



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

**held in the Hub on Thursday 23<sup>rd</sup> November 2017 6.30pm**

**Parish Councillors Present:**

Cllr Mr Malcolm Allsop   Cllr Mrs Kim Claxton   Cllr Mr Barry Fiske   Cllr. Mr Ian Joynson (Chair)  
Cllr. Mr Peter Mantle

**Clerk:** Mrs Clare Male

1. **APOLOGIES** - 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 **29th September 2017**.
4. **PUBLIC FORUM** - No members of the public present.
5. **MATTERS ARISING FOR INFORMATION ONLY**
  - a. HMRC 2016-2017 final position - HMRC provided final figures and given Clerk a tax refund.
  - b. PKF LittleJohn have been appointed as the new internal auditor. Fees will be £200 p.a. To be added to the budget. **ACTION**
6. **BANKING ARRANGEMENTS**
  - a. Additional bank account - Lloyds account is now up and running and £50,000 has been transferred. PM has not been able to get set-up on internet banking. Correspondence addresses need to be changed. **ACTION**
  - b. FCSC limits - £85,000 per firm - discussed new balances and arrangements. Agreed not to open any further bank accounts and to accept the risk of the additional £7K with Barclays.
  - c. Debit card for Clerk now completed.

## 7. BANK RECONCILIATION

- a. As at the 16th November noted bank balances of:
  - i. Barclays Community Account £25,610.67
  - ii. Barclays Business Premium £67,358.35
  - iii. Lloyds Treasurers Account £50,000.00

**Total in bank £142,969.02**
- b. Agreed and signed the bank reconciliation and statements.

## 8. BUDGET - reviewed the budget forecast for 2018 - 2021. Points of note:

- a. Substantial increase in grass cutting budget due to new tender and forthcoming adoption of Wherry Gardens.
- b. Includes adoption of Wherry Gardens playground.
- c. Tree work - Tree Care (survey company recommended by BDC) last surveyed the Council's trees in 2005. Limited work undertaken since. Budgets reflect urgent need for work across the whole Parish.
- d. Agreed to investigate and budget for a bookkeeper. **ACTION**
- e. Discussed impact of forthcoming Data Protection Legislation. Clerk said that following recent training the EROB records for the cemetery were the only area of concern. Agreed no additional budget required.
- f. Cemetery fees - need to be increased to be in line with current prices. To consider an awareness campaign with a possible leaflet for funeral directors and stonemasons.
- g. Possibility of starting a Community Grant Fund. To consider at Full Council. **ACTION**

## 9. CIL FUNDING

- a. At the meeting with BDC on the 15th November it was agreed that CIL could be used to fund the Neighbourhood Plan on the basis that it looked to deliver infrastructure projects.
- b. Project updates:
  - i. Neighbourhood Plan - good progress.
  - ii. Cemetery extension - on hold until cemetery improvements completed.
  - iii. Keys Hill wood - ongoing.
  - iv. Possible new schemes:
    - 1. Planting a wood or orchard along the back of Wherry Gardens following adoption.
    - 2. TROD along the Salhouse Road from Wherry Gardens. Would possibly attract Parish Partnership funding from NCC Highways.
    - 3. Involvement in a retirement development.

## 10. PRECEPT - to agree the rate of precept for 2018-19 for ratification at Full Council.

- a. Tax base figure from BDC still only an estimate - 785 homes. BDC have confirmed that Wherry Gardens houses are already included in this figure.
- b. Current precept (£32,360 for 17/18) is significantly less than the day to day cost of running the Council (forecast £41,524 for 17/18). The Council currently has reserves which meet the shortfall, but this cannot be sustained indefinitely. Plan to decrease the reserves whilst increasing the precept to arrive at a balanced budget in 3 years time.
- c. Agreed proposal of increase in the precept to £35,500 for 2018-19. This is an increase of £3,140 on 2017-2018, increase of £4.79 per band D household over the year.

## 11. CONTRACTS REGISTER - updates on:

- a. Grass cutting contract - draft documentation has been drawn up. Shortlist of 4 companies on tender list. Final documentation will go the Full Council for approval for issue before Christmas. Discussed risks around cutting the main Norwich Road railway bridge. Agreed to include it and ask contractors how they would deal with H&S.
- b. Shaun Hearn contract - awaiting quote for 18/19.
- c. AEB Heart safe - defibrillator - paid.
- d. Litter picking & street furniture - outstanding.

12. **FINANCIAL RISK ASSESSMENT** - completed.

**13. ITEMS FOR NEXT AGENDA. 18 January 2018 at 6.30pm**

- a. Asset register
- b. Software packages for accounts and cemetery

**The meeting closed at 7.55pm.**

Published 12th January 2018  
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Signed: .....  
Chair

Date.....