



DRAFT MINUTES OF WROXHAM FINANCE COMMITTEE MEETING

held in the Hub on Thursday 23rd September 2019 6.30pm

Parish Councillors Present:

Cllr Malcolm Allsop

Cllr Barry Fiske

Cllr. Ian Joynson (Chair)

Cllr. Peter Mantle

Clerk: Clare Male

1. **APOLOGIES** - Cllr Angela Ireland

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 **18th July 2019**.

4. **PUBLIC FORUM** - No members of the public present.

5. **MATTERS ARISING FOR INFORMATION ONLY**

- a. **Insurance** – to note Community Action Suffolk is the insurer, and that the Zurich insurance cancelled.
- b. **Church Wall** – added to risk register.
- c. **Website** – confirmed renewal.

6. **BANK RECONCILIATION**

- a. At the 17th September 2019 noted bank balances of:
 - i. Barclays Community Account £4,780.76
 - ii. Barclays Business Premium £27,562.95
 - iii. Lloyds Treasurers Account £50,000.00
 - Total in bank £82,343.71**
- b. Agreed and signed the bank reconciliation and statements.

7. **AUDIT 18/19**

- a. **Insurance** – see item 12a.
- b. **Investments** - see item 14.
- c. **Information audit** – outstanding.

ACTION GOV & ADMIN

- d. **Gifts & Hospitality** - confirmed policy adopted & published. Agreed a Members Allowance of £1,000 in total. Clerk to alter budget. **ACTION CLERK**

8. BANK MANDATE

- a. Update on change of signatories – Barclays form to be sent to Cllr Ireland to complete. **ACTION CLLR IRELAND**
- b. Clarification on process of payments by signatories in the absence of the Clerk. Cllr Joynson and Clerk to meet to review and discuss.

ACTION CLLR JOYNSON & CLERK

9. BUDGET UPDATE

- a. Estimate of CIL funding for Wherry Gardens 2 has been supplied by Broadland District Council of £178,500, based on a development of 100 houses.
- b. Discussed a draft project plan for 2020 – 2023. Roll over ongoing projects that are adoption of Wherry Gardens, extension to Wroxham Cemetery and adoption of footway lighting. Reviewed the other community action projects that are part of the Neighbourhood Plan. Agreed that a CIL lump sum of this size would be best use for one sizeable project, which should be a community building. This satisfies “Public realm improvements to the village” and “Work with existing community buildings to recognize their potential.” To discuss possible sites and seek approval at Full Council.
- c. Clarification on estimate of payments and timeframe – not yet clear.
- d. Operation London Bridge – reviewed requirements and agreed to reduce Appendix 2 to the Queen, Duke of Edinburgh and Prince of Wales. Have purchased Union flag but agreed that other items will be purchased at the appropriate point. To notify Governance & Administration. **ACTION GOV & ADMIN**

10. ACTION PLAN 19/20

a. Cemetery project

- i. Reviewed and agreed the contract with the appointed designer’s CAM architects. Noted work required for Heritage Statement is included in the contract. Clerk to notify architects and arrange for a paper copy to be signed. **ACTION CLERK**
- ii. Reviewed the project budget.
- iii. Clarified that a permanent roadway to the east of the Cemetery is not included in the project. The Clerk has agreed with Trafford Estates that WPC will have right of access on this track for construction only.
- b. **SAM2** – confirmed that the documentation required by Norfolk County Council has been returned. Clerk to purchase. **ACTION CLERK**
- c. **KEYS HILL WOOD** – Cllr Joynson and the Broadland Tree Network (BTN) gave a presentation to Broadland High School and are looking for pupil volunteers to undertake conservation work including tree planting. Project plan from BTN to be loaded onto DropBox. Tree planting will be paid for by the Woodland Trust. **ACTION CLERK**

11. PROCUREMENT

- a. **STREET MAINTENANCE CONTRACTS** – reviewed replacement contracts required from the Parish Rangers job description and agree procurement process:
- i. Cleaning of street and Parish signage, bus stops, play equipment, noticeboards, benches, grit bins. Clerk to write spec. **ACTION CLERK**
- ii. Garden maintenance to the war memorial, village sign and cemetery memorial garden. Clerk to write spec. **ACTION CLERK**
- iii. Grit bin filling and installation of new bins. Agreed Councillors will review grit bins in their areas and report back to the Clerk. The Clerk will then order grit and a working party will fill them. **ACTION CLERK**
- b. **AGNES GARDENER PLAYGROUND** – costs for a new swing are high as they would be insist on changing the whole frame. Cllr Joynson to meet with Wicksteed to discuss

replacing parts on the existing.

ACTION CLLR JOYNSON

- c. **INTERNAL AUDITOR** – reviewed quotes for a new internal auditor. Agreed to appoint Heather Heelis.

ACTION CLLR JOYNSON

12. ASSET REGISTER

- a. **Replacement value** – to confirm that this has been submitted to insurer.
b. **Review of maintenance programme.** Agreed that this will be reviewed by Councilors and Clerk.
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** – will be covered by the quinquennial report.

13. **GRANTS** – agreed the funding of the Bluebell Dementia Café for 2020-2021. Cllr Fiske to contact.

ACTION CLLR FISKE

14. **INVESTMENT POLICY** – Clerk to review the proposed policy & CCLA as a possibility, along with suggestions from the internal auditor, for recommendation to a later Full Council.

ACTION CLERK

15. ITEMS FOR NEXT AGENDA – 21st November 2019 at 6.30pm

16. **PUBLIC EXCLUDED** - discussed confidential staffing issues in line with the Public Body (Admissions to Meetings) Act 1960. Agreed to write to the previous Parish Ranger to clarify position on holiday pay and expenses.

The meeting closed at 8.10pm

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