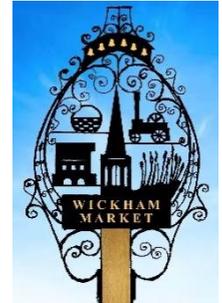


WICKHAM MARKET PARISH COUNCIL

CHAIR: IVOR FRENCH

FINANCE & GENERAL PURPOSE COMMITTEE

CHAIR: DAVID CHENERY



MINUTES of the meeting of Wickham Market Parish Council Finance & General Purpose Committee held on Monday 24 October 2022 at 19:00

- 1 **Present from the Council**
Cllr Chenery (Chair)
Cllr French
Cllr Dempsey-Gray
A. Besly (Clerk)
- 2 **Present from the Public**
None
- 3 **Open Public Forum session**
None
- 4 **Apologies for Absence:**
Cllr Cooke
- 5 **Declarations of Interest:**
None
- 6 **Approve the draft minutes** of the F&GP Meeting of 5 September 2022
Draft minutes of 5 September 2022 were approved as a correct record: **All Agreed**
- 7 **Chair's Report:** Cllr Chenery reported that the road closure for the Christmas market would cost £325. He suggested that the PC could ask Alexander Nicoll (SCC) for a grant to cover this. He also raised the possibility of applying for a grant from the Public Mental Health Grant Fund that closes on 31 October. After some discussion it was agreed that there were two aspects of this that would benefit Wickham Market:
Landscaping element that could either be used to develop the recently designated Community Allotment or a new community orchard located in the parish. Cllr Chenery to write an application rationale for this part
Mental health element that could be focussed on training and coaching – which Cllr Dempsey-Gray will write
- 8 **Review and decision on grant applications**
 - 8.1 **Giving Community:** Briefing circulated for a request for a larger polytunnel and raised bed materials for the Community Allotment.
It was proposed that the 3m x 6m Outsunny polytunnel be purchased at £210 for the Community allotments together with sufficient new scaffold planks to make up the planned raised beds estimated at 13 boards at £22 each plus delivery. **All Agreed**
- 9 **Finance update.** The finance report and bank reconciliation had been circulated. There were no questions
- 10 **Payments Schedule.** The payments schedule has been circulated. All payments show the authority for the payment. It was noted that the remainder of the Surfacing Contractor's invoice has been paid
 - 10.1 **Approval of cost to reinstate Glebe plot 39** from Hazel coppice to a workable allotment. It was recognised that the issues with this plot have been ongoing for years and that there would be significant cost to the Council in returning the plot to cultivation. However, it was proposed that the plot holder be given 30 days to make the plot compliant with the Allotment tenancy agreement. After this time if insufficient action has been taken he will be evicted and billed for the cost of reinstatement which can be pursued through the courts if necessary. **All Agreed. Action, Clerk** to draft a letter for approval.
 - 10.2 It was reported that the Cemetery Clerk's living room carpet has been irreparably damaged through storage of a fire safe for parish records. It was proposed that a replacement carpet be fitted at the cost to the Council estimated at £520. **All Agreed**
- 11 **Initial Review of internal audit report** - Published
The internal audit report was reviewed and the notes that the Clerk had added were agreed. There are a number of small actions that would be resolved for the next report. It was proposed that the Clerk circulate the report to the full council together with his comments for review at the next meeting. **All Agreed**
Cllr Chenery will speak with Cllr Westover regarding cash handling before the next full council meeting
- 12 **Requirements of LGA Transparency and code 2015** – Key elements were reviewed on screen
The Clerk highlighted that Wickham Market Parish Council would be subject to this transparency code should receipts exceed £200k which, with CIL monies, is highly likely for 2023/24. It was recognised that the Clerk has already gone a long way towards meeting the requirements of the code, but the full council should be briefed on any further improvements. The Clerk will prepare a short summary of the requirements of the code to support this briefing
- 13 **13.1 Review of major known, expected and new project planned expenditure.** The following were highlighted:
 - £25k Play area refurbishment. Agreed in principle at last full council. If this is not spent in 22/23 a reserve should be created
 - £ TBD Village Hall soakaway, currently has some in reserve but is likely to be inadequate
 - £4k Parish Magazine based on 6 issues per year with no cost recovery
 - £5k Climate change activities since the Parish Council has declared a Climate Emergency

- £16k Youth Work. There is already £8k in reserve but there is a proposal underway to expand this work to younger teens
- £12k Part time assistant Clerk

13.2 Discuss elements required for a 3 – 5 year plan

13.3 Discuss options for the use of expected CIL funds with reference to the Neighbourhood Plan

As 13.2 and 13.3 are intrinsically linked there was a brainstorming session to produce a number of ideas with varying degrees of achievability to put to Full Council for review and validation. As these are simply ideas and not decisions, these details are not yet published

13.4 Consider earmarked reserves allocation. It was considered that the reserve for the Children’s play area be increased to £25k. for recommendation to the full council

13.5 Consider a first review of the budget for 2023/24. As this is only the Clerk’s first view which has had no validation from Councillors, this document has not been published. Because this meeting has been brought forward by 2 weeks, a first draft budget is not available, however a forecast to year end has been prepared and was briefly reviewed. This will be presented to full council on 21 November

14 Reporting items for the next meeting. There were no further reporting items

12 Date of next meeting: Monday 9 January 2023

Signed.

Cllr David Chenery, Chair.

Date.

.....

.....