



DRAFT MINUTES OF WROXHAM FINANCE COMMITTEE MEETING

Held on Thursday 21st May 2020 10.30m via Zoom

Parish Councillors Present:

Cllr Malcolm Allsop Cllr Barry Fiske Cllr Angela Ireland Cllr. Ian Joynson (Chair)
Cllr. Peter Mantle

Clerk: Clare Male

1. **APOLOGIES** – none.
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 accuracy of the minutes of the Finance Committee meeting of the **23rd April 2020**. Signed by the Clerk on the Chair's behalf.
4. **PUBLIC FORUM** – No members of the public present.
5. **MATTERS ARISING FOR INFORMATION ONLY:**
 - a. **Pensions Regulator dispute** – fixed penalty notice withdrawn following the appeal to Tribunal. Matter closed.
 - b. **Barclays bank interest rates** – notification that interest on the Business Premium account will fall to 0.01% from July 2020. No action.
 - c. **Clerks hours** – to return to pre-lockdown hours from the 1st June, Monday to Thursday 9.00 to 3.00pm, to include Fridays after a Full Council meeting.
6. **BANK RECONCILIATION**
 - a. As at the 15th May 2020 noted bank balances of:

i. Barclays Community Account	£14,185.61
ii. Barclays Business Premium	£17,583.07
iii. Lloyds Treasurers Account	£50,000.00
Total in bank	£81,768.68
 - b. Agreed and signed the bank reconciliation and statements.
7. **CORONAVIRUS FINANCIAL RISK ASSESMENT**
 - a. Budget – discussed the implications of a possible reduction in precept due to recession. Agreed to discuss further in more detail. Clerk to set up meeting. **ACTION CLERK**
 - b. HR – update on Clerk unable to work due to phasing of schools opening. Remove.
 - c. Signage for public areas – agreed to wait until government advice finalized.

8. **END OF YEAR** – confirmed the timetable with the internal auditor, for approval at Full Council 2nd July.
9. **INSURANCE RENEWEL** – reviewed proposal from broker for renewal in early July. Discussed asset register valuation. Agreed to increase the value of replacing all the equipment in Agnes Gardener playground and to write off an old laptop and mobile phone. Clerk to get a new quote and also a quote for when the new village sign and Wherry Gardens come online in 20/21.
10. **CIL RETURN** – returned to BDC, figure reported as £27,148.

11. CONTRACTS FOR REVIEW/UPDATE:

- a. Litter picking – Community Payback service currently suspended. Discussed options. Clerk to investigate HPC litter picking. Councillors to report on litter picking black spots in their areas. **ACTION CLERK & COUNCILLORS**
Reports that dog fouling has increased. Clerk reporting to BDC and to look at a social media campaign. **ACTION CLERK & CLLR M ALLSOP**
- b. Grass cutting – invoice for delegated grass cutting agreement with NCC has now been issued. WPC contract for street spaces grass cutting – agreed that Clerk will investigate price for a one-year extension. Then all the grass cutting contracts will expire at the end of 2021 and the whole package can be reviewed. **ACTION CLERK**
- c. Legal advice – renewed.
- d. Annual playground inspection – expected in June. Clerk has notified ROSPA that the playground is locked.
- e. Street furniture and playground cleaning contract – to consider post corona requirements, particularly in the playground. Ongoing.
- f. Garden maintenance. Reviewed Cllr Mantle’s specification for garden maintenance for the Cemetery. To be reviewed with Shaun Hearn by Cllr Mantle. Budget needs to be found. Discussed ceasing the Christmas tree to pay for Cemetery maintenance. To go on the agenda for next Full Council. Lawn improvement companies to be contacted by Cllr Ireland and Mantle. Village sign and the war memorial gardening – Cllr Fiske to talk to volunteers.

ACTION CLERK, CLLR MANTLE, FISKE & IRELAND

12. ACTION PLAN 20/21

a. Review of agreed projects

- i. Wherry Gardens adoption – no progress.
- ii. Cemetery extension. Discussed Cllr Mantle’s tender document for the works to the Cemetery extension. Need to clarify the dimensions and the wording for moving the spoil enclosure. Discussed the type of grass seed. Maintenance budget needs to be agreed and allocated.

ACTION CLLR MANTLE

- iii. Footway lighting adoption – faulty light has been reported. Cllr Mantle working on a revised maintenance quote. **ACTION CLLR MANTLE**

- iv. War memorial registration – to be carried over.

- v. Village signage. Clerk to get a quote to move the Highways directional sign. Will need to allocate a budget. **ACTION CLERK**

- vi. Agnes Gardner Playground new nest swing and road sign – Cllr Joynson to submit a grant application to Tesco. **ACTION CLLR JOYNSON**

- b. **To discuss the proposal for a new project to register Malthouse Lane** – to be carried over to next Full Council meeting.

13. POLICIES

- a. Financial Risk assessment – Cllr Joynson & Clerk to meet to discuss.
- b. Internal controls review – as above **ACTION CLLR JOYNSON & CLERK**

14. GRANT REQUESTS

- a. Operation Good Neighbour funding – grant allocation not yet spent. Discussed how the project can develop to use the money to support the community.

15. ITEMS FOR NEXT AGENDA – 16th July 2020 at 6.30pm

- a. Discussed public recycling bins – Clerks to investigate.
- b. Discussed future meeting times and locations.

The meeting closed at 12.15pm

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