

# WICKHAM MARKET PARISH COUNCIL

CHAIR: Cllr IVOR FRENCH

## FINANCE & GENERAL PURPOSE COMMITTEE

CHAIR: Cllr DAVID CHENERY



**MINUTES** of the meeting of Wickham Market Parish Council Finance & General Purpose Committee held on Monday 8 July 2024 at 19:00

FGP24:23 **Present from the Council** Cllr Chenery (Chair) Cllr Cooke  
Cllr Dempsey-Gray A. Besly (Clerk)  
Cllr French

FGP24:24 **Present from the Public** None

FGP24:25 **Open Public Forum session** None

FGP24:26 **Apologies for Absence:** Cllr Creasey was not present and offered no apology

FGP24:27 **Declarations of Interest:** 31.1 Cllr French wife is treasurer of the Village Hall

FGP24:28 **Proposal to approve the draft minutes** of the F&GP Meeting of 29 April 2024. **All Agreed**

FGP24:29 **Chair's Report:**

Cllr Chenery reported that the District CIL application is looking optimistic and a final decision is due on 3 September.

He also asked about depreciation of assets. The Clerk reported that Parish Council accounting did not include depreciation.

FGP24:30 **Finance Reporting:** The following reports were reviewed. There were no questions

**30.1 Finance report and Payments Schedule.**

**30.2 Bank Reconciliation and Reserves Summary.**

**30.3 Summary Financial Statement.** It was noted that a CIL payment has been received this year. This will be transferred to a Village Hall Modernisation reserve.

**30.4 Review of operating activities for 2023-24.** This report had not been published so this review will be presented to the full council

FGP24:31 **Proposal to approve payments** above the delegated authority of the Chair/Clerk. **All Agreed**

**31.1 Insurance £1,785.88.** Cllr French noted that the personal accident cover ceased at age 80. The Clerk will request cover for age up to 85 and below 16 with the same benefits as 66-75. However, it was agreed that this premium should be paid.

**31.2 Owl Architects £4,475.11**

**31.3 ESSL £2,543.38**

FGP24:32 **Proposal to approve Allotment Rent review.** This was reviewed and the F&GP Committee support the proposal and recommend that the Full Council approve it.

FGP24:33 **Proposal to increase the grass cutting frequency for the playing fields**

This was reviewed and the F&GP Committee support the proposal and recommend that the Full Council approve it.

The disparity of costs between the Cemetery and the playing fields was noted. The F&GP committee recommend that the Full Council review ideas for cost savings for Cemetery grass cutting with a view to progress further the integrated grounds maintenance contract which currently does not address maintenance savings.

FGP24:34 **Proposal to adopt a .gov.uk domain with email address and file sharing.**

This was reviewed and the F&GP Committee support the proposal and recommend that the Full Council approve it. The Clerk explained that once approved, this would form part of a wider plan for the website involving a rewrite supported by funding from East Suffolk Council.

To support decision making, the Clerk will prepare a precis of the cabinet office document.

FGP24:35 **Governance documents: Review new Fin Regs**

The new financial regulations were reviewed. The Clerk has highlighted options in red and questions in blue. There were two questions:

6.10: It was agreed to amend the process to WMPC existing process for approving electronic payments.

5.20: It was agreed to increase the limit for online purchases without a purchase order to £1,000.

Once these amendments are complete, the F&GP committee recommend that the Full Council approves and adopts the new Financial Regulations. **All Agreed**

It was noted that the Clerk should apply for a business credit card for online purchases going forward

FGP24:36 **Proposal to approve grant** request for SARS for £400. **All Agreed**

FGP24:37 **Proposal to approve grant** application from WM Village Hall £1,741.50 **All Agreed**

FGP24:38 **Reporting items for the next meeting**

1. Demonstrate in the Financial Report that CIL funds have been ringfenced in reserves for the Village Hall Modernisation
2. Grants feedback from SZC Community fund

FGP24:39 **Date of next meeting:** Monday 2 September 2024

Closed at 20:58

**Signed.**

**Cllr David Chenery, Chair.**

**Date.**

.....

.....