

**FINAL MINUTES OF WROXHAM FINANCE COMMITTEE MEETING**

**held in the Hub on Wednesday 28th March 2018 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.** None.
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.

1. **MINUTES OF PREVIOUS MEETING**

Agreed the minutes of the Finance Committee meeting of the **18th January 2018**.

1. **PUBLIC FORUM** - No members of the public present.
2. **MATTERS ARISING FOR INFORMATION ONLY**
	1. Correspondence from previous litter picker. Clerk to write and thank him for his letter and pay him to date. **ACTION CLERK**
3. **BANKING ARRANGEMENTS**
	1. Agreed and signed direct debit instruction the Information Commissioner's Office for the annual Data Protection registration bill.
	2. Confirmed Cllr Mantle set up as second online payments authoriser. Card still outstanding. Confirmed change to Financial regulations - see item 20.
4. **BANK RECONCILIATION**
	1. As at the 22nd March noted bank balances of:
		1. Barclays Community Account £15,520.82
		2. Barclays Business Premium £67,406.76
		3. Lloyds Treasurers Account £50,000.00

**Total in bank £132,927.58**

* 1. Agreed and signed the bank reconciliation and statements.
1. **FINANCE SOFTWARE -** Clerk gave an update on the meeting with Norfolk Parish Training and Support (NPTS). Agreed to trial their recommendation that the Council do not go ahead with the purchase of bespoke software but use a more advanced Excel spreadsheet that they will provide. Clerk will then report under the six agreed budget headings plus one (see item 9b).
2. **BUDGET**
	1. Update on end of year position. Cashbook is up to date for year end ready for audit work.
	2. Agreed to change budget headings to split out staff costs and admin under the advice of NPTS.
3. **WHERRY GARDENS ADOPTION -** To discuss and agree budget figures.

The leisure & open spaces maintenance contribution as detailed in the s106 is not currently included in the budget forecast. Agreed the estimated amount of £46,000 will be added to 2018/19 income and then rolled over as required until the adoption of Wherry Gardens.

**ACTION CLERK**

1. **CEMETERY EXTENSION & IMPROVEMENT**

Cllr Mantle presented a costed scheme for the creation of a memorial garden for the Cemetery. Cost for landscaping works is estimated at £1,500 excluding the cost of benches and planting. Agreed to take this forward. Discussed the poor state of the access road to the cemetery that is the Council’s responsibility. Agreed that Cllr Mantle will investigate costs to include this work in the project. **ACTION CLLR MANTLE**

1. **CEMETERY FEES -** Approval of the final cemetery fees for adoption from the 1st April 2018 - to be circulated by email. Discussed that the abolition of fees for children’s burials is being rolled out national. **ACTION CLERK**
2. **PENSION -** Signed off year end figures. Clerk to submit. **ACTION CLERK**
3. **LEGAL SUPPORT SUBSCRIPTION -** Discussed costs of NP Law subscription. £400 p.a ex VAT for 10 hours legal support. Agreed to go ahead with the subscription. **ACTION CLERK**
4. **CLERK MOBILE PHONE -** Full Council agreed to supply Clerk with a mobile phone in June 2017 but Vodafone didn’t complete application. Agreed to reapply for a pay monthly contract now there is a debit card in place. **ACTION CLERK**
5. **CIL FUNDING**
	1. Project updates:
		1. Neighbourhood Plan - issue with invoice dates on completing expenditure reporting for Locality grant bid for 17/18. Agreed to advise the consultant Rachel Leggett to resolve the matter with Emma Harrison. **ACTION CLERK**
		2. Cemetery extension - see item 11.
		3. Keys Hill wood - Cllr Joynson seeking 3 quotes. Expected to be under £5,000. To report back at the next meeting.
	2. Forthcoming projects and new ideas:
		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. Agreed to remove this as a possible project.
		3. Involvement in a retirement development. Discussed with Trafford Estates.
		4. Agreed to add a recreation area with boardwalks in the water meadow area on Skinners Lane. There will be a meeting with the Football Club in the next few weeks.
6. **CONTRACTS REGISTER -** updates on:
	1. Litter picking - SLA with Community Payback completed. Bin bags delivered and they are ready to start in April. Church have offered use of the toilets. Cllr Mantle to follow up.

 **ACTION CLLR MANTLE**

* 1. Street furniture - discussed procurement of a new contract. Agreed to prepare a spec. Discussed the inclusion of the benches. Agreed this is a seperate renovation job.

 **ACTION CLLR MANTLE & CLERK**

* 1. Tree maintenance generally and in Keys Hill wood. Tree warden currently reviewing the other trees in the Parish. Agreed to add this as a future requirement to the contracts register. **ACTION CLERK**
1. **END OF YEAR AUDIT 17/18 - update.**

Documents from new auditor have been received by email. Dates to be reviewed. Clerk to put all of last years audit information onto DropBox. **ACTION CLERK**

1. **INSURANCE RENEWAL AND ASSET REGISTER -** Current policy expires on the 1st June 2018. Current provider is leaving the market and will not provide renewal, but have referred to another company. Agreed to go out for a three year period to reduce administration. Agreed to get the renewal quote and quotes from Came & Company and Zurich. Clerk to update asset register and then send out for quotes. **ACTION CLERK**
2. **POLICIES FOR REVIEW:**
	1. Finance Committee terms of reference. Changes to meeting frequency and restrictions to tie in with Financial Regulations. Agreed.
	2. Financial regulations. Completely new document using model from NPTS. Agreed to review fees annually. This document have to be reviewed annually to comply with Accounts & Audits regulations. Agreed.
3. **MEETING DATES FOR SECOND HALF 2018**

19th July, 20th September, 15th November

1. **ITEMS FOR NEXT AGENDA - 17 May 2018 at 6.30pm**

**The meeting closed at 7.52pm.** Published 10th April 2018

Clare Male, Clerk & RFO to the Parish Council

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Signed……………………………………………………………………………………………………………..

Dated………………………………………………………………………………………………………………