



FINAL MINUTES OF FINANCE COMMITTEE MEETING

Held on Tuesday 21st November 2023, 10.00am, The Hub

In attendance:

Parish Councillors: Cllr Sylvia Holyoake, Cllr Ian Joynson (Chair), Cllr Paul Martin, Cllr Peter Mantle.

Public: None

Clerk: Clare Male

1. **APOLOGIES** – all present.
2. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS**
Members are invited to declare a previously undisclosed interest relating to any item on the agenda and to ask for a dispensation to vote on matters in which they have a disclosable pecuniary interest or other non-financial interests – none.
3. **MINUTES OF PREVIOUS MEETING** – Agreed the accuracy of the minutes of the Finance Committee meeting of the **26th September 2023**. Signed by the Chair.
4. **PUBLIC FORUM** – no members of the public were present.
5. **MATTERS ARISING FOR INFORMATION** – noted that the challenge to the award of the Asset of Community Value for the Church Hall by the Diocese has been turned down by Broadland District Council.
6. **BANK RECONCILIATION**
 - a. As at the 21st November 2023 to note bank balances of:

i. Unity Bank	£89,732.00
ii. CCLA Public Sector Deposit Fund	£86,559.43
Total in bank	£176,291.43
Wherry Gardens 10-year maintenance fund	£83,869.00
General reserves	£30,000.00
Working balance	£62,422.43
 - b. Agreed and signed the bank reconciliation and statement.
7. **BANKING & INVESTMENTS** – Unity Payment card – finally received and set up fee of £50 refunded after Clerk complained about the delay. Savings account – reviewed the proposal and agreed to apply for a Redwood 2-year savings bond account at 4.85% and pay in £50,000. Also agreed to open a Unity Trust Savings account at a variable rate of 2.75%. The Clerk will move money between this account and the current account as required to maximise interest earnings.

ACTION CLERK
8. **BUDGET** – reviewed the budget proposal agreed at the last Full Council meeting (item 9.2).

Projects 23/24:

 - a. Wherry Gardens – noted spec for tree works and that first quote has been received. Looks positive and would be happy to go ahead with this contractor. Agreed to wait for further

quotes by the next Full Council on the 7th December. When replanting happens agreed to plant additional shrubs along the footpath adjacent to the pumping station. Still awaiting the grit bin and noticeboard to be fitted. No update on the defib – still awaiting response from UK Power Networks. New bench on the green – agreed to wait until summer 2024.

- b. Caen Meadow management plan – Cllr Mantle reported on a meeting with Colin Studholme on the management of the Meadow. Waiting to receive his report.
- c. New memorial cherry trees at the Cemetery extension – agreed on a contractor to supply and plant the trees. The price is higher than other suppliers but Councillors agreed they wanted high quality trees, planted by professionals, which duplicate the first tranche of trees that have been planted in the main Cemetery. The longevity of these trees is important. Cllr Mantle to confirm the delivery and labour costs in writing. Agreed the final budget figure. Once the final price is confirmed, and within budget, agreed to get the order placed as soon as possible.
- d. Scribe – finance package designed for Parish Councils. Agreed a start date of 8th December 2023, after the next payment run, and then for the system to be up and running by the next payment run of 8th February. Clerk will have to input all of this financial year's transactions manually.
- e. IT support – no plans as yet, but looking for a one stop shop for IT support. Current email and website packages are very expensive and there is opportunity for a cheaper, better and less stressful IT solution.

ACTION CLERK

Next financial year 24/25:

- f. Southerly village sign and war memorial gardener – looking for a local gardener, either a professional or experienced resident, who will take on these areas for regular maintenance. Agreed that the Clerk will draw up a basic spec which includes invoicing and insurance cover and put it on FB and the noticeboards. To circulate first.
- g. Wroxham Neighbourhood Plan review – aware that a Locality grant is available to cover the cost of consultancy for the review. Agreed to contact BDC and/or NPTS for advice on how to launch the project.
- h. Adding an interpretation board to the AGK playground which gives a history of AGK – for next summer.
- i. Survey and refurbish as required the Council's 27 benches. Two-year project, to start in April.
- j. AGK playground - addition of a basketball hoop and line markings, hopscotch, numeric squares, etc. on the tarmac area. Noted.

ACTION CLERK

ACTION CLERK

9. CONTRACTS

- a. Reviewed list of direct debits and standing orders as required by the Financial Regulations. This includes Clerk's monthly salary, cloud storage from DropBox, website and email addresses from GoDaddy, data protection registration from ICO, power supply for footway lighting from Npower, mobile phone for Clerk from Vodafone, water supply to the Cemetery from Wave (Anglian Water business), roll top bin for Caen Meadow from Veolia.
- b. Grass, hedge and maintenance contracts for the Agnes Gardner King Playground, Cemetery and St Marys Churchyard. Agreed to get quotes for next year from Shaun Hearn Landscapes.

ACTION CLERK

- 10. MINOR EXPENDITURE FOR COUNCILLORS** – agreed that a policy is required. Reviewed an appropriate policy from another Parish Council. Agreed that the important point is that Councillors can claim monies for "approved duties". Need clarity on what can be claimed and how the Members Allowance budget works. Agreed that the Clerk will create a draft policy for further discussion and agreement.

ACTION CLERK

- 11. NEW PAYSCALES FOR 23/24** – noted new NJC scales for Clerks salary have now been published. The next payroll will include backpay from April. The Standing Order will be altered for January 2024.

ACTION CLERK

12. **GRANTS** – no new applications in the period. There is still £500 remaining in the budget for this financial year. New applications welcome.

13. **ITEMS FOR NEXT AGENDA – 16th January 2024 at 10.00am.**

Agreed to change the date from the 23rd to 16th January due to Councillor holidays.

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Signed.....

Dated.....