



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

**held in the Hub on Thursday 19<sup>th</sup> October 2017 6.30pm**

**Parish Councillors Present:**

Cllr Mr Barry Fiske      Cllr. Mr Ian Joynson (Chair)      Cllr. Mr Peter Mantle

**Clerk:** Mrs Clare Male

1. **APOLOGIES** - apologies from Cllrs Claxton and Cllr Allsopp. Cllr Mantle gave his apologies that he would have to leave mid way through the meeting. The Clerk advised that at this point the meeting would not be quorum and the meeting would be closed in line with Standing Orders.
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 **29th September 2017**.
4. **PUBLIC FORUM** - No members of the public present.
5. **MATTERS ARISING FOR INFORMATION ONLY**
  - a. Meeting dates for first half of 2018 agreed and publicised.
  - b. RNLI donation cheque now cashed.
  - c. Audit documents now on the website.
6. **BANKING ARRANGEMENTS**
  - a. Additional bank account - update on the opening of the Lloyds account from Cllr Joynson. Lloyds card readers and authorisation cards seem to have gone astray. Cllr Joynson to chase. Once the account is set up then the correspondence addresses for Cllr Joynson & Mantle needs to be changed from the Clerk's address. **ACTION CLLR JOYNSON**
  - b. Electronic payments - noted that all October payments were successfully made by BACS.

- c. Debit card for Clerk (Barclays) - noted that the spend limit for the card cannot be specified and is £750. Agreed to proceed, with the Clerk to only spend up to £300 as per the Procurement regulations.

**ACTION CLERK**

## **7. BANK RECONCILIATION**

- a. Noted Barclays bank balances of £26,816.28 (Community Account) and £117,3580.35 (Business Premium) as at 12th October 2017. Total in bank £144,174.63
- b. Agreed and signed the bank reconciliation and statements.

## **8. BUDGET**

- a. Reviewed the forecast for the second half of 2017/2018. Forecast has been updated and projection is to have paid out £6,627 more than income received by the end of the financial year. This will be taken out of the reserve fund, reducing it to £47K at the beginning of the financial year. The reserve figure remains too high and needs to be reduced. Payments for 17/18 are forecast to be 99.4% to budget, but the budget was always greater than the income forecast. Agreed that payments cannot be reduced as maintenance regime needs to be expanded not cut back. Agreed that the precept is not representative of current costs of running the Council. Discussed accounting for the Neighbourhood Plan and CIL. Agreed to transfer CIL money between accounts as it is billed.
- b. Agreed the budget for 18/19 needs to include the backlog of maintenance and the Council needs to have more comprehensive maintenance contracts in place. Therefore the budget for next year will need to be greater than currently. Agreed to finance the overspend by reducing the reserve figure to £30K with time. Discussed how to balance increasing the precept to reflect the cost of running the Council whilst reducing the reserves. Agreed to finalise the 18/19 forecast for the next meeting and then forecast forward for the next 5 years.

**ACTION CLERK**

## **9. CIL FUNDING**

- a. Update on correspondence with BDC regarding CIL funding - meeting with Phil Courtier from Broadland District Council has been arranged for the 8th November.
- b. Project updates:
  - i. Neighbourhood Plan budget - Locality Grant has been awarded and we are awaiting a decision on the BDC grant.
  - ii. Cemetery extension - 60% of the extension to the cemetery falls within the Broads Authority and therefore the Broads Authority is the relevant planning authority. They will undertake a consultation with the Environment Agency. Clerk to put together a preliminary application for the Broads Authority to review. **ACTION CLERK**
  - iii. Keys Hill wood - confirmed that a meeting is set up with BDC 31st October 2017. Cllr Joynson to attend.

**10. ASSET REGISTER** - to review updates - carried over to the next meeting.

## **11. CONTRACTS REGISTER** - updates on:

- a. Grass cutting contract - Cllr Mantle presented draft documents for tender for review. To send out to Councillors for review. Noted contractors will need a licence to dispose of waste. **ACTION ALL**
- b. Shaun Hearn contract - carried over to the next meeting.
- c. AEB Heart safe - defibrillator - carried over to the next meeting.
- d. Litter picking & street furniture - employment law - Clerk has sought advice from NPTS and they have given the details of a specialist employment lawyer. Clerk to follow up.

**ACTION CLERK**

**12. AUDIT** - to note that the half year electronic internal audit check took place on the 16th October 2017 with Di Dann. Points to note were net/gross figures and insurance quotes. Otherwise all very positive.

13. **HMRC** - To update on progress with HMRC on P60 for 2016-2017 - carried over to the next meeting.

14. **SOFTWARE PACKAGES FOR ACCOUNTS AND CEMETERY** - carried over to the next meeting.

15. **FINANCIAL RISK ASSESSMENT** - To sign off the risk assessment.- carried over to the next meeting.

16. **PROCUREMENT PROCEDURE** - To sign off the proposal - carried over to the next meeting.

17. **ITEMS FOR NEXT AGENDA. 23 November 2017 at 6.30pm - none.**

**The meeting closed at 7.48pm.**

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Agreed as a true and accurate record of the meeting:

Signed: .....  
Chair

Date.....  
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