



FINAL MINUTES OF WROXHAM FINANCE COMMITTEE MEETING

held in the Hub on Wednesday 17th May 2018 6.30pm

Parish Councillors Present:

Cllr Mr Malcolm Allsop

Cllr Mrs Kim Claxton

Cllr Mr Barry Fiske

Cllr. Mr Ian Joynson (Chair)

Clerk: Mrs Clare Male

1. **APOLOGIES** - Cllr. Mr Peter Mantle.
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 **28th March 2018**.
4. **PUBLIC FORUM** - No members of the public present.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - a. Contact from DWP requesting payroll information. Information collated, agreed and to be sent off shortly by the Clerk.
6. **BANKING ARRANGEMENTS**
 - a. To enquire if Cllr Mantle has been set up as second online payments authoriser - to be confirmed.
7. **BANK RECONCILIATION**
 - a. Noted bank balances (10th May) of:

i.	Barclays Community Account	£24,182.76
ii.	Barclays Business Premium	£67,406.76
iii.	Lloyds Treasurers Account	£50,000.00
	Total in bank	£141,589.52

- b. Agree and signed the bank reconciliation and statements.

8. ASSET REGISTER

- a. Signed off for audit and insurance purposes. Noted that it is now a comprehensive list of WPC assets. Been issued to 3 insurance companies for new quotes.
- b. Over the next financial year this needs to be valued. To be updated on Action Plan.

- 9. INSURANCE RENEWAL** - reviewed quotes for renewal 1st June 2018. Agreed Clerk's recommendation of Zurich Insurance for 3 years at £805.75 p.a. Clerk to appoint.

ACTION CLERK

10. END OF YEAR AUDIT 17/18 - update.

- a. Reviewed Annual Return document. Agreed that this year the Accounting Statements have been met. Discussed and agreed variances.
- b. Internal controls document has been reviewed and discussed by Cllr Joynson and the Clerk.
 - i. Internal Control Officer - agreed this should be the Chair of Governance & Admin - currently Philip Everett. Clerk to speak with Cllr Everett. **ACTION CLERK**
 - ii. Signing bank statements with bank rec. Agreed that these will be signed off by Finance Committee on a bimonthly basis.
- c. Reviewed document "requirements for internal audit" and agreed that the requirements of the Internal Auditor have been met. Clerk presented hard copy documents and advised that the Cemetery records have been double checked for the year.
- d. Agreed for the audit to be sent to internal auditor.

- 11. BUDGET** - rolled over to next meeting.

12. CIL FUNDING - funding spend review and forecast.

- a. **Cemetery** - order for memorial garden issued. Need a spec for relaying the roadway and a forecast for the extension. Discussed whether this is an appropriate use of funding considering the current low numbers of burials p.a. Agreed that a publicity budget is required to increase the number of burials.
- b. **Neighbourhood Plan** - ongoing.
- c. **Retirement project** - has been discussed but is unlikely to result in an investment in the next few years.
- d. **Wroxham green loop** - discussed meeting with Salhouse PC, the Broadland Way and how the links into Wroxham travel through the village. Discussed creating a green loop to the east and west of the Norwich Road that links Wherry Gardens to the river bridge with Hoveton and the possibility of a new public green space. To include maps and directional signage for visitors.
- e. **First Responders** - £5,000 committed at the last meeting.

13. CONTRACTS - updates on:

- a. Street furniture - discussed procurement of a new contract. Cllr Mantle is working on a spec.
- b. Works to Cemetery including roadway - need a spec, approx cost and then need to go out to tender.
- c. Tree maintenance generally and in Keys Hill wood.
 - i. Keys Hill wood second phase booked with Target Trees. Permission received from BDC - need to align dates. Discussed concerns from Tree Warden about disturbing nesting birds and bats by undertaking work in June. Have sought advice from Target Trees who confirmed if there are any concerns they will not undertake the work. Agreed to go ahead.
 - ii. Surveys of trees in other areas - Clerk has contacted TreeCare to obtain historic reports.
 - iii. Oak tree in St Mary's Church Yard. Complaint from resident about condition of tree. Target Trees have been to look at it and confirmed it is safe.

14. HR ISSUES:

- a. **PENSION** - noted completion of end of year figures.
- b. **P60** - noted this has been issued to the Clerk.
- c. **CLERK MOBILE PHONE** - noted phone received, new number is use and contract added to the contracts register.

15. **LEGAL SUPPORT SUBSCRIPTION** - Agreed to subscribe to NP Law Parish Council service.
Clerk to subscribe. **ACTION CLERK**

16. POLICIES for approval:

- a. Procurement policy - approved.

17. ITEMS FOR NEXT AGENDA - 19th July 2018 at 6.30pm

The meeting closed at 7.47pm.

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Signed.....

Date:.....