



Notice of Finance Committee meeting

You are hereby summoned to attend this virtual meeting via Zoom, ID: 987 3098 9217

Thursday 19th November 2020 6.30pm

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 **17th September 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 12th November 2020 to note bank balances of: £82,594.89
 - i. Barclays Community Account £25,006.12
 - ii. Barclays Business Premium £7,588.77
 - iii. Lloyds Treasurers Account £50,000.00

Total in bank £82,594.89
 - b. To agree and sign the bank reconciliation and statements.
7. **DIRECT DEBITS**
 - a. To agree setting up a direct debit for Footway lighting with Eon.
 - b. To review other ongoing direct debits – Zoom subscription; Clerk's Vodafone mobile phone; water charges for the Cemetery with Anglian Water Business (Wave); website fees with GoDaddy; Data Protection renewal fee with ICO.
8. **BUDGET PROPOSAL 2021-2024**
 - a. Projects – to review a draft action plan for 2021 – 2022. To consider proposals, including budget, to include Wroxham in Bloom (Cllr Ireland) and the creation of a separate trading entity for the Cemetery (Cllr Fiske).
 - b. Budget - to review the budget for the next three years. To consider a proposal the addition of gardening services for the village sign and war memorial (Cllr Ireland).

- c. Precept – to note a likely decrease in the tax base for 2021-22. The tax base will be published in mid-December. To agree a precept figure for 2021 – 2022 for sign off at Full next Council.

9. **CIL** – to review final figures.

10. **AUDIT** – to note any update from PKF Littlejohn and to agree the appointment of an internal auditor for 2021.

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

12. **ASSET REGISTER** – to note updates and to review total replacement asset value and level of insurance cover.

13. ACTION PLAN 20/21

- a. Cemetery extension:
 - i. To receive an update on works in the last period.
 - ii. To review the budget and risk register.
 - iii. To review and agree a revised Cemetery fee proposal to include the addition of supplementary items and address issues around VAT and leasing.
 - iv. To discuss marketing plans.
- b. Footway lighting – to update on faulty units and replacement value.
- c. Agnes Gardner Playground – update on new nest swing and road sign.
- d. Wherry Gardens adoption – any update.
- e. War memorial registration – to note progress on registration and to discuss the remaining budget for planting, tree work and further gravel.

14. **POLICIES** – to review and agree the Procurement policy.

15. **ITEMS FOR NEXT AGENDA – 21st January 2021 at 6.30pm**

Close the meeting.

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