



## Notice of Finance Committee meeting

You are hereby summoned to attend this virtual meeting via Zoom meeting ID: 993 5473 7740

**Thursday 21<sup>st</sup> January 2021 1.30pm**

Press and public are welcome

### **AGENDA**

1. **ATTENDANCE** - To note those present and to consider apologies for absence.
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.
3. **MINUTES OF PREVIOUS MEETING** - To agree the accuracy of the minutes of the Finance Committee meeting of the **19<sup>th</sup> November 2020**.
4. **PUBLIC FORUM** - To receive public representation on any matter on the agenda.
5. **MATTERS ARISING FOR INFORMATION ONLY**
6. **BANK RECONCILIATION**
  - a. As at the 13th January 2021 to note bank balances of: £68,654.93
    - i. Barclays Community Account   £11,065.97
    - ii. Barclays Business Premium     £7,588.96
    - iii. Lloyds Treasurers Account    £50,000.00

**Total in bank                   £68,654.93**
  - b. To agree and sign the bank reconciliation and statements.
  - c. To review the cashflow for the next 3 months and discuss whether to move money from the Lloyds account.
7. **DIRECT DEBITS** – Clerk to report on the review of GoDaddy website fees.
8. **BUDGET REVIEW** – to review the budget for the remaining financial year.
9. **PRECEPT** – To note the submission of the precept request, as per Full Council meeting minutes of the 3<sup>rd</sup> December. To note that final tax base figure from BDC is 800, an increase of 10 households on the estimate.
10. **CEMETERY – Cllr Mantle:**
  - a. To discuss the proposal to operate the Business premium account as an account solely for the use of Cemetery income and expenditure.

- b. To review and approve the document "Terms & Conditions for memorial bench and tree donations".
- c. To review and approve the Parish Cemetery fee update.

11. **CONTRACTS REGISTER** – to note updates to contracts register.

12. **INSURANCE** – update on the Caen Meadow fence claim.

13. **ASSET REGISTER** – to review total replacement asset value and level of insurance cover – **Cllr Joynson**.

**14. ACTION PLAN**

**a. Current**

- i. Wherry Gardens adoption:
  - 1. To discuss the trial holes to assess the drainage issues on the main Public Open space.
  - 2. To discuss the proposed progress meeting with BDC.
- ii. Cemetery extension (see item 9)
  - 1. To discuss marketing plans.
  - 2. To discuss land registration.
- iii. War memorial registration – to note progress on registration. Further works on hold due to lockdown.
- iv. Agnes Gardner Playground
  - 1. To note installation of new swing complete.
  - 2. To review grants.
- v. Wroxham in Bloom – review of positions of planters.

**b. Feasibility – to discuss**

- i. Playground equipment replacement project & accessibility improvement (see item 13)
- ii. Trafford memorial ground improvements
- iii. Street spaces review
- iv. St Mary's churchyard review
- v. Church Hall rejuvenation
- vi. New Community speed watch initiative
- vii. Wroxham Green Loop project

15. **POLICIES** – to review and approve the updated Grants & Donations policy.

16. **GRANT REQUEST** – Wroxham Church Hall. Request for financial assistance to repair the leaking roof.

17. **ITEMS FOR NEXT AGENDA – 18<sup>th</sup> March 2021 at 10.00am**

**Close the meeting.**

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