



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

**held in the Hub on Thursday 24<sup>th</sup>  
August 2017 6.30pm**

### **Parish Councillors Present:**

Cllr. Mr Malcolm Allsop                      Cllr. Kim Claxton  
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.
- 2) **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS** - None.
- 3) **MINUTES OF PREVIOUS MEETING** - Minutes of the **22nd June 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**
  - a) Cemetery fees review - Review fees to reflect costs of running the cemetery. Need to clarify rules on fees for resident/non-resident. Clerk to review other Council's pricing structures before October Full Council meeting. Noted that recent review of deeds show that Parish Council is also responsible for the maintenance roadway outside the cemetery which is an additional expense. Wording of cemetery regulations requires review. Noted there is no directional signage to the site. **ACTION CLERK & CLLR MANTLE**
  - b) Broken rocking horse footplate in Agnes Gardner playground - agreed this needs replacing as soon as possible and that Cllr Joynson can fit the piece. Cllr Joynson to order asap. **ACTION CLLR JOYNSON**
- 6) **BANKING ARRANGEMENTS**
  - a) Additional bank account - noted that this is in the process of with Lloyds and agreed £50,000 will be transferred over. Cllr Joynson to complete. To carry on looking at additional bank accounts that don't encounter fees over £50,000. **ACTION CLLR JOYNSON**
  - b) Electronic payments - noted the mandate change is completed and Cllr Joynson now has access to internet banking. This means the next set of payments should be able to be completed electronically, but cheques will be written as a back up.
- 7) **BANK RECONCILIATION**
  - a) Noted Barclays bank balances of £27,364.50 (Community Account) and £117,358.35 (Business Premium) as at 16th August 2017. Total in bank £144,722.85
  - b) Agreed and signed the bank reconciliation and statements.
- 8) **AUDIT 2016-2017**
  - a) Advised that the audit has been returned again and that further changes are required to the un-presented cheques in the 16/17 financial year. Audit documentation now returned and the

cashbook updated accordingly. The balance of account at the beginning of 17/18 has been changed to reflect this change.

- b) Update on audit actions from last meeting:
  - i) Receipts need to be recorded clearly, with a reference number, especially the Cemetery. Need to review the process for invoicing and receiving burial payments - ongoing  
**ACTION CLERK & CLLR MANTLE**
  - ii) Internal controls - agreed this should be referred to Cllr Everett as part of the core documents and policies review. Now being dealt with Di Dann as part of the policies review.
  - iii) Action plan - need an action plan which takes the Council forward to the time the Neighbourhood Plan is complete - ongoing  
**ACTION COUNCIL**
- c) Noted that a date has been set for an interim internal audit Di Dann on the 13th October 2017.

#### 9) INSURANCE

Current insurer have advised that they are withdrawing from the local council market. Discussed the implications and noted it has been included on the the financial risk register as a high risk. Current policy expires in May 2018. Agreed asset register needs to be done this financial year and then go out to tender for a new policy.

#### 10) CIL MONEY

- a) Clerk and Chair met with Broadland District Council re: CIL monies. Agreed the 3 proposed CIL projects and that a finite amount of funding can be used to provide admin support for the Neighbourhood Plan. Need to go back to BDC with a figure.  
**ACTION CLERK**
- b) Neighbourhood Plan budget - meeting being set up with NP Chair and Clerk to discuss budget.
- c) Discussed progress on the feasibility studies for the extension to the Cemetery and the adoption of Church Meadow as a recreation area. Noted that the Church Meadow project is being withdrawn following a meeting with Trafford Estates and possibly replaced with the remedial works required to Keys Hill wood. Clerk to seek approval from BDC for the changes.  
**ACTION CLERK**

#### 11) ASSET REGISTER

- a) Update on progress by the Neighbourhood Plan steering group. Agreed needs to be undertaken by Clerk due to urgency around Insurance requirements.  
**ACTION CLERK**
- b) Need advice on the valuation of land.  
**ACTION CLERK**

12) HMRC - To confirm that P60's have been issued for 2016-2017 - not yet completed.

#### 13) SOFTWARE PACKAGES FOR ACCOUNTS AND CEMETERY

To discuss advice from NPTS - to be carried over to the next meeting.

#### 14) BUDGET 2017/18

To review the updates to the budget for the current financial year - to be carried over to the next meeting.

#### 15) PROCUREMENT PROCEDURE AND CONTRACTS REGISTER

Discussed the current procedure process. Agreed the clerk will produce a draft policy that includes a recommendation for low level expenditure.  
**ACTION CLERK**

#### 16) POLICIES

- a) Financial risk assessment - reviewed the draft. Discussed the high risk areas and associated actions. To be circulated for further review. General risk register has also been created for the policy review. Thanks were passed to Cllr Joynson for putting time into this document.  
**ACTION CLLR JOYNSON**
- b) Financial regulations - update to include electronic payments - now being dealt with Di Dann as part of the policies review.

#### 17) ITEMS FOR NEXT AGENDA - 21 September 2017 at 6.30pm

**The meeting closed at 8.01pm.**

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