



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

**Held on Tuesday 18<sup>th</sup> July 2023, 10.00am, The Hub**

**In attendance:**

**Parish Councillors:** Cllr Linda Aspland (non-Committee member), Cllr Sylvia Holyoake, Cllr Ian Joynson (Chair), Cllr Paul Martin.

**Public:** None

**Clerk:** Clare Male

1. **APOLOGIES** – accepted from 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 **23<sup>rd</sup> May 2023**. Signed by the Chair.
4. **PUBLIC FORUM** – not applicable.
5. **MATTERS ARISING FOR INFORMATION**
  - a. Barclays are closing the Hoveton branch on the 1<sup>st</sup> December. Noted that the nearest cash machine will then be in Coltishall. Cash is available in Roys and from the Post Office. Council felt that a complaint to Barclays was unlikely to change the situation.
  - b. Salhouse Road bus shelter adoption. Norfolk County Council Highways completed the s38 transfer for the Wherry Gardens road network on the 16<sup>th</sup> July and transferred the bus shelters to the Parish Council. The shelters are very overgrown and the Clerk has asked a contractor to clear the area before adding them to the street cleaning schedule.
  - c. Notification from npower of a 48% increase in energy prices for footway lighting. Monthly bill averages £35 and is an unmetered supply. Clerk has been in contact with the Norfolk Energy Partnership to see about alternative supply. Clerk to study breakdown of bills and look at rates elsewhere.  
**ACTION CLERK**
6. **POLICIES** – reviewed the Grants & Donations policy. Agreed to increase the annual donations to village groups from £500 to £1000. Considered a grant for The Wroxham Hub Warm space as per last year. Agreed to give £250 in lieu of a Christmas tree. Reviewed the Terms of Reference of the Finance Committee and agreed to renew as is.  
**ACTION CLERK**
7. **BANK RECONCILIATION**
  - a. As at the 18th July 2023 noted bank balances of:

i. Barclays Community Account	£60,488.29
ii. CCLA Public Sector Deposit Fund	£85,161.19
Total in bank	£145,649.48
Wherry Gardens 10-year maintenance fund	£89,269
<b>Working balance</b>	<b>£56,380.48</b>
  - b. Agreed and signed the bank reconciliation and statements.

8. **BANKING & INVESTMENTS** – noted the closure of the Lloyds Treasurers account which paid zero interest. Application to transfer the current account from Barclays account to Unity bank has been submitted. Awaiting transfer. Reviewed cashflow figures and noted that by September balances in the Barclays/unity and CCLA will be over the £85K FSCS compensation limit. Clerk to investigate another savings account that pays a good rate of interest. **ACTION CLERK**

9. **BUDGET 2023 – 24**

- a. Reviewed the current forecast. Current surplus of £5,926. Only area for concern is the administration category which has had a lot of spend due to IT requirements associated with new Councillors. Agreed to transfer an additional £1000 to the administration budget from the surplus. Confirmed that there is no interest in going ahead with a Christmas tree (see item 6).
- b. Reviewed the 3-year projection and noted the deficit in year 3. This is based on a fixed precept with an inflation forecast of 8%. The precept has been fixed for the last two years. Discussed increasing the precept by 5% in 24-25 financial year, which equates to an overall increase of £2694 or £3.36 per band D household. Decisions on precept must be taken at Full Council and the final decision on the 24/25 precept will need to be made by November.

**ACTION FOR FULL COUNCIL**

- c. Replacement of the older SAM2 traffic device. Reviewed the conditions of the Norfolk County Council Parish Partnership grant scheme which offers 50% match funding for SAM2's. Highways have said that they would support an application in principle. Agreed that the SAM2 was an important road safety tool and contributed to reducing speeds in the village. Data is passed to the police, published on the Council's website, and is used to support NCC consultations on roads. The older SAM2 is identified as high risk on the Council's risk register as it has to be charged up weekly and involves a Councillor climbing a ladder next to the main road. A new device requires charging monthly and data can be downloaded by Bluetooth. Agreed to go ahead with the purchase and the Parish partnership application.

**ACTION CLERK**

- d. Wherry Gardens playground safety matting. Issue identified in the ROSPA report. Agreed that new matting is not required and that any works to remove excess topsoil can be covered in existing maintenance budgets. Cllr Joynson to speak with Eibe who make the equipment.

**ACTION CLLR JOYNSON**

- e. Funding maintenance at Wherry Gardens after 10 years. Agreed to review the cashflow of the ten-year maintenance fund after one year when there is a true understanding of the costs involved. Agreed that expenses for the Wherry Garden playground will be accounted for in "Recreational areas" heading and the "Wherry Gardens" heading will be used to record grounds maintenance.

10. **ACTION PLANNING** – reviewed the draft 23/24 document.

- 11. **Wherry Gardens adoption** – agreed to the prices for a double noticeboard and a black grit bin. Discussed the state of the hedges. The landscape contractor has advised that many of them are too overgrown for standard hedge cutting as per the contract. Agreed to get quotes from tree surgeons for the 23/24 winter season.

**ACTION CLERK**

- 12. **Tree management across the village** – last formal tree reports were in 2018. Agreed to get quotes for a complete survey, including up to date tomographs, of all Parish Council maintained areas. Discussed removing the cherry in the war memorial which is past its best and no longer has full leaf. It has a memorial plaque. Agreed Clerk to check plaque and if possible, liaise with the donors. Also agreed to have the overhanging cherry cut back to the boundary.

**ACTION CLERK**

13. **ITEMS FOR NEXT AGENDA – 21st November 2023 at 10.00am**

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Signed.....Dated.....