



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

**held in the Hub on Thursday 25<sup>th</sup> May 2017, at  
6.30pm.**

### **Parish Councillors Present:**

Cllr. Mr Malcolm Allsop                      Cllr Mr Barry Fiske  
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. Kim Claxton.

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

#### **3. MINUTES OF PREVIOUS MEETING**

First formal finance committee meeting, therefore no current minutes.

#### **4. PUBLIC FORUM**

No members of the public were present..

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

Direct debits still being taken for the previous Clerks BT landline that was for exclusive work use. Clerk has cancelled the line with BT but previous Clerk has reinstated it without permission. Agreed to cancel direct debit. **ACTION**

#### **6. TERMS OF REFERENCE**

Reviewed the draft terms of reference for the Finance Committee and noted these are now available on the website. Agreed that the committee needed to be a decision making body, with delegated powers to commit funds, rather than just an advisory body. To propose to next full council. **ACTION**

#### **7. BANKING ARRANGEMENTS**

- 7.1. Reviewed the two current bank accounts, both with Barclays based in Wroxham. One is a Community account and the balance is £32,098.02 and the other is a Business Premium ME account and the balance is £117,358.35. Neither accrue interest, but have no charges for cheques etc. Both have internet access. Signatories are Cllr Claxton, Cllr Joynson and Cllr Mantle.
- 7.2. Discussed the need for an additional account to move monies over £85K that are with one institution. Clerk's investigated NS & I accounts, but these are no longer open to groups, only for individuals or trusts. Agreed Cllr Joynson to open an account with Santander. Must be no charges or fees, two signatories and an administrator. **ACTION**
- 7.3. Discussed need for electronic payments, especially Clerk's salary and HMRC payments. Discussed governance issues. Agreed that these will be set up as bulk payments with Barclays and detailed on the payments schedule presented to full council. This will then be signed by the signatories and then the Clerk will make the payments online. Will begin with Clerk's salary,

HMRC and Pension payments. Will add other payments with time, e.g Anglian Water fees for the Cemetery. Will need to update the Financial Regulations accordingly. **ACTION**

**8. BANK RECONCILIATION.**

Signed the bank reconciliation and statements for the 1 April 2017 to 22 May 2017. Opening balance of £15,489.73 agreed in the Community Account with £117,358.35 in the Business Account for the financial year 2016-17. Still needs to include the Business account. Reconciles against the cash book and the bank statements. Will also be recording s137 and CIL money on the bank reconciliation.

**9. AUDIT ARRANGEMENTS 2016-2017**

- 9.1. Confirmed the arrangements made with the internal auditor. Clerk to submit the accounts to the internal auditor (Di Dann) by the 2nd June 2017. Di Dann will audit the accounts and write a report in preparation for the Full Council meeting on the 8th June. The accounts for 16-17 are handwritten paper ledger.
- 9.2. Cllr Joynson has reviewed Section 1 (Annual Governance Statement) of the Annual Return using "Governance and Accountability for Smaller Authorities in England". This has been documented and will be submitted with the audit. Agreed 5 responses will show compliance, 3 non-compliance and one not applicable. Clerk passed on her thanks to Cllr Joynson for the work he has out into this.

**10. INSURANCE RENEWAL**

Due 1st June 2017. Currently a "Maven" policy with Aon offering high levels of cover due to unspecified assets. Renewal cost with Aon for 2017-2018 is £1109.13. Clerk briefed on discussions with other companies about problems with quoting on a policy of this type. Agreed the strategy going forward is to renew with Aon and create an asset register over the next year. **ACTION**

**11. BUDGET 2017/18**

Reviewed the budget for the current financial year. One issue is that projected expenditure is £8,627 greater than projected income. This may be because a number of items are contingency items e.g £3000 for elections. Unallocated reserves stand at £32,923 (excluding CIL monies) so this shortfall can be met if required. Budget should be projected for three years. Clerk to rework the budget to include current understanding of income and expenditure, projects that have been committed to for this financial year and a three year forecast. **ACTION**

**12. CIL MONEY**

- 12.1. Reviewed the reporting and spending timetable. Total CIL funding is £84,297 which has to be spent within 5 years after the date paid by BDC. The first deadline is April 2020 for £32,445. Agreed to allocate all future Neighbourhood Plan costs to the CIL budget. Agreed to have a project plan and programme of expenditure in place by the end of this financial year. **ACTION**
- 12.2. Annual return from BDC to be completed. Agreed a nil return for 2016-17. **ACTION**

**13. ASSET REGISTER**

Discussed the lack of asset register, the current asset information available and the asset figure that has been historically submitted on the Annual Return. An asset register will be required for the Neighbourhood Plan and this will be the driver for its creation. Agreed that the Neighbourhood Plan steering group will do a survey of the village and create a list of possible assets. These can then be cross checked against the existing documentation. Discussed how land and other assets will be valued and how we will establish ownership. Once a basic list is established professional advice will need to be sought. Discussed that limited additional assets were purchased in 16-17. Cllr Joynson to check additional asset figure for Annual Return. **ACTION**

**14. HMRC**

2017-18 - amount owing being calculated by the payroll company and payments being made. HMRC have written to say they want the Council to pay electronically (see item 7.3).  
2016-17 - previous Clerk did not close the financial year and issue P60's within HMRC RTI. Present clerk has a new code but needs a new password to get into the system. **ACTION**

**15. VAT**

- 15.1. Noted refund of £2,494.44 received for 2016-17.
- 15.2. Noted all previous valid outstanding claims have now been made.

**16. PROCUREMENT PROCEDURE AND CONTRACTS REGISTER**

16.1. To review the current procedure process and the central contracts - to be rolled over to the next agenda. **ACTION**

**17. QUOTES - to review and agree:**

17.1. Cemetery spoil - see Cllr Mantle's report. Agreed to accept either Deeba or Hearn quote once the final details have been ascertained. **ACTION**

17.2. Dog bin post - Cllr Joynson to repair. **ACTION**

17.3. Bench in playground - agreed to accept quote of £120 from Rodney Mitchell. **ACTION**

17.4. Cemetery memorials - see Cllr Mantle's report. Agreed to increase the existing specification to make the area more secure and presentable in the long term. **ACTION**

17.5. Churchyard wall - see Cllr Mantle's report. Previous councillors to be consulted. **ACTION**

17.6. Spelman memorial bench - quote received for £861 for an plus £150 for fixing to existing plinth. Already 3 benches in this area and not allocated in current budget, agreed to consider a memorial tree. To consider a memorial policy which is a sustainable policy to plant more trees. **ACTION**

**18. SECTION 137 ALLOWANCE 2017-2018**

18.1. Noted the Section 137 allowance 2017 - 2018 is £7.57 \* 1318 electorate = £9,977.26

**19. POLICIES**

19.1. Financial risk assessment - urgent review recommended to be rolled over to the next agenda. **ACTION**

19.2. Pension policy - to note a policy is required. **ACTION**

**20. ITEMS FOR NEXT AGENDA. 22 June 2017 at 6.30pm**

**The meeting closed at 8.08pm.**

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Agreed as a true and accurate record of the meeting:

Signed: .....

Chair, Finance Committee, Wroxham Parish

Council

Date.....