

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 7 March 2022 at 19:00**

Alistair Besly, Parish Clerk. 25 February 2022
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 10 January 2022 *Cllr Chenery*
- 7 Review and decision on grant applications 2021/22 *Cllr Chenery*
 - 7.1 Citizens Advice Leiston - Circulated
 - 7.2 WM Village Hall - Circulated
 - 7.3 Wickham Market Good Neighbours - Circulated
 - 7.4 Wickham Market First Responders [not yet received]
 - 7.5 Giving Community – email circulated
- 8 Review and decision on Payments schedule - Circulated *Clerk*
- 9 Review and approval of quick reference guides - Circulated *Clerk*
 - 9.1 Role of the Clerk
 - 9.2 Agendas and minutes
 - 9.3 Value for Money
 - 9.4 New Councillors Guide
- 10 Demonstration of new cash book model *Clerk*
- 11 Update on Audit 2020-21 *Clerk*
- 12 Review internal control statement 2021-22 to recommend adoption by the full Council *Clerk*
- 13 Review Risk Assessment for 2021-22 to recommend approval by the full Council *Clerk*
- 14 Review of proposed new expenses policy to recommend adoption by the full Council – to be circulated *Clerk*
- 15 Review proposed new ICO Publication Scheme to recommend adoption by the full Council – to be circulated *Clerk*
- 16 Review asset register to recommend approval by the full Council *Clerk*
- 17 Confirm remaining governance documents can be recommended for approval by the full Council with no changes from those on the website *Clerk*
- 18 Glebe Carpark – Allotment costs generally *Cllr Chenery*
- 19 Reporting items for the next meeting *All*
- 20 Date of next meeting: Monday 9 May 2022
- 21 Exempt/Confidential Items It is recommended that under Section 100A(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Act
CONFIDENTIAL ITEMS to be recorded in Confidential Minutes.
- 22 Review and decision on Clerk's additional hours and unspent holiday entitlement