



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

**held in the Hub on Thursday 17<sup>th</sup> January 2019 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 Councillors 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 **15th November 2018**.
4. **PUBLIC FORUM** - No members of the public present.
5. **MATTERS ARISING FOR INFORMATION ONLY:**
  - a. Noted an increase in the tax base - 18/19: 783; 19/20 - 797.
  - b. Noted invoice issued for delegated grass cutting (NCC).
  - c. Noted forthcoming Data Protection renewal and change to fees.
6. **BANK RECONCILIATION**
  - a. As at the 11<sup>th</sup> January 2019 noted bank balances of:

i.	Barclays Community Account	£10,135.54
ii.	Barclays Business Premium	£47,502.82
iii.	Lloyds Treasurers Account	£50,000.00
	<b>Total in bank</b>	<b>£107,638.36</b>
  - b. Agreed and signed the bank reconciliation and statements - Clerk to contact Lloyd's bank and query the lack of interest on the account.

**ACTION CLERK**

7. **ELECTION & THE BANK MANDATE** - Need to do our best to ensure that there are sufficient signatories after the election. Agreed that suitable measures have been taken and the item will be added to the risk register. **ADD TO RISK REGISTER**
8. **BREXIT** - discussed if there are any financial issues that need adding to the risk register. Agreed no foreseeable issues.
9. **ACTION PLANNING & BUDGET**
- a. Reviewed update of 18/19 plan:
- i. Neighbourhood Plan - nearly complete, under budget.
  - ii. Strategic planning - IJ liaising with NCC on Market Town Improvement Strategy (MTIS).
  - iii. Maintenance contracts - agreed complete.
  - iv. Speeding - second SAM2 bid submitted to Parish Partnership fund NCC. Noted that Hoveton Parish Council have a new Councillor taking over speedwatch.
  - v. Management plans for Caen Meadow & Trafford Memorial - arboriculturalist surveys completed, tree surgery contract in place. Need a landscape architect to envisage a scheme - add to the cemetery extension as a package.
  - vi. Adopt Wherry Gardens - with BDC.
  - vii. Wifi & paperless meetings - agreed to buy a travel projector. **ACTION CLERK**
  - viii. New Councillor - so far unsuccessful. Discussed publicity for the forthcoming elections in May. Agreed to allocate the budget for this action point to the election and to discuss details at Full Council. Ideas include to put a large poster on the noticeboard outside the Masonic Lodge and to hold a drop in coffee morning at the Hotel Wroxham on a Saturday morning.
  - ix. Tree warden job profile - MA to speak with PE re profile. **ACTION CLLR ALLSOP**
  - x. Traffic monitoring - overtaken by MTIS.
  - xi. File sharing & emails - Dropbox successfully up and running. MA to look into emails. Agreed budget of £250. **ACTION CLLR ALLSOP**
  - xii. Training & development policy - outstanding.
  - xiii. Christmas - to be discussed at Full Council.
  - xiv. War memorial - on track.
- b. 19/20 plan - agreed to carry forward items below and then add Neighbourhood Plan projects and items rolled over to future years. To take to Full Council and agree priorities.
- i. Neighbourhood Plan.
  - ii. Strategic planning.
  - iii. Speeding.
  - iv. Management plans for Caen Meadow & Trafford Memorial.
  - v. Adopt Wherry Gardens.
  - vi. New Councillor to become May 2019 elections.
  - vii. Training & development policy - outstanding.
  - viii. Christmas - to be discussed at Full Council. **ACTION CLERK**
10. **ADOPTION OF FOOTWAY LIGHTING** - confirmed adoption approval as previously agreed in July 2018 and as requested by BDC before the 31st January. Clerk to notify BDC. Noted that following the adoption of the new Broads Authority Local Plan need to consider Dark Skies. **ACTION CLERK**
11. **VOLUNTEER THANK YOU EVENT** - agreed Friday 15th March. Preliminary guest list underway on DropBox. Agreed £15-17 per head including a drink or two. Discussed venues. Clerk to finalise. **ACTION CLERK**
12. **CAPITAL PROJECTS - updates**
- a. Cemetery
- i. Working group for extension - update from Cllr Mantle. Approaching possible designers.

- ii. Memorial garden - discussed quote from Shaun Hearn Landscaping for hedging around the memorial garden. Agreed. Clerk to appoint. **ACTION CLERK**
- iii. Hedging infill - approved cost of beech saplings (SB). Clerk to order. **ACTION CLERK**
- iv. Cut back overgrown hedge on right hand side - reviewed and approved quote from Shaun Hearn. Clerk to appoint. **ACTION CLERK**
- b. Keys Hill Wood & other tree projects. Reviewed Target Trees quotes. Agreed all work in quote 1545, which is quotes for all the work recommended in the Tree Care reports. In quote 1546 agreed all works except the beech hedge infill at the Cemetery (to be completed by Ranger) and to get an additional quote to plant the yew. Clerk to appoint. **ACTION CLERK**
- c. Wroxham Green Loop inc Skinners Lane park. The working party is in the process of researching historical footpaths and lanes.
- d. Parish Hall storage container - discussed costing and lease agreement details. Cllr Mantle confirmed that a delivery lorry would fit through the brick pillars either side of the entrance. Would need to trim back a tree that overhangs the entrance. Need to meet with the Parochial Church Council to discuss the proposal. Cllr Fiske to arrange. Clerk to check insurance implications. **ACTION CLLR FISKE & CLERK**

**13. BUDGET UPDATE** - on track.

- 14. CIL FUNDING - funding spend review and forecast.** Clerk needs to revise figures following approval of tree works. First deadline for spending is April 2020 and second is October 2020. **ACTION CLERK**

**15. CONTRACTS** - updates on:

- a. Tree surgery - Target Trees have been appointed. Discussed terms & conditions and agreed a standard WPC set required. To pass over to Governance & Admin.
- b. Street cleaning - confirmed this contract has been cancelled.
- c. Garden maintenance - noted now included in the job description of the Parish Ranger.
- d. Grass cutting, strimming & hedge cutting - St Mary's, Cemetery and Agnes Gardner Playground. Reviewed 3 year quotes on the basis from Shaun Hearn. Cllr Mantle made the recommendation on the basis of historical high quality and reliability, local contractor and best value in line with the WPC Procurement policy. Clerk to appoint. **ACTION CLERK**
- e. Litter picking - Community Payback - expires 31/03/2019. Clerk to set up meeting with them to discuss. **ACTION CLERK**
- f. Support - Norfolk Parish Training & Support - expires 31/03/2019. Agreed not to renew the subscription but to continue using them for training. Agreed to subscribe to the NALC service. **ACTION CLERK**
- g. Agreed no other contracts are required to cover Action Plan 18/19 point 3.

**16. GRANT REQUESTS**

- a. The Bridge Parish magazine - request for support to cover printing costs. Discussed if the printing costs being paid are competitive. Cllr Allsop to investigate. **ACTION CLLR ALLSOP**
- b. Dementia cafe - agreed to support the room hire 2019. Clerk to advise. **ACTION CLERK**
- c. Wroxham Football Club - request for funding for new floodlighting. Declined.
- d. Norfolk Accident Rescue Service - request for a donation to support the move into new premises in Dereham. Declined.

**17. ITEMS FOR NEXT AGENDA - 21st March 2019 at 6.30pm**

**The meeting closed at 8.32pm.**

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