

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 7 March 2022 at 19:00

- 2 Present from the Council** Cllr Chenery (Chair)
Cllr French
Cllr Cooke
A. Besly (Clerk)
- 2 Present from the Public** None
- 3 Open Public Forum session** None
- 4 Apologies for Absence:** None
- 5 Declarations of Interest:** Cllr French 7.2 Wife is treasurer of Village Hall
- 6 Approve the draft minutes** of the F&GP Meeting of 10 January 2022
Draft minutes of 10 January 2022 were approved as a correct record: **All Agreed**
- 7 Review and decision on grant applications 2021/22**
- 7.1 Citizens Advice Leiston** – Circulated. A grant of £450 was proposed. **All Agreed**
- 7.2 WM Village Hall** – Circulated. A Grant of £3,500 was proposed. **All Agreed**
- 7.3 Wickham Market Good Neighbours** – Circulated. A grant of £150 was proposed. **All agreed**
- 7.4 Wickham Market First Responders** [not yet received]. Cllr Cooke agreed to speak to a contact in First Responders to remind them to apply for a grant. **Action: Cllr Cooke**
- 7.5 Giving Community** – email circulated. It was agreed to wait for further developments relating to this organisation becoming a charity. **No Further Action**
- It was proposed that WM Village Hall and WM Good Neighbours be informed that the F&GP committee require more information on activities and evidence of how the grant is to be spent for future applications. **All Agreed.**
Action: Clerk to include this with the payment
- 8 Review and decision on Payments schedule** - Circulated
It was proposed that the payment schedule totalling £15,708.50 be approved with the exception of the Norse payment of £8,640 which requires full council approval. **All Agreed**
- 9 Review and approval of quick reference guides** - Circulated
- 9.1 Role of the Clerk**
- 9.2 Agendas and minutes**
- 9.3 Value for Money**
- 9.4 New Councillors Guide**
- All four quick reference guides were reviewed and it was proposed that they be presented to the full council on 21 March for final approval with the endorsement of the F&GP Committee. **All Agreed**
- 10 Demonstration of new cash book model.** The Clerk did a live presentation of the new model and the committee were satisfied that provided all the information required and that it was flexible enough to meet future requirements. The Clerk confirmed that the smaller models he wrote for the smaller councils were acceptable to the auditors and was confident that this would be no different as it contains more security features
- 11 Update on Audit 2020-21.** The Clerk reported that there had been no further communication from the auditors
- 12 Review internal control statement 2021-22** to recommend adoption by the full Council. The Clerk has prepared proposed responses for internal controls with the exception of 2 items. The responses were reviewed and it was proposed that the completed statement be presented to the full council for approval with the endorsement of the F&GP Committee. **All Agreed**
- 13 Review Risk Assessment for 2021-22** to recommend approval by the full Council. This document is on the website and it was proposed that it be presented to the full council with no changes for approval, with the endorsement of the F&GP Committee. **All Agreed**
- 14 Review of proposed new expenses policy** to recommend adoption by the full Council. This is a new governance document for Wickham Market and it was proposed that it be presented to the full council with no changes for approval, with the endorsement of the F&GP Committee. **All Agreed**
- 15 Review proposed new ICO Publication Scheme** to recommend adoption by the full Council. This is a new governance document for Wickham Market which the Information Commissioners Office (ICO) recommend is published with no changes. It was proposed that it be presented to the full council for approval, with the endorsement of the F&GP Committee. **All Agreed**
- 16 Review asset register** to recommend approval by the full Council. The current asset register was reviewed and a number of questions raised. It was proposed that the Clerk circulate it to all councillors for comment ahead of the full council on 21 March. **All Agreed. Action: Clerk**

DRAFT MINUTES

- 17 Confirm remaining governance documents** can be recommended for approval by the full Council with no changes from those on the website. It was proposed that the Clerk ask Councillors to review ahead of the full council meeting on 21 March. **All Agreed. Action: Clerk**
- 18 Glebe Carpark** – Allotment costs generally. In response to the Allotment Association issue with mud at the Glebe car park, It was proposed that the Clerk draft a response to the Allotment Association confirming that the issues are noted and the PC will continue to review but it is not a priority at the moment. It was further proposed that any surplus of allotment receipts over payments is recorded as a reserve for future use. **All Agreed. Action: Clerk**
- 19 Reporting items for the next meeting**
At this point, it was proposed that standing orders be suspended to allow a further 10 minutes to complete business
- 20 Date of Next Meeting:** Monday 9 May 2022
- 21 Exempt/Confidential Items** As there were no members of the public present, there was no need to exclude anyone.
As the next item related to a payment to the Clerk, the Clerk offered to leave the room. It was proposed that this would not be necessary. **All Agreed**
- 22 Review and decision on Clerk's additional hours and unspent holiday entitlement.** Because of the volume of work associated with a new job with no handover and the work associated with prior year audit and improving financial controls, the Clerk has accrued 70 additional hours since November 2021 and has not taken any of the 2 weeks leave entitlement. The Clerk confirmed that he expected to be able to manage the work from April onwards within the contracted hours. It was therefore proposed to pay the Clerk for 70 excess hours plus 2 weeks leave at the prevailing hourly rate to bring time worked into line. **All Agreed**

Signed.

Cllr David Chenery, Chair.

Date.

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