

Wickham Bishops Parish Council

Parish Councillors

I D Wardrop (Chairman)
 S J Nicholas (Vice Chairman)
 H M Bass
 P J Bates
 K W Jarvis
 P D Layley
 M Mickelsen
 R Mundell
 J Williams







Winner Best Kept Village 2009, 2015
 3rd Place Essex Village of the Year 2015
www.wickhambishopsparishcouncil.org

Parish Clerk

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Minutes of Online Finance Committee Meeting via Zoom and YouTube broadcast held on Friday 20th November 2020 at 10.30am

Item	Subject
20F/001	<p>Those Present and Apologies for Absence In the Chair: Cllr Mickelsen. Present: Cllrs Mundell, Nicholas and the Clerk, Lorraine Bailey</p> <p>There was one observer on the YouTube stream.</p>
20F/002	<p>Declaration of Interests and Compliance with the Ethical Framework There were no Declarations of Interest.</p>
20F/003	<p>Public Forum No requests or communication had been received.</p>
20F/004	<p>Process and Controls Review <u>To review the internal controls and 2019-20 audit report</u> The meeting was pleased to note that no issues had been raised or recommendations made in the 2019-20 audit report. Regarding internal controls, the Finance Committee agreed that the Parish Council was complying as far as possible given the current Covid-19 restrictions.</p> <p><u>To review the internal auditor contract and agree a recommendation for approval by Full Council</u> Action: The Clerk to establish that Mike Letch would be prepared to carry out the next internal audit.</p>
20F/005	<p>Asset Register and Risk Assessment Review</p> <p><u>Asset Register</u> The meeting noted the Asset Register. The Chequers Noticeboard was showing signs of weather-damage and needed attention. Action: The Clerk to ask the grasscutter/handyman to quote for repairs.</p> <p><u>Risk Assessment</u> Action: The Clerk to amend the Risk Assessment & Management document to take account of the change of bank from Barclays to Unity Bank and that the projector was now stored in the PC cupboard at the Village Hall.</p>
20F/006	<p>Current Year Budget Performance and Project Review <u>To review planned and actual spending in 2020-21 and projected end of year balance</u> The meeting noted the Performance Against Budget and Predicted to 31 March 2021 figures prepared by the Clerk. The Reserve figure was noted. It was agreed that this was justified given the unusual circumstances this year.</p>

  	<p><u>To review the grass-cutting and agree a recommendation for approval by Full Council</u> George Wise had quoted £90 per grass cut for 2021-22 and at approximately 7 or 8 cuts per year, a budget figure of £720 would be set aside. Cllr Mundell raised the untidy state of the verges near The Mitre. Action: <i>The Clerk to ask the handyman to quote for cutting out the weeds, scarifying, laying top dressing and re-seeding.</i></p> <p><u>To review new items for current year spending for approval by the Full Council</u> The Unity Bank Service Charge of £6 per month and the Zoom subscription at £11.99 per month would be included in the 2021-22 budget.</p> <p>Cllr Bates had suggested a Christmas Tree on BHS land at Snows Corner, with lights fed from the Village Hall, (an artificial one this year with a planted tree next year). After consideration, it was agreed not to proceed this year but to look at the possibility in 2021.</p> <p>A request for the Parish Council to purchase a Zoom Licence for use by village groups had been received via Cllr Bates. Action: <i>It was agreed that this should be discussed at the next Full Parish Council Meeting.</i></p> <p>GPC Projects The meeting agreed that these items should remain in the budget.</p> <p>Action: <i>The Clerk to check whether MDC would be charging WBPC for election expenses.</i></p> <p>Action: <i>The Clerk to check if MDC would be paying for the Neighbourhood Plan referendum.</i></p> <p>Parish Council Laptop It was reported that the screen on the laptop was failing. Cllr Mundell to check if this could be repaired but in any event, it was agreed that the sum of £1500 be set aside for a replacement laptop, one that could enable the YouTube livestream required for Parish Council Meetings.</p>
<p>20F/007</p> 	<p>Budget and Precept 2021-2022 <u>To develop the budget and precept proposals for approval by the Full Council</u> The meeting considered that whilst recurring costs increased each year, the current year underspend gave a reason <u>not</u> to increase the Precept. Therefore, it was agreed that the Precept should remain the same as last year.</p> <p>Action: <i>The Clerk to update the Precept & Budget Proposal document for presentation to the Full Parish Council on Tuesday 1st December.</i></p>
<p>20F/008</p>	<p>Date of Next Meetings Tuesday 1st December 2020 Parish Council Meeting at 7.30pm</p>
<p>20F/009</p>	<p>Close of Meeting There being no further business, the meeting closed at 11.16am.</p>