



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

**Held on Thursday 21<sup>st</sup> September 2021, 10.00am, The Hub**

**Parish Councillors Present:**

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

One member of the public was present.

**Clerk:** Clare Male

1. **APOLOGIES** – Cllr Peter Mantle had to leave at 11am.
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 July 2021**. Signed by the Chair.
4. **PUBLIC FORUM**
  - a. Resident spoke in favour of a permanent Christmas tree.
  - b. Message from a resident to support a Christmas tree opposite Roy's garage.
  - c. Message from a resident to say a bench in front of the central village sign is not a good idea due to traffic noise and pollution.
5. **MATTERS ARISING FOR INFORMATION ONLY** - None.
6. **BANK RECONCILIATION**
  - a. As at the 20<sup>th</sup> September 2021 to note bank balances of: £65,997.70.

i.	Barclays Community Account	£15,997.70
ii.	Lloyds Treasurers Account	£50,000.00
	<b>Total in bank</b>	<b>£65,997.70</b>
  - b. Agreed and signed the bank reconciliation and statements.
7. **AUDIT** – noted the return of the audit from PKF Littlejohn and that no were identified. Final documentation has been published.
8. **BUDGET**
  - a. Reviewed mid-year spend against budget. Clerk reported no issues in "Running the Council" (budget headings 1 to 7).

- b. Discussed how to account for the forthcoming Wherry Gardens s106 receipt. Agreed that ten years of maintenance costs to be held as an ear marked reserve and then drawn down over the period. Clerk to add inflation. Balance (excluding the supplementary sum) to be set up as a s106 projects heading with monies to be spent on projects across the village. **ACTION CLERK**
- c. Noted that there needs to be a further uplift for the increase in National Insurance contributions. Clerk to action. **ACTION CLERK**
- d. Reviewed project costs. Cemetery & AGP to be reviewed under item 9b.

**9. ACTION PLAN**

- a. Reviewed the Action Plan. Agreed a list of proposed projects for 2022-3 financial year for discussion in more detail at the next Full Council meeting. They are village trees, 20mph speed limit on The Avenue, appointment of a Parish Warden; adoption of Parish Online; Platinum Jubilee celebrations; permanent Christmas tree, reconfiguration of the war memorial. Clerk to update documentation. **ACTION CLERK**
- b. Active projects:
  - i. Cemetery project – agreed to include capital sums for forthcoming commitments for the consecration ceremony, land registration costs and a name sign. Agreed to add in a new revenue category for ongoing Cemetery marketing. Clerk to update. **ACTION CLERK**
  - ii. Agnes Gardner Playground – further work needs to be done on the specification to include a new path and understanding the drainage system that runs through the site. Investigating separate tree work to remove branches growing through the fence and to open up the tarmac area. Clerk organizing meetings with contractors. Agreed that the budget was insufficient and agreed to more funding for the next few financial years.

**ACTION CLERK**

**10. CONTRACTS**

- a. **Cemetery, St Mary’s, Agnes Gardner King playground grass cutting and maintenance** – To be rolled over to Procurement & Budget responsibility in October.
- b. **Grass cutting: Street spaces, Caen Meadow & Trafford Memorial Ground** – as above.
- c. **Washing bus shelters, noticeboards, playground & new village sign – reviewed and agreed quotes.** Agreed to appoint contractor for bi-monthly cleaning of noticeboards, bus shelters, Agnes Gardener playground and central village sign. Clerk to issue work order. **ACTION CLERK**
- d. **Paper recycling bank** – agreed to have it removed. Clerk to action. If ongoing fly-tipping continues Clerk will notify Clarion who own the land. **ACTION CLERK**

**11. POLICIES – reviewed and approved:**

- a. Financial regulations annual update – agreed. Clerk to publish.
- b. Reserve’s policy - agreed. Clerk to publish.

**12. GRANT REQUESTS** – approved the proposal to purchase Royal British Legion crosses for dedication and display around the central village sign. Agreed this will be funded by member’s allowance, not grants.

**13. ITEMS FOR NEXT AGENDA – 23<sup>rd</sup> November 2021 at 10.00am**

**The meeting closed at 11.30am.**

Published 23rd September 2021

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Signed..... Date.....