



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

**held in the Hub on Thursday 18<sup>th</sup> January 2018 6.30pm**

**Parish Councillors Present:**

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

**Clerk:** Mrs Clare Male

1. **APOLOGIES** - Cllr Mrs Kim Claxton

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 minutes of the Finance Committee meeting of the **23rd November 2017**.

4. **PUBLIC FORUM** - No members of the public present.

5. **MATTERS ARISING FOR INFORMATION ONLY**

- a. Financial risk assessment now on the website.
- b. Community grant fund - Clerk to research and make a proposal for Full Council.
- c. Signage - discussed requirements for further signage in the village - Cemetery, no parking or alternative planting to prevent parking on grass verges.
- d. Discussed meeting with Broadland District Council regarding Wherry Gardens maintenance contribution figures.
- e. Fence down in high winds around the old police house at the southern entrance to the village. Clerk to contact them with details of Handyperson+ Service from BDC.

**ACTION CLERK**

6. **BANKING ARRANGEMENTS**

- a. Agreed to set up a direct debit for Wave (Anglian Water) for the quarterly Cemetery water bill.
- b. Lloyds bank account - Clerk spoken with Barclays and only one correspondence addresses is allowed. Internet access for Cllr Mantle - still outstanding. Clerk reordered.

7. **BANK RECONCILIATION**

- a. As at the 12th January to note bank balances of:
  - i. Barclays Community Account    £24,527.22
  - ii. Barclays Business Premium    £67,373.17
  - iii. Lloyds Treasurers Account    £50,000.00

**Total in bank** **£141,900.39**

- b. Agreed and signed the bank reconciliation and statements.
8. **PRECEPT** - noted that an application has been made to BDC for 18/19 of £35,500. The final tax base figure from BDC was 783 houses which is a band D increase from £41.43 to £45.34 (£3.91 p.a). Noted that referendum principles has been postponed for 3 years.
9. **BUDGET** - 17/18 update and review of 18/19 actions. Clerk advised that the new and old sheets fully reconcile. Forecast a minor underspend on 17/18, but might be greater as the Keys Hill wood work has been delayed. Need to complete the CIL reconciliation. **ACTION CLERK**

**10. CIL FUNDING**

- a. Project updates:
- i. Neighbourhood Plan - business stakeholder consultation in progress.
  - ii. Cemetery extension - no progress.
  - iii. Keys Hill wood - Tree Care currently undertaking survey.
- b. New ideas:
- i. Planting a wood or orchard along the back of Wherry Gardens following adoption.
  - ii. TROD along the Salhouse Road from Wherry Gardens. Would possibly attract Parish Partnership funding from NCC Highways.
  - iii. Discussed ideas about a retirement development and a park with a Multi Use Games Area (MUGA). Clerk to set up a meeting with Trafford Estate. **ACTION CLERK**
  - iv. New software - discussed advantages and disadvantages of using a bookkeeper versus a new software package. Clerk to contact Broadland District Council to check eligibility of digitisation project.

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

- a. Grass cutting contract - one quote already received from Norse. Two site meetings have taken place. Closing date is the 26th January 2018.
- b. Approved Shaun Hearn quote for 2018 for grass cutting in St Mary's, Cemetery, Agnes Gardener playground; hedge cutting at the Cemetery; maintenance of the village sign border plus planting, cemetery border, war memorial border. To add hedge cutting at the war memorial, top of Caen meadow and Trafford memorial hedge. **ACTION CLERK**
- c. Litter picking & street furniture - meeting set up with Community Payback to discuss litter picking contract. **ACTION CLERK**

**12. END OF YEAR AUDIT 17/18**

- a. Noted that the Clerk attended a training course on the 10th January 2018 about the changes to the audit procedure starting with the 2017/2018 audit.
- b. Agreed the appointment of Di Dann as the internal auditor for 2017/18.
- c. Confirmed that the audit fee has been revised in the budget forecast.

**13. ASSET REGISTER** - no progress

**14. ITEMS FOR NEXT AGENDA. 15 March 2018 at 6.30pm**

- a. Review of Financial Risk Assessment and Financial Regulations

**The meeting closed at 7.48pm.**

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Agreed as a true and accurate record of the meeting:

Signed: .....  
Chair Date: