



FINAL MINUTES OF WROXHAM FINANCE COMMITTEE MEETING

held in the Hub on Thursday 20th September 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 **19th July 2018**.
4. **PUBLIC FORUM** - No members of the public present.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - a. Barclays account - Cllr Mantle can now authorise payments.
 - b. Possibility of auto transfer on Barclays account - they no longer provide this service.
 - c. Noted the VAT refund received.
6. **BANK RECONCILIATION**
 - a. As at the 13th September to note bank balances of:

i.	Barclays Community Account	£15,380.89
ii.	Barclays Business Premium	£57,474.00
iii.	Lloyds Treasurers Account	£50,000.00
	Total in bank	£122,854.89
 - b. Agreed and signed the bank reconciliation and statements.
7. **AUDIT**
 - a. Update on PKF Littlejohn response for 17/18. Correspondence raising 3 queries earlier in the month. Replied within 24 hours.

- b. Appointment of Internal Controls officer - outstanding.
- c. Reviewed progress on internal audit recommendations
 - i. Document retention policy outstanding
 - ii. Reserves for maintenance of asset - outstanding. To be assigned to the Parish Ranger once they are appointed.
 - iii. Cemetery fees - now completed.
- d. Mid year audit and appointment of auditor for 18/19. Agreed no mid year audit required. Clerk to make enquiries for end of year audit. **ACTION CLERK**

8. CAPITAL PROJECTS - updates

- a. Cemetery - report on extension review by Environment Agency. No reply to date.
- b. Keys Hill Wood - Cllr Joynson reported on the meeting with the Forestry Commission. Need a thinning licence. Clerk to apply. **ACTION CLERK**
- c. Wroxham Green Loop inc Skinners Lane park - Cllr Mantle to set up a meeting with Trafford Estates. Agreed to get prices for illustrating the Green Loop, a map for Keys Hill wood and orientation maps for the village. **ACTION CLERK & CLLR MANTLE**
- d. Retirement Development - remove - not a capital project.
- e. Parish Hall - to discuss options for other sites with Trafford Estates. Clerk to chase information requested from NP Law. **ACTION CLERK**

9. CIL FUNDING - funding spend review and forecast

Reminder that funding deadlines are April 2020 £32K and October 2020 £50K

The big issue is the outstanding decision from the Environment Agency if an extension to the Cemetery will be allowed. If the EA give permission then a large proportion of the fund will be spent on design and approval for the extension. Discussed options for cremations and pet burials. Facebook survey shows support for pet burials in the village. Discussed title "Garden of Peace" for the extension with a vista over the river valley. Clerk to investigate cemetery designers/landscape architects.

ACTION CLERK

Agreed priorities after existing commitments are the Green Loop and a new Community Centre.

10. BUDGET

- a. Reviewed and agreed revised budget including Parish Ranger role.
- b. Agreed 19/20 budget and setting of precept as discussed at the last meeting. Noted that the open space areas budget were underspent but this will be resolved by the appointment of a Parish Ranger over the next few years. Agreed to remove Wroxham in Bloom. Agreed precept of £35,500 for 2019-20.

11. ASSET REGISTER - updates are the registration of the war memorial & the gift of a Tommy sculpture.

12. CONTRACTS - updates on:

- a. Wherry Gardens s106 agreement - Clerk been in correspondence with BDC regarding the revised landscape drawings from Hopkins Homes. BDC have recalculated the Leisure Area Allowance at £26,000, they need final drawings from Hopkins to redo the Open Spaces Allowance. Awaiting response from Hopkins.
- b. Parish Ranger - will require a contact for them. Clerk to contact NPTS. **ACTION CLERK**
- c. Tree surgery including Keys Hill Wood. Spec outstanding. Clerk to complete as a priority. **ACTION CLERK**
- d. Cemetery roadway. Need further quotes. **ACTION CLERK**

13. GRANT AWARDS

- a. Wroxham Hoveton Belaugh Community Care. Agreed to donate £200. **ACTION CLERK**

14. ITEMS FOR NEXT AGENDA - 15th November 2018 at 6.30pm

The meeting closed at 7.57pm.

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Clare Male, Clerk & RFO to the Parish Council
07341 873375

wroxhamparishcouncil@gmail.com

Signed by.....

Dated.....