



DRAFT MINUTES OF WROXHAM FINANCE COMMITTEE MEETING

Held on Thursday 21st January 2021 1.30pm via Zoom

Parish Councillors Present:

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

No members of the public were present.

Clerk: Clare Male

1. **APOLOGIES.** None, all 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 accuracy of the minutes of the Finance Committee meeting of the **19th November 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** – agreed to purchase six litter pickers because of C19 and the unlikely return of the Community Payback service.
6. **BANK RECONCILIATION** **ACTION CLERK**
 - a. As at the 20th January 2021 noted bank balances of: £72,154.93
 - i. Barclays Community Account £14,565.97
 - ii. Barclays Business Premium £7,588.96
 - iii. Lloyds Treasurers Account £50,000.00

Total in bank £72,154.93
 - b. Agreed and signed the bank reconciliation and statements.
 - c. Reviewed the cashflow for the next 3 months and agreed to move £10,000 from the Lloyds account.
7. **DIRECT DEBITS** – Clerk has reviewed the GoDaddy website fees and there are no issues.
8. **BUDGET REVIEW** – Review the budget for the remaining financial year. No issues.

9. **PRECEPT** – Noted the submission of the precept request, as per Full Council meeting minutes of the 3rd December. Noted that final tax base figure from BDC is 800, an increase of 10 households on the estimate.

10. **CEMETERY – Cllr Mantle:**

- a. Agreed the proposal to operate the Business premium account as an account solely for the use of Cemetery income and expenditure. To commence in the next financial year.
- b. Reviewed and approved the document “Terms & Conditions for memorial bench and tree donations”.
- c. Reviewed and approved the Parish Cemetery fee update. Clerk to publish.

ACTION CLERK

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

12. **INSURANCE** – update on the Caen Meadow fence claim. Very poor performance from the insurers. Clerk to consider contact with the ombudsman if no

13. **ASSET REGISTER** – Cllr Joynson presented revised total replacement asset value.

Discussed having the life span of the playground equipment assessed professionally. Cllr Joynson to investigate.

ACTION CLLR JOYNSON

14. **ACTION PLAN**

a. **Current**

- i. Wherry Gardens adoption:
 1. Discussed the trial holes for assessing the drainage issues on the main Public Open space. Simons to undertake the works shortly.
 2. Progress meeting with BDC in the diary for Tuesday 26th January.
- ii. Cemetery extension (see item 9)
 1. Marketing plans to commence in the Spring.
 2. Agreed to proceed with land registration. **ACTION CLERK**
- iii. War memorial registration – noted progress on registration. Further works on hold due to lockdown.
- iv. Agnes Gardner Playground
 1. Noted installation of new swing complete.
 2. Reviewed grants. Only Tesco grant outstanding.
- v. Wroxham in Bloom – review of positions of planters. Ongoing.

b. **Feasibility – to discuss**

- i. Playground equipment replacement project & accessibility improvement (see item 13). Discussed Clerk’s proposal to replace the safety matting throughout, gate, steps to slide and concrete benches as the next project. Agreed to set up a project team. Clerk to contact Council members.
ACTION CLERK
- ii. Trafford memorial ground improvements. Clerk to arrange an on-site meeting. **ACTION CLERK**
- iii. Street spaces review. Discussed a strategy for spaces. Clerk to discuss with Cllr Fiske. **ACTION CLERK & CLLR FISKE**
- iv. St Mary’s churchyard review. Cllr Mantle monitoring retaining wall. Commented on the yew. Clerk to review tree reports. **ACTION CLERK**
- v. Church Hall rejuvenation. Discussions ongoing.
- vi. New Community speed watch initiative. Cllr Holyoake has confirmed that the equipment has been returned to Norfolk Police.
- vii. Wroxham Green Loop project. Cllr Fiske to investigate further. Agreed not to include any ancillary costs in the budget at this stage.

15. **POLICIES** – reviewed and approved the updated Grants & Donations policy.
16. **GRANT REQUEST** – Wroxham Church Hall. Request for financial assistance to repair the leaking roof and repaint the building. Information requested as per the grants policy not received, so unable to proceed with the request. Clerk to advise PCC. **ACTION CLERK**
17. **ITEMS FOR NEXT AGENDA – 18th March 2021 at 10.00am.** None at this stage.

Closed the meeting.

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