

# Wickham Bishops Parish Council

## Parish Councillors

I D Wardrop (Chairman)  
M Mickelsen (Vice Chair)  
H M Bass  
P J Bates  
R Clarke  
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  
Church Road  
Wickham Bishops  
Essex  
CM8 3JZ  
07542 190176

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## Minutes of Finance Committee Meeting held on Wednesday 26<sup>th</sup> November 2025 at 4pm in the Village Hall Boardroom

Item	Subject
25F/001	<b>Those Present and Apologies for Absence</b> In the Chair: Cllr Mickelsen Present: Cllrs Wardrop, Williams and the Clerk. There were no members of the public present.
25F/002	<b>Declaration of Interests and Compliance with the Ethical Framework</b> There were none.
25F/003	<b>Approval of Minutes of Finance Committee Meeting held on 28<sup>th</sup> November 2024</b> The Minutes were approved unanimously.
25F/004	<b>Public Forum</b> There were no members of the public in attendance.
25F/005	<b>Process and Controls Review</b> <u>To review the internal controls and 2024-25 internal audit report</u> Cllr Nappo had carried out an internal scrutiny of the accounts. The 2024-25 report from the internal auditor was noted, and there were no recommendations.  <u>To recommend Heelis &amp; Lodge as internal auditor for approval by Full Council</u> <b>Resolved:</b> The Committee recommended that Heelis & Lodge be used for the 2026 audit at a cost of £245 + £40 for courier.  <u>To review the new Finance Regulations and agree recommendation for approval by Full Council</u> <b>Resolved:</b> The Committee recommended that the Financial Regulations (slightly amended in line with NALC March 2025 recommendations) be adopted by Full Council.
25F/006	<b>Asset Register and Risk Management Policy Review</b> <u>To review the Asset Register to financial year ending 31 March 2026</u> <b>Resolved:</b> The revised Asset Register document to be presented for approval at the December Parish Council Meeting.  <u>To review the Risk Assessment &amp; Management Policy for approval by Full Council</u> <b>Resolved:</b> The Committee recommended the Policy for approval at the December Parish Council Meeting.
25F/007	<b>Governance</b> <u>AGAR Assertion 10 – check digital and data compliance and report to Full Council</u> <b>Resolved:</b> Cllr Bates to check and confirm that our website met Web Content Accessibility Guidelines and Public Sector Bodies Accessibility Regulations 2018. In all other areas the Council were compliant.

**Minutes of Finance Committee Meeting  
held on Wednesday 26<sup>th</sup> November 2025 at 4pm  
in the Village Hall Boardroom**

25F/008	<p><b>Current Year Budget Performance and Project Review</b></p> <p><u>To review planned and actual spending in 2025-26 and projected end of year balance</u> Actuals and Estimated Year End figures to 31<sup>st</sup> March 2026 prepared by the Clerk were noted. Total expenditure was likely to be in the region of £23,831 which would result in a year-end balance of approximately £15,400.</p> <p><u>To note additional items for current year spending, if any</u> There were no additional items of expenditure expected but members recommended the following:</p> <p><b>Bench Maintenance:</b> With £192 remaining in the budget, the Clerk to arrange for two more benches to be refurbished.</p> <p><b>Amenity Fund for voluntary groups:</b> The Clerk to advertise locally.</p> <p><b>Biodiversity Projects/Climate Change:</b> With £250 remaining in the budget, Cllr Williams suggested and the Committee agreed to a ‘green’ roof for the air raid shelter.</p> <p><b>War Memorial/Remembrance Event:</b> To be discussed at the January PC Meeting with a view to asking that WBPC be given the opportunity to participate in decisions regarding the costs and selection of contractors for both the war memorial maintenance and road closure operatives for Remembrance Day.</p>												
25F/009	<p><b>Budget and Precept 2026-2027</b></p> <p><u>To consider setting aside sums for future projects</u></p> <p><b>Noticeboard:</b> The Committee agreed to set aside £1,000 for a new noticeboard to be shared with BHSA and to have an open section for residents, situated somewhere along the Village Hall boundary.</p> <p><u>To develop the budget and precept proposals for approval by the Full Council</u></p> <p><b>Resolved:</b> The updated Precept and Budget Proposal document (attached) to be presented to the Full Parish Council on Tuesday 2<sup>nd</sup> December, with a recommendation that the 2026/27 Precept be set at £26,200. MDC advised that the 2026/27 tax base for the parish was 1020.9 equating to a Band D property precept of £25.66.</p> <p>The following amounts would be set aside using the Parish Council’s reserves:</p> <table><tr><td><b>General Reserves</b></td><td></td><td>£11,400</td></tr><tr><td><b>Earmarked Reserves</b></td><td>Election Expenses</td><td>£2,000</td></tr><tr><td></td><td>Planning advice/expertise</td><td>£2,000</td></tr><tr><td></td><td><b>TOTAL</b></td><td><b>£15,400</b></td></tr></table>	<b>General Reserves</b>		£11,400	<b>Earmarked Reserves</b>	Election Expenses	£2,000		Planning advice/expertise	£2,000		<b>TOTAL</b>	<b>£15,400</b>
<b>General Reserves</b>		£11,400											
<b>Earmarked Reserves</b>	Election Expenses	£2,000											
	Planning advice/expertise	£2,000											
	<b>TOTAL</b>	<b>£15,400</b>											
25F/010	<p><b>Date of Next Meeting</b> Tuesday 2<sup>nd</sup> December 2025 Full Parish Council Meeting, 7pm (<i>earlier time</i>)</p>												
25F/011	<p><b>Close of Meeting</b> There being no further business, the meeting closed at 5.05 pm.</p>												

	<b>WICKHAM BISHOPS PARISH COUNCIL</b>					
	<b>Precept and Budget Proposal 2026-27</b>	<b>Budget agreed 2025/26</b>	<b>2025/26 actuals at 25.11.25</b>	<b>2025/26 estimated year end</b>	<b>Suggest 2026/27</b>	<b>Allocate from Reserves</b>
1.	Clerks Salary	£11,058.00	£7,523.99	£11,104.00	£11,410.00	
2.	LGPS		£0.00	£0.00	£0.00	
3.	HMRC NIC & Tax	£900.00	£800.89	£1,095.89	£1,200.00	
4.	Office Running Costs	£300.00	£200.00	£300.00	£300.00	
5.	Outsourced Payroll	£330.00	£220.00	£330.00	£330.00	
6.	Clerk's Mileage and Travel	£45.00	£4.50	£4.50	£45.00	
7.	Mobile Phone Costs	£70.00	£40.00	£60.00	£70.00	
8.	Computer Expenses (incl Scribe Accounts package plus any unforeseen computer related expenses)	£493.00	£0.00	£372.00	£450.00	
9.	Unity Bank Charges	£72.00	£42.00	£72.00	£72.00	
10.	Expenses	£100.00	£0.00	£0.00	£100.00	
11.	Membership Subscriptions (SLCC, EALC, NALC, ICO)	£892.00	£863.18	£863.18	£936.00	
12.	Training	£200.00	£27.00	£27.00	£315.00	
13.	Chairman's Allowance	£285.00	£20.85	£285.00	£285.00	
14.	Election Expenses					
15.	Printing & Postage	£500.00	£1,065.54	£1,110.50	£500.00	
16.	Neighbourhood Watch					
17.	Venue Hire	£1,050.00	£720.00	£800.00	£875.00	
18.	Streetlight Electricity	£300.00	£212.65	£362.65	£360.00	
19.	Streetlight Maintenance	£225.00	£120.00	£120.00	£225.00	
20.	Village Signs / Noticeboard	£50.00	£0.00	£0.00	£1,050.00	
21.	War Memorial	£458.00	£0.00	£334.19	£458.00	
22.	Remembrance Event	£764.00	£36.67	£176.16	£764.00	
23.	Speedwatch & Trucam	£2,480.00	£1,740.83	£2,324.57	£2,600.00	
24.	Email & Website Subscription	£600.00	£450.00	£467.11	£600.00	
25.	Audit	£550.00	£470.00	£470.00	£500.00	
26.	Insurance	£430.00	£396.00	£396.00	£450.00	
27.	Grasscutting	£765.00	£800.00	£980.00	£855.00	
28.	Bench Maintenance	£450.00	£120.00	£450.00	£450.00	
29.	Contingency	£100.00	£0.00	£0.00	£100.00	
30.	Amenity Fund for voluntary groups	£300.00	£0.00	£300.00	£300.00	
33.	Neighbourhood Plan	£0.00				
32.	Library Noticeboard					
35.	Platinum Footpath	£200.00	£0.00	£0.00	£200.00	
36.	Queens' Platinum Jubilee/ King Charles III Coronation					
37.	Additional Benches					
43.	Equals Bank charges					
48.	Air Raid Shelter	£263.00	£0.00	£0.00	£100.00	
49.	Biodiversity projects/climate change	£300.00	£51.16	£300.00	£300.00	
53.	Litter Bins/Dog Bins					
54.	Housing Needs Survey					
56.	Parish Paths Partnership		£626.57	£626.57		
	<b>General Reserves</b>					
34.	Planning advice/expertise					£2,000.00
41.	General Reserves		£100.00	£100.00		£11,400.00
52.	Election Reserves					£2,000.00
	<b>TOTAL</b>	<b>£24,530.00</b>	<b>£16,651.83</b>	<b>£23,831.32</b>	<b>£26,200.00</b>	<b>£15,400.00</b>