



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

**held in the Hub on Thursday 22<sup>nd</sup> June 2017**

**6.30pm**

### **Parish Councillors Present:**

Cllr. Mr Malcolm Allsop

Cllr. Mr Ian Joynson (Chair)      Cllr Peter Mantle

**Clerk:** Mrs Clare Male

**No members of the public were present for the meeting.**

#### **1) ATTENDANCE**

Noted those present and accepted apologies for absence from Cllr Mr Barry Fiske. Chair to contact Cllr. Kim Claxton and see if she wishes to remain on the committee whilst she has work commitments. If so ask Cllr Everett if he would join the committee. **ACTION CLLR JOYNSON**

#### **2) DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS - None.**

#### **3) MINUTES OF PREVIOUS MEETING**

Minutes of the 25th May 2017 were agreed as a true and accurate record. .

#### **4) PUBLIC FORUM**

No members of the public were present.

#### **5) MATTERS ARISING FOR INFORMATION ONLY**

Noted previous Clerk's BT landline - direct debits no longer being claimed. Matter closed.

#### **6) TERMS OF REFERENCE**

Noted a revision to the Terms of Reference for the Finance Committee was proposed at Full Council and was approved. Receive and agreed the detail of the changes to the Terms of Reference. Included decision making authority and CiL money monitoring, removed donations and grants.

#### **7) BANKING ARRANGEMENTS**

- a) Cllr Joynson updated on the opening of an additional bank account. Santander difficult to open a new account. Now investigating the process for HSBC & Co-op. **ACTION CLLR JOYNSON**
- b) Electronic payments - the Clerk needs to be a signatory on the account. Received the mandate form from Barclays and agreed to make the Clerk a signatory. Each electronic payment still needs to be authorised twice. Agreed Cllr Joynson to be second authoriser. Will need access to online banking. **ACTION CLERK**

#### **8) BANK RECONCILIATION**

- a) Noted Barclays bank balances of £29,083.88 (Community Account) and £117,358.35 (Business Premium) as at 15th June 2017. Bank accounts are reconciled.
- b) Agreed and signed the bank reconciliation and statements.

#### **9) AUDIT 2016-2017**

- a) Review the internal audit report and considered actions
  - i) Cash Book should be electronic - DONE.
  - ii) Cash book should report receipts and payments in date order - DONE.

- iii) Cash book should be reconciled to the bank statements. Reconciled before each Finance meeting for the bank rec - DONE.
  - iv) Receipts need to be recorded clearly, with a reference number, especially the Cemetery. Need to review the process for invoicing and receiving burial payments. **ACTION CLERK & CLLR MANTLE**
  - v) Payment vouchers - agreed with internal auditor to write the cheque no on the op of each invoice - DONE.
  - vi) Cheques must be banked promptly - DONE.
  - vii) Mileage claimed must be documented - DONE.
  - viii) Year end accounts should be compared to previous financial years - DONE.
  - ix) Standing Orders - with Cllr Everett under Governance & Administration.
  - x) Financial Regulations - on the agenda for review.
  - xi) Bank rec - details of receipts and payments recorded in the minutes. Variances against the budget reported quarterly. - DONE.
  - xii) Risk Management policy - needs to be reviewed and implemented. On the agenda for review.
  - xiii) Internal controls - agreed this should be referred to Cllr Everett as part of the core documents and policies review. **ACTION CLLR EVERETT**
  - xiv) VAT - all VAT up to date excluding previous Clerk's expenses. Agreed not to spend the time doing this. Current Clerk records VAT monthly.
  - xv) VAT - claim VAT more frequently. Agreed annually.
  - xvi) Budget - currently able to report percentage spend against budget. Should include reserves, income and a 3 year forecast - work in progress.
  - xvii) Action plan - need an action plan which takes the Council forward to the time the Neighbourhood Plan is complete. **ACTION COUNCIL**
  - xviii) Payroll issues - DONE.
  - xix) Asset register required - with Neighbourhood Plan group.
  - xx) Documents and policies - full review required- see xiii.
  - xxi) Minutes - need to record decisions more clearly.
- Agreed there is a need for financial and cemetery software. Clerk to begin investigating packages and costs. **ACTION CLERK**
- b) Agreed the need for an interim internal audit and accepted the quote from Di Dann. **ACTION CLERK**

#### 10) BUDGET 2017/18

Reviewed the updates to the budget for the first quarter. Underspent in all areas so far, except administration and this is because of the handover period between the two Clerks and the new Clerks pension. 10% underspent overall and income is 55% received which is on schedule. Forecast for the year is to have £38K unspent.

#### 11) CIL MONEY

Project plan and programme of expenditure needs to be in place by the end of the financial year. Agreed to take 3 proposals to Full Council for further feasibility:

- a) Funding the Neighbourhood Plan including administrative support.
- b) Extending the cemetery.
- c) Developing the field to the south of St Mary's church into a public recreation space.

**ACTION CLERK**

#### 12) ASSET REGISTER

- a) Update on progress by the Neighbourhood Plan steering group. Volunteers have been allocated areas of the village to survey and report back. Clerk to contact Susan Everett and talk about what is information required and how it will be reported. **ACTION CLERK**
- b) Review advice on asset registers - outstanding.

#### 13) HMRC

Noted that the Clerk has not been able to access the previous Clerks RTI system and P60's for 2016-2017 will have to be issued manually. **ACTION CLERK**

#### 14) PROCUREMENT PROCEDURE AND CONTRACTS REGISTER

To review the current procedure process and the central contracts - for next meeting.

**15) POLICIES**

- a) Financial risk assessment - urgent review recommended. Current version criticised by internal auditor for actions not being carried out and followed through. Cllr Joynson agreed to review the document in more detail. **ACTION CLLR JOYNSON**
- b) Pension policy - to note a policy is required. Clerk investigated and needs advice from Norfolk Pension Fund. Ongoing,
- c) Financial regulations - update to include electronic payments - for next meeting.

**16) ITEMS FOR NEXT AGENDA. 20 July 2017 at 6.30pm - Clerk sent apologies. Agreed that the next meeting should be 24th August.**

**The meeting closed at 8.16pm.**

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