



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

**held in the Hub on Thursday 15<sup>th</sup> November 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 **20th September 2018**.
4. **PUBLIC FORUM** - No members of the public present.
5. **MATTERS ARISING FOR INFORMATION ONLY** - none.
6. **BANK RECONCILIATION**
  - a. Noted bank balances of at 11<sup>th</sup> November:
    - i. Barclays Community Account   £24,595.23
    - ii. Barclays Business Premium   £57,474.00
    - iii. Lloyds Treasurers Account   £50,000.00

**Total in bank                           £132,039.23**
  - b. Agreed and signed the bank reconciliation and statements.
7. **AUDIT**
  - a. Appointment of Internal Controls officer - Cllr Everett to take on the role as head of Governance and Admin.
  - b. Reviewed progress on internal audit recommendations:
    - i. Document retention policy - outstanding

- ii. Replacement values for asset register - given to Parish Ranger to complete over time as he familiarises himself with the assets. Ranger to have access to edit DropBox so he can update documents and timesheets himself. **ACTION CLERK**
  - c. Appointment of auditor for 18/19 - noted that Catherine Moore has been appointed for 2018/19.
- 8. TREE SURGERY AND ADVICE FRAMEWORK** - received a report from Cllr Joynson to appoint a contractor on a three year framework following the tender exercise and evaluation of the 6th December. Agreed to go back to the tender with the highest quality score and clarify their pricing policy. Need a WPC set of terms and conditions. **ACTION CLERK**
- 9. PARISH RANGER** - noted the appointment of Steve Bunclark as Parish Ranger. Agreed to finalise employment contract with Cllr Everett. Clerk to arrange a meeting. Noted a second mobile phone line onto the Vodafone mobile phone contract. There is an issue that the signal in Wroxham is poor with Vodafone. To keep under review. Updated on the contracts register. **ACTION CLERK**
- 10. FOOTWAY LIGHTING** - there is little information on the negotiations between Broadland District Council and Norfolk County Council regarding footway lighting. Await further communication.
- 11. VOLUNTEER THANK YOU EVENT** - Clerk to source a venue for an event to thank volunteers, plus partners, for their hard work in 2018 and get quotes for a few drinks per person plus a buffet of nibbles.
- 12. CAPITAL PROJECTS - updates**
  - a. Cemetery - sourcing of designers. Clerk to speak to NPTS who have a cemetery expert.
  - b. Keys Hill Wood & other tree projects - see item 8
  - c. Wroxham Green Loop inc Skinners Lane park - setting up working party to take this forward. Cllr Mantle to Chair.
  - d. Parish Hall - no updates.
- 13. CIL FUNDING - funding spend review and forecast**  
On track to complete funding on time
- 14. BUDGET**
  - a. Reviewed budget update. Still a number of large invoices to come, particularly grass cutting.
  - b. Sign precept form from BDC - agreed to
- 15. CONTRACTS - updates on:**
  - a. Wherry Gardens s106 agreement - update. No response yet from Hopkins or BDC.
  - b. Discussed alterations to street maintenance and cleaning contracts following the appointment of the Parish Ranger. Street furniture cleaning contract to be cancelled. Hearn landscaping contract to be renewed for three years.
  - c. Noted the completion of the Cemetery roadway and to pass on thanks to all those who made it happen and who shouldered the inconvenience.
- 16. GRANT AWARDS**
  - a. Request for funding from Norfolk Citizens Advice - turned down.
- 17. ITEMS FOR NEXT AGENDA - 17th January 2019 at 6.30pm**

The meeting closed at 7.56pm.

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Signed .....

Date .....