



## **FINAL MINUTES OF WROXHAM FINANCE COMMITTEE MEETING**

**Held on Tuesday 26<sup>th</sup> July 2022, 10.00am, The Hub  
(Reorganized from the 19<sup>th</sup> July 2022)**

**Parish Councillors Present:** Cllr Barry Fiske (Chair), Cllr Angela Ireland, Cllr. Ian Joynson.

No members of the public were present.

**Clerk:** Clare Male

1. **APOLOGIES** – Cllr Malcolm Allsop, Cllr Peter Mantle.
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 **24<sup>th</sup> May 2022**. Signed by the Chair.
4. **PUBLIC FORUM** – no members of the public were present.
5. **MATTERS ARISING FOR INFORMATION ONLY:**
  - a. Proposal to cancel the Cemetery element of the street cleaning contract - £40 bi monthly. Agreed it would be a false economy and that the cleaning should stay in place. Cllr Mantle may wish to take the proposal as a full agenda item to Full Council.
  - b. Caen Meadow Committee – issue raised if the non-Councillor members of the Committee need WPC email addresses under GDPR. Potential cost implication.  
Clerk to investigate. **ACTION CLERK**
6. **BANK RECONCILIATION**
  - a. As at the 21<sup>st</sup> July 2022 to noted bank balances of:

i.	Barclays Community Account	£8,794.14
ii.	Lloyds Treasurers Account	£30,000.00
	<b>Total in bank</b>	<b>£38,870.90</b>
  - b. Agreed and signed the bank reconciliation and statements.
7. **END OF YEAR & AUDIT**
  - a. 21/22 audit – no response to submission from the auditors to date.
  - b. 21/22 VAT return – final claim is £5,531.

## 8. BUDGET

- a. Reviewed first quarter figures and budget figures to the end of the financial year:
  - i. Income - marginal increases in VAT and delegated grass cutting from Norfolk County Council. Wherry Gardens s106 agreement still not completed so agreed to re cash flow the start date from the 1<sup>st</sup> September to 1<sup>st</sup> January 2023. Overall, income on track.
  - ii. Running the Council - Street, recreational and historic & burial spaces all on track. Some money uncommitted to allow for prospective tree surgery costs over the winter months. Wherry Gardens revenue costs to be re cash flowed as per the point above. Administration costs are high due to a new monitor and printer for the Clerk and an increase in mobile phone charges. To monitor these carefully for the rest of the year. Employment is predicted to be slightly over budget due to underestimating pension and HMRC element. Overall, on "Running the Council":  
Budget 22/23: £56,809  
Actual spend to date: £16,476  
Committed: £52,399
  - iii. Projects – Cemetery extension & improvements – land registration has now completed, so the project is closed. Wherry gardens adoption (legal costs) – budget reduced to £500 as Hopkins Homes will cover the legal costs as per the terms of the s106. Wherry Gardens adoption (supplementary sum – project work) – rolled over to next financial year as per item above. Playground improvements – finished and project closed. Caen Meadow, 20 is plenty and village tree planting – no spend so far. Platinum Jubilee – all costs now paid and project was £900 under budget.  
Budget 22/23: £30,287  
Actual spend to date: £25,662  
Committed: £26,162
  - iv. These changes mean that the projection for the end of year has improved from the May meeting (£5K overspent) to £500 underspent. Overall, the budget is on track. Clerk to publish summary on website. **ACTION CLERK**
- b. Clerk presented spreadsheet for potential new projects for the 2023-24 budget. These are proposed in addition to existing projects at Wherry Gardens, Caen Meadow and signage at the Agnes Gardner King playground.
  - i. Tree works from latest tree report – quotes total £6,795. Clerk has applied for a Norfolk Community Foundation "Greening fund" of £5K to cover the bulk of the work. Noted that the in 3 years' time will need a full tree report including new map surveys of the area. Clerk to add to future budget.
  - ii. Specimen trees for tree planting on south end of Norwich Road and Preston Close. Discussed costs of specimen trees and associated costs such as fencing, stakes, labour. Agreed to plan for three additional trees on the Norwich Road and six on Preston Close. Will need to check utilities with NCC Highways first to check project is possible. **ACTION CLERK**
  - iii. Footpath 2 (Park Road to The Avenue) – TROD from point path becomes muddy in the winter (near Keys Hill Wood) and then all of the field section. NCC surveyors costing is £33K. Could apply for 50% from the NCC Parish Partnership scheme. Discussed if there is really a need for the whole section to be upgraded. It does form part of the vision of a Wroxham Green Loop but with the exception of the muddy section at the west end it is accessible.
  - iv. Additional memorial cherry trees for the Cemetery extension. Plan for six specimen trees at £900.
  - v. Replace all existing timber litter and dog bin posts with plastic. Twenty-five bins in total, some of which are owned and maintained by BDC but they hold the Parish Council responsible for posts. Not all of them are on posts and a full survey would have to be undertaken to check numbers required. Very broad brush budget figure of £625. Clerk would like to do this project to save time and money when individual bins fall over.

- vi. Landscaping for war memorial – estimated at £4,700 to replace the crazy paving & gravel, remove the old cherry and replace shrubs. The memorial is a Grade II listed monument. Cllr Ireland reported that she has researched what permission would be required for works and this would be for work to the plinth and the main monolith. Risk that the existing hard landscaping goes under the plinth.
- vii. Village gardener. Revenue cost. Clerk estimated a contractor at six hours a month, 12 months a year at £1,800.
- viii. Caen Meadow bench replacements. Agreed that now the Caen Meadow Committee is up and running the Committee needs to decide whether to use project funds to replace the benches.
- ix. Regular advertising in The New Bridge for the Cemetery. Revenue cost. £70 for eleven months of the year for a half page advert. Agreed it would be preferable to start this in this financial year.
- x. Operation London Bridge costs – needs to happen in current financial year.

In total these projects add up to a capital outlay of £50K and revenue for £2.5K. Agreed that the TROD to footpath 2 and the landscaping at the war memorial couldn't be justified at the moment. Agreed signage at the AGK playground was sufficient and would be removed. Caen Meadow has a £3.5K budget allocated and the new committee will decide how to spend that. Final proposal equals £10K capital and £2.5K revenue. Agreed that more time needs to be spent looking for grants and that this should be a regular agenda item for the Finance committee.

- c. Budget for 2025-26 including discussing current inflation rates. Agreed inflation rate should be increased from 6% to 9%. Clerk to rework all the budget figures as discussed and to present to next Full Council before publication. **ACTION CLERK**

#### 9. ACTION PLAN UPDATE

- a. Wherry Gardens s106 – noted the lack of progress with the handover and agreed to alter cashflow of the s106 money to reflect the delays as per item 8.a.i.
- b. Platinum Jubilee – as per item 8.a.iii.
- c. Caen Meadow management plan – to discuss and document financial procedures and budget for the Caen Meadow Committee. Agreed that the £3.5K project money to remain and then that the revenue budget that covers Recreational Spaces will have £500 split off for Caen Meadow. Grass cutting separate. Clerk to rework budget accordingly. **ACTION CLERK**
- d. Agnes Gardner King playground – budget for the opening ceremony. Agreed budget of £20. Agreed a hot drink and a biscuit would be sufficient. Cllr Ireland to ask Wroxham FC to borrow gazebo. **ACTION CLLR IRELAND**
- e. 20 is plenty campaign – agreed to remove this project as it couldn't currently be justified covering only one section of the village.

- 10. **INVESTMENTS – Cllr Fiske** reviewing possible investment opportunities. To report at next Committee meeting.

#### 11. POLICIES

- a. Financial risk assessment – updated. **CLERK TO PUBLISH**
- b. Internal controls review – updated. **CLERK TO PUBLISH**

#### 12. STREET SPACES:

- a. Bins at Caen Meadow – finally being emptied three times a week, including a much-needed Monday morning collection.

#### 13. RECREATIONAL SPACES:

- a. Only financial implication from the latest ROSPA report on the Agnes Gardner King playground is the tree works to cherries over slide, which have been ordered.

14. **INSURANCE** – noted renewal figure that was within budget and quote has been accepted, as per agreement at last Finance Committee.

15. **ITEMS FOR NEXT AGENDA – 27<sup>th</sup> September 2022 at 10.00am** – agreed to review the Wroxham Neighbourhood Plan and new bulb plating in the grass verges.

The meeting closed at 11.49 am.

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Clare Male, Clerk & Responsible Financial Officer  
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Signed.....

Dated.....