



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

**held in the Hub on Thursday 21<sup>st</sup> September 2017 6.30pm**

1. **ATTENDANCE** - all present.
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 **24th August 2017**.
4. **PUBLIC FORUM** - No members of the public present.
5. **MATTERS ARISING FOR INFORMATION ONLY** - None.
6. **FREQUENCY OF MEETINGS** - Agreed bimonthly meetings in 2018. Clerk to send out dates.  
**ACTION CLERK**
7. **BANKING ARRANGEMENTS**
  - a. Additional bank account - update on the opening of the Lloyds account - Cllr Joynson. Been posted.
  - b. Electronic payments - noted that the trial payments from September's schedule was a success and agreed that all possible payments will be made electronically from now on. Clerk to text Cllr Joynson when transfers are completed and approval is required.
8. **BANK RECONCILIATION**
  - a. Noted Barclays bank balances of £19,859.93 (Community Account) and £117,358.35 (Business Premium) as at 21st September 2017. Total in bank £137,218.28
  - b. Agreed and signed the bank reconciliation and statements. RNLI donation cheque still not cashed. Cllr Fiske to chase.  
**ACTION CLLR FISKE**
9. **AUDIT 2016-2017**
  - a. Advised that the audit has now been accepted by the external auditor, Mazars. Invoice for additional work outstanding. Still to be loaded onto the website. **ACTION CLERK**
  - b. Update on audit actions from last meeting:

- i. Receipts need to be recorded clearly, with a reference number, especially the Cemetery. Added to the payments schedule - completed.

#### **10. INSURANCE**

Current insurer have advised that they are withdrawing from the local council market. Noted that BHIB brokers have contacted the Council and advised that they will be taking over Aon's business. Agreed the Clerk will go out for quotes from BHIB, Zurich and Came & Company in March/April 2018. Noted asset register must be completed by then.

#### **11. CIL MONEY**

- a. Clerk has contacted BDC regarding update on CIL spending. Have requested inclusion of Clerk's salary on administration of Neighbourhood Plan and to replace the Church Meadow project with the Keys Hill wood project. Awaiting response. Discussed advice from BDC on Recreational Provision and if this can be applied in Wroxham. To follow up. **ACTION CLERK**
- b. Neighbourhood Plan budget - first draft been issued. Meeting to agree detail 25th September with Cllr Mantle, Clerk and Rachel Leggett.
- c. Discussed progress on the feasibility studies for the extension to the Cemetery. BDC have advised that change of use would be required and Environment Agency approval would be required. Clerk seeking further advice and quote from Cemetery Development Services. To follow up. **ACTION CLERK**

#### **12. ASSET REGISTER**

- a. Discussed ongoing progress, including character assessments provided by the Neighbourhood Plan steering group. To be typed up. Reviewed Record Management policy from Di Dann. Query retention of information and not clear if electronic records are sufficient. Paper records need to be reviewed. **ACTION CLERK**
- b. Reviewed advice on the valuation of land. Clerk advised that the insurance company do not need the value of the land as it is only covered for Public Liability. Either the purchase price or, if unknown, list as a "Community asset" of £1. Agreed.

#### **13. HMRC**

P60's for 2016-2017 - still outstanding. Cllr Mantle to advise the Clerk.

**ACTION CLLR MANTLE/CLERK**

#### **14. SOFTWARE PACKAGES FOR ACCOUNTS AND CEMETERY**

Agreed this will be put onto the action plan for 2018-2019.

#### **15. BUDGET 2017/18**

Reviewed the updates to the budget for the current financial year. Noted that the payments that have been carried over from 2016-17 have not been included. Grass cutting invoices still to be included. Budget to be forecast forward. Clerk to update.

**ACTION CLERK**

#### **16. PROCUREMENT PROCEDURE**

Reviewed the draft proposal. Agreed the bands (where there is budget is in place):

1. Up to £300 - Clerk orders independently
2. £300 to £1000 - approval from convening group
3. £1000 to £5000 - 3 written quotes - accept those back
4. £5000 to £10,000 - 3 written quotes - must have 3 quotes back

Agreed that the Clerk needs a debit card to order low value goods and services.

**ACTION CLERK**

#### **17. CONTRACTS REGISTER**

- a. Reviewed the draft register.
- b. Agreed to write a specification for Norse grass cutting for 2018-2019. In order to ensure that we can secure capacity with a good contractor for 2018-2019 tender documents must go out before the end of the calendar year. Agreed to renew Shaun Hearn contract for 2018-2019 to

cover Cemetery, Churchyard, Playground and war memorial whilst rest of areas are rectified.

Clerk to put note on FB.

**ACTION CLERK**

- c. AEB Heartsafe is an ongoing contract - details registered with previous Clerk. Cllr Joynson to contact.

**ACTION JOYNSON**

- d. Agreed Clerk to write a spec for litter picking and cleaning street furniture. To check up on employment situation.

**ACTION CLERK**

#### **18. FINANCIAL RISK ASSESSMENT**

To sign off the risk assessment - Cllr Joynson to circulate.

**ACTION JOYNSON**

#### **19. ITEMS FOR NEXT AGENDA. 12 October 2017 at 6.30pm.**

**The meeting closed at 7.55pm.**

Published 4th October 2017

Clare Male

Clerk & RFO to the Parish Council

07803 705434

[wroxhamparishcouncil@gmail.com](mailto:wroxhamparishcouncil@gmail.com)