



FINAL MINUTES OF WROXHAM FINANCE COMMITTEE MEETING

Held in the HUB Thursday 18th July 2019 18.30

Parish Councillors Present:

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

1. **APOLOGIES:** Clare Male (Parish Clerk)
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 minutes of the Finance Committee meeting of the **16th May 2019**.
4. **PUBLIC FORUM** – No members of the public present.
5. **MATTERS ARISING FOR INFORMATION ONLY** - None
6. **BANK RECONCILIATION**
 - a. As at the 11th July 2019 to note bank balances of:

i	Barclays Community Account	£ 12,954.44
ii	Barclays Business Premium	£ 27,547.19
iii	Lloyds Treasurers Account	£ 50,000.00
	Total in bank	£ 90501.63
 - b. Balances noted and agreed.
7. **INSURANCE** - revised quote from Zurich and new quote from Community Action Suffolk. – Revised quote from Zurich was agreed at last full Parish Council meeting (4.07.19) - **CLOSED**
8. **ASSET REGISTER** – agreed updates and revised replacement value of £226,421. Maintenance programme with per annum replacement figure is not completed. As a result, cash flow replacement value and a maintenance reserve figures are outstanding. Noted that all land is valued at £1. Clerk to submit new replacement value to insurance company to ensure level of cover is correct. Parish Works manager Cllr Adams to review maintenance programme with **Cllr Allsop & Cllr Everett**. Church Wall – Parish Works manager has inspected. Clerk to add to risk register. Wall status not considered a risk at the current time. **ACTION CLERK & Cllr. ALLSOP, Cllr. ADAMS**. Quote to be obtained for cleaning of bus shelters and road signs **ACTION: Cllr ALLSOP**.
9. **AUDIT 18/19 going forward 19/20**
 - a. T & S policy - Members allowances.
 - b. Policy Review Subsistence, Hospitality and Events
 - c. To reconsider budget required for above and to produce a suitable policy to clearly define rules. Cllr Joynson to request Cllr Everett to draft a new policy for points a, b and c.

ACTION Cllr. JOYNSON

10. ELECTION & THE BANK MANDATE - reviewed bank signatories. Agreed to change the third signatory from Cllr Claxton to Cllr Ireland. Cllr Joynson to consult with Barclays Bank to facilitate change. In addition clarification required about process of payments by signatories

ACTION Cllr JOYNSON

11. BUDGET UPDATE - reviewed spend to date and forecast. Projects are now budgeted as per the Action Plan. Need to cash flow Wherry Gardens phase 2. Clarification required of estimate of payments and timeframe. Possibly too early to create budget.

ACTION: PARISH CLERK

12. ACTION PLAN 19/20 – to review plan updates.

a. Review cemetery extension budget, seek approval for initial pre-stage one removal of oval, hedgerow from current cemetery. Estimate for work received - £1795. Agreed that this preliminary work can go now proceed

ACTION Cllr. MANTLE

b. Review full cemetery extension budget including proposal for additional roadway for works access. Estimate received for new road construction approx. £12000. Consideration to extend the roadway to stretch full length of existing cemetery and proposed extension. Cllr Fiske to discuss new roadway with BDC, BA and Mr Trafford

ACTION Cllrs. FISKE / MANTLE

c. **To consider tendering for** the writing of a Heritage Statement and the submission of planning applications to both BDC and BA. – Agreed that the heritage statement can be written in house (cost for external author to write estimated at +£2000)

ACTION Cllr. FISKE & Cllr. MANTLE

d. Sean Hearn to tend to flower beds (village sign) – contract requires writing

ACTION: CLERK

e. Consider the purchase of a storage container for siting Wroxham Church Hall. Agreed that this is no longer required at the present time.

CLOSED

f. Agnes Gardner King Playground Fence Repairs. - Completed. Keys Hill House remains responsible for one of these costs as the fence was damaged as a consequence of a tree falling from within its property. Retrospectively cost to be paid by KH House. **Cllr fiske to contact KH**

ACTION Cllr. FISKE

g. Discuss the plan to improve the Parish Council Citizen Award and the proposal for a Nick Hindle carving, approval of design and costs. – Cost £50 – agreed to go ahead with purchase

ACTION Cllr. IRELAND

h. SAM2 – Agreed that the standard SAM 2 to be purchased instead of a mini SAM2 (Extra £175 extra cost). Cllr Joynson to progress the order

ACTION Cllr JOYNSON

i. Keys Hill Woodland Project – report on current status by Cllr Joynson – Project is progressing. Woodland trust has planned the work. Woodland trust to purchase trees / equipment to cost of £365. Agreed for work to go ahead.

ACTION Cllr JOYNSON

13. CONTRACTS – to review updates and discuss contracts requiring renewal in 2019/20. Go Daddy web site and Domain hosts due for renewal 20.07.19 / 09/08/19

ACTION Cllr ALLSOP

14. GRANT REQUESTS

a. The Bridge Parish magazine – Request not granted at this time.

CLOSED

15. POLICIES - to review and approve:

a. Operational risk assessment – fully revised and updated. Needs to be reviewed by Governance & Admin, Parish Works Manager and Parish Ranger. Clerk to arrange.

16. ITEMS FOR NEXT AGENDA – 10th October 2019 at 6.30pm

- i CCLA (Public Sector Deposit Fund) – consideration to invest.**
- ii Operation London Bridge – preparations.**
- iii Wroxham in bloom – consideration for third party to carry out work.**

Meeting closed 20:20

Draft published 18th July 2019

Cllr. Joynson for and on behalf of Clerk & RFO to the Parish Council
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Signed.....

Dated.....