Council: [Draft Published](#)
- 17 Freedom of Information Act: Consider best practice guidance from the ICO regarding Official information held in private email accounts. [ICO Document published](#) *Clerk*
 - 17.1 Proposal to instigate official councillor email accounts for the new council in May
- 18 Reporting items for the next meeting *All*
- 19 Date of next meeting: