

# Wickham Parish Council

## Finance Committee

Minutes of a meeting of the above Committee held at Wickham Centre on Wednesday 8<sup>th</sup> May 2013 at 7.30pm.

**Present:** Angela Clear (Chairman), Sue Roger-Jones (Vice-Chairman), Marie du Boulay, Therese Evans, Justin Gamblin, Jenny Hollis, Jon Taylor.

One member of the public, Parish Clerk Nicki Oliver.

1. **To receive apologies for absence**, Di Frost.
2. **To receive declarations of interest on agenda items** Angela Clear , Sue Roger-Jones and Justin Gamblin declared personal and prejudicial interests in item 3 as trustees of Wickham Community Association and took no part in the proceedings
3. **To adjourn meeting to allow participation by members of the public**  
David Roger-Jones spoke to explain a grant application for £3,000 as a contribution towards the refurbishment of Wickham Centre's WCs. The project will cost approximately £25,000 and match funding from the Parish Council will be required for some of the grant applications being made. **It was agreed to recommend to Full Council that a statement of intent to grant £3,000 should be provided to the Community Association.**

#### 4. Agenda

4.1 To receive income and expenditure report April 12- March 13 **Received.**

4.2 To review Internal Controls and Risk Assessment 2013/14 prior to production of an Action Plan for inclusion with end of year accounts **Reviewed, some minor amendments to be made: payment authorisation to include BACS.**

4.3 To review audit tests carried out for 2011/12 and agree scope of internal audit work required for 2012/13 **Agreed that the scope of the internal audit should be as last year.**

4.4 To review draft accounts for internal audit as follows:

1. Receipts and payments accounts 2012/13
2. Asset register April 2013
3. Supporting statement 2012/13
4. Action Plan to improve effectiveness of internal controls and risk assessment procedures 2013/14 / Review April 2013
5. Annual Governance Statement 2012/13 **Accounts reviewed and recommended to Full Council for approval.**

4.5 To consider grant application from Wickham Festival to assist towards running costs and to fund one day entry for residents of Wickham and Knowle. **It was agreed to recommend a grant of £2,500 to Full Council subject to confirmation of the day that will be free for residents and also details of children's entertainment that will be provided.**

4.6 Proposal to make precepted grant of £2,000 to the Youth Club and review proposal to charge the Youth Club for using the all weather pitch **It was agreed to recommend to Full Council that the grant of £2,000 be made and that a charge of £350 be made for the use of the all weather pitch all year on a Thursday 6-7pm.**

4.7 To consider contribution towards a new computer for the clerk of £315 (half cost, shared with Whiteley) **Agreed to recommend to Full Council.**

5. **To identify any unmanaged risks within this committee's remit** None.
6. **Review effectiveness of communication, development of links with other community organisations and support for local democracy through making information more widely available** Continue to monitor.
7. **Recent correspondence/ reports from meetings attended of relevance to this committee** None.

Meeting closed 8.30pm