



DRAFT MINUTES OF WROXHAM FINANCE COMMITTEE MEETING

Held on Thursday 23rd April 2020 11.00m via Zoom

Parish Councillors Present:

Cllr Malcolm Allsop
Cllr. Peter Mantle

Cllr Barry Fiske

Cllr Angela Ireland

Cllr. Ian Joynson (Chair)

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 **15th January 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. **Clerks hours** – will not be able to work one day a fortnight due to partners essential working and childcare commitments until the end of May. May not be able to meet contracted hours. Clerk checking legal position with NALC. **ACTION CLERK**
 - b. **Pensions regulator** – issue with redeclaration and pending fine of £400. Appeal has been lodged with tribunal with support from Cllr Everett.
 - c. **Delegated grass cutting agreement** – new system of purchase ordering has been implemented by Norfolk Council County. Clerk to raise invoice. **ACTION CLERK**
 - d. **Support for an Electricity Bill** – Clerk to clarify if this has been sent to the correct Council. **ACTION CLERK**
 - e. **Zoom subscription** – agreed to subscribe. **ACTION CLERK**
6. **BANK RECONCILIATION**
 - a. As at the 16th April 2020 to note bank balances of:

i. Barclays Community Account	£5,367.25
ii. Barclays Business Premium	£7,583.07
iii. Lloyds Treasurers Account	£50,000.00
Total in bank	£62,950.32
 - b. Agreed and sign the bank reconciliation and statements:
 - i. To end of 2019/20 financial year.
 - ii. From 01/04/2020 to 22/04/20.

7. CORONAVIRUS FINANCIAL RISK ASSESSMENT

- a. Payments & payroll services – working smoothly. To be removed as a risk.
- b. CIL funding deadline (October 2020) – Clerk has been in correspondence with Broadland District Council and as the funding is allocated there will not be an issue with running past the October deadline. To be removed as a risk.
- c. Investments – due to current crisis this is being suspended.
- d. Any others – none.

8. END OF YEAR

- a. **End of year report.** Money in: £50,563, Money out: £80,491.
“Running the Council” – breakdown of budget against actual spend: Street spaces - 79%, Recreational spaces - 102%, Historic & burial spaces - 157%, Admin - 98%, Employment – 109%
Total of above Budget - £47,000, Actual - £49,512 = 105%
Only area of concern was Historic and Burial spaces and this is mainly due to three reasons - emergency tree works, the budget figure for grass cutting was incorrect and the general section includes the rebuild of the Cemetery pillar, which was reclaimed 100% on the insurance policy, so is not representative.
“Projects” – breakdown of budget against actual spend: 32% spend against budget, due to an over ambitious project programme at the beginning of the year. This was later narrowed down to focus on a smaller and more realistic number of projects, which are now moving forward and should (C19 depending) come to fruition in the next financial year.
3-year budget forecast: this has now been updated to reflect final spending figures for last year and to adjust income accordingly, e.g. VAT returns.
- b. **External audit update** – new legislation amends the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020. It also changes the requirement for the period for the exercise of public rights.
- c. **Internal auditor requirements** – new internal auditor requirements have been received. Clerk to review with the information above and put together a programme.
ACTION CLERK
- d. **HR** - P60 and Norfolk Pension Fund annual return completed.

9. CONTRACTS FOR REVIEW/UPDATE:

- a. Tree work – discussion about reporting emergency tree works to Broadland District Council. Contractor have confirmed that they are doing this. To discuss the role of the tree warden at the next Full Council meeting.
- b. Litter picking – notification from Community Payback that they have ceased all community works. Agreed to keep a rolling review of the situation. In the meantime, Councillors to collect rubbish in their own areas and Cllr M Allsop put a note on FB asking the public not to drop litter and to pick it up where it is safe to do so.
ACTION CLLR M ALLSOP
- c. Grass cutting – three-year contract expires at the end of the 2020 season. Discussed concerns over quality. Agreed that Clerk will investigate the option to extend for one year, including pricing.
ACTION CLERK
- d. Legal advice – agreed to renew for the next financial year.
ACTION CLERK
- e. Annual playground inspection. Received notice from ROSPA that they will inspect the playground in June. Have written to them to advise that the playground is currently closed and padlocked as per government advice.
- f. Street furniture and playground cleaning contract. Agreed to review the requirement again when the crisis is over.
- g. Garden maintenance. Clerk asked for clarification on this as a voluntary role. Cllr Fiske to review.
ACTION CLERK

10. ACTION PLAN – Clerk to update as below.

- a. **19/20 – to review final position on projects**

ACTION CLERK

- i. Wherry Gardens adoption – to be carried over to next financial year. Clerk to ask Hopkins Homes for update. **ACTION CLERK**
 - ii. Cemetery extension – to be carried over to next financial year. Tender document to be added to next Full Council agenda. **ACTION CLERK**
 - iii. Cemetery memorial garden – waiting for replanting. Needs a maintenance contract. Clerk to obtain quote from existing contractor. To remove from action plan. **ACTION CLLR MANTLE CLERK**
 - iv. Footway lighting adoption – following a review of Roles and Responsibilities this has now transferred to Cllr Mantle. Clerk to set up Zoom meeting to discuss. **ACTION CLERK**
- b. 20/21 – to agree final draft, to include**
- i. Agnes Gardner Playground new nest swing and road sign. To be included. Discussed applying for Persimmons and Tesco grants. No news from Round Table. **ACTION CLLR JOYNSON**
 - ii. New footpath from Salhouse Road to the Avenue. Not included.
 - iii. Village signage. To be included.
 - iv. War memorial – to include the registration of land.

11. ASSET REGISTER - review of maintenance programme. Ongoing.

- i. Cllr Joynson – Agnes Gardner Playground, Keys Hill wood
- ii. Cllr Mantle – Caen Meadow, Trafford Memorial Ground, Cemetery
- iii. Clerk – War Memorial
- iv. St Mary's – quinquennial report.

12. POLICIES

- a. Financial regulations – full review with a new NALC document published in September 2019. Agreed to update as presented. This includes a change to the signing of the bank reconciliation. Nominated Cllr M Allsop and Cllr Everett. Uplift on delegated spend level for Clerk from £300 to £500. Requirement to explain material variances at Finance committee and to minute bank transfers. Clerk to publish. **ACTION CLERK**
- b. Finance Committee Terms of Reference – reviewed and recommending no changes.
- c. Financial Risk assessment – to be reviewed at next meeting.
- d. Internal controls review – to be reviewed at next meeting.

13. GRANT REQUESTS

- a. Priscilla Bacon Hospice – request for funding for a new hospice at the N&N. To be assessed against the grant policy and then reviewed at Full Council. **ACTION CLERK**

14. ITEMS FOR NEXT AGENDA – agreed 21st May 2020 at 11am

The meeting closed at 12.36pm

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

clerk@wroxhamparishcouncil.org