



FINAL MINUTES OF WROXHAM FINANCE COMMITTEE MEETING

held in the Hub on Wednesday 19th July 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** - 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 minutes of the Finance Committee meeting of the **17th May 2018**.
4. **PUBLIC FORUM** - No members of the public present.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - a. Parish Hall - followed up on correspondence from the Parish Council proposing turning the hall into a Community Centre. Agreed to set up a small project team and then set up a meeting with the Rev Liz Jump. **ACTION CLERK**
6. **BANKING ARRANGEMENTS**
 - a. Cllr Mantle to confirm if he can access the Barclays account. **ACTION CLLR MANTLE**
 - b. Agree procedure for inter-account transfers. Clerk to investigate auto-transfer when the balance on the Barclays Community account falls below £5,000 **ACTION CLERK**
7. **BANK RECONCILIATION**
 - a. As at the 12th July noted bank balances of:
 - i. Barclays Community Account £17,202.53
 - ii. Barclays Business Premium £67,440.37
 - iii. Lloyds Treasurers Account £50,000.00
 - Total in bank £134,642.90**

- b. Agreed and signed the bank reconciliation and statements.
- 8. VAT RETURN 17/18** - noted claim for £2,177.23.
- 9. INSURANCE RENEWAL** - noted now insured with Zurich.
- 10. END OF YEAR AUDIT 17/18**
- a. Update on publication of required information - all online.
 - b. Any update on PKF Littlejohn - noted they have been in contact re: one piece of information missing, resupplied.
 - c. Appointment of Internal Controls officer - outstanding.
 - d. Reviewed progress on internal audit recommendations:
 - i. Data Protection policy - completed
 - ii. Document retention - new information will be published by NALC in August - forthcoming.
 - iii. Update to Standing Orders - ongoing
 - iv. Reserves for maintenance of assets - in action plan.
 - v. VAT - agreed to continue to claim annually.
 - vi. Cemetery fees - ongoing.
- 11. BUDGET - current position & discussion on costs for:**
 Approved addition of footway lighting adoption and maintenance, relocate Wherry Gardens bus shelter, NP Law subscriptions, new SAM2, 2 notice boards for Wherry Gardens, grant budget, grit bins, wooden posts to stop parking, waterside signage at Caen Meadow. Remove bookkeeper and financial software (but keep cemetery and asset management software). Agreed to freeze the precept for the next two years at £35,500.
 For Full Council discussion: Parish magazine - to also discuss with Hoveton Joint Action Group; paid warden to patrol Caen Meadow and other jobs in the village. Clerk to add to next agenda.
ACTION CLERK
- 12. CIL FUNDING - funding spend review and forecast.**
 Reviewed and agreed CIL forecast.
 Agreed survey of Beech Tree in Keys hill wood, updates tree surveys for Caen Meadow, St Mary's churchyard and a new survey for the Cemetery. Clerk to update quote for cemetery extension from specialist company & for roadway.
ACTION CLERK
- 13. ASSET REGISTER** - discussed work required for 18/19. Ongoing.
- 14. CONTRACTS** - updates on:
- a. Street furniture - discussed procurement of a new contract. Waiting for update on bench renovation project. Cllr Mantle to review spec. **ACTION CLLR MANTLE**
 - b. Works to Cemetery including roadway - as per CIL discussion. Follow up with Highways engineer,. **ACTION CLERK**
 - c. Tree maintenance generally and in Keys Hill wood - as per CIL discussion.
- 15. POLICIES for approval:**
- a. Grant award policy. Agreed in principle at Full Council but agreed budget of £1500 pa with max award of £250. CIL grants will be in addition. Agreed £125 grant Plastic Kayak request , but the Community Transport is North Norfolk based and therefore not appropriate.
ACTION CLERK
- 16. ITEMS FOR NEXT AGENDA - 20th September 2018 at 6.30pm**

The meeting closed at 8.30pm.
Clare Male, Clerk & RFO to the Parish Council
07341 873375

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Signed.....

Dated.....