

# Wickham Bishops Parish Council

## Parish Councillors

I D Wardrop (Chairman)  
 M Mickelsen (Vice Chair)  
 H M Bass  
 P J Bates  
 P D Layley  
 S Morgan  
 C Nappo  
 J Williams



Winner Best Kept Village 2009, 2015  
 3<sup>rd</sup> Place Essex Village of the Year 2015

[www.wickhambishopsparishcouncil.org](http://www.wickhambishopsparishcouncil.org)

## Parish Clerk

Mrs L A Bailey  
 Wickham Bishops Parish Council  
 The Village Hall  
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 Wickham Bishops  
 Essex  
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 07542 190176

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22<sup>nd</sup> November 2024





Clrs Mickelsen, Wardrop and Williams are summoned and the Public and Press are invited to attend the forthcoming Meeting of Wickham Bishops Parish Council's Finance Committee on **Thursday 28<sup>th</sup> November 2024 at 2.00pm in the Boardroom, Wickham Bishops Village Hall** where the under-mentioned business is proposed to be transacted.

Lorraine A Bailey, Clerk to the Council



= decision required

## Agenda for Finance Committee Meeting to be held on Thursday 28<sup>th</sup> November 2024 at 2.00pm in the Village Hall Boardroom

Item	Subject
24F/001	<b>Those Present and Apologies for Absence</b> To receive and accept apologies for absence
24F/002	<b>Declaration of Interests and Compliance with the Ethical Framework</b> To receive from Councillors any Disclosable Pecuniary Interests and Non-Pecuniary Interests relating to matters to be considered at the meeting
24F/003	<b>Approval of Minutes of Finance Committee Meeting held on 27<sup>th</sup> October 2023</b>
24F/004	<b>Public Forum</b> Chairman to suspend the meeting to address questions from the public on agenda items.
24F/005	<b>Process and Controls Review</b>  <ul style="list-style-type: none"> <li>- To review the internal controls and 2023-24 audit report</li> <li>- To recommend Heelis &amp; Lodge as internal auditor for approval by Full Council</li> <li>- To review the new Finance Regulations and agree recommendation for approval by Full Council</li> </ul>
24F/006	<b>Asset Register and Risk Management Policy Review</b>  <ul style="list-style-type: none"> <li>- To review the Asset Register to financial year ending 31 March 2025</li> <li>- To review the Risk Assessment &amp; Management Policy for approval by Full Council</li> </ul>
24F/007	<b>Current Year Budget Performance and Project Review</b>  <ul style="list-style-type: none"> <li>- To review planned and actual spending in 2024-25 and projected end of year balance</li> <li>- To note additional items for current year spending: Housing Needs Survey, Grange Road litter bin, replacement noticeboard and footpath booklet</li> </ul>
24F/008	<b>Budget and Precept 2025-2026</b>  <ul style="list-style-type: none"> <li>- To consider setting aside sums for future projects</li> <li>- To develop the budget and precept proposals for approval by the Full Council</li> </ul>
24F/009	<b>Date of Next Meeting</b> Tuesday 3 <sup>rd</sup> December 2024 Full Parish Council Meeting, 7.00pm, ( <i>earlier time</i> ) Tuesday 7 <sup>th</sup> January 2025 Full Parish Council Meeting, 7.30pm, Village Hall Boardroom
24F/010	<b>Close of Meeting</b>