



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

**Held on Tuesday 24<sup>th</sup> January 2023, 10.00am, The Hub**

**Parish Councillors Present:** Cllr Barry Fiske (Chair), Cllr. Ian Joynson, Cllr Peter Mantle.  
One member of the public was present for part of the meeting.

**Clerk:** Clare Male

1. **APOLOGIES** – given & accepted by Cllr M Allsop.
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 **29<sup>th</sup> November 2022**. Signed by the Chair.
4. **PUBLIC FORUM** – no questions.
5. **MATTERS ARISING FOR INFORMATION ONLY:**  
Proposed that WPC makes a donation in lieu of flowers for the funeral of local firefighter Carl Mills. Agreed to donate £100 - £50 from the remaining grants budget and £50 from members' allowance. Clerk to make the donation. **ACTION CLERK**
6. **BANK RECONCILIATION**
  - a. As at the 18th January 2023 noted bank balances of:

i. Barclays Community Account	£25,587.41
ii. Lloyds Treasurers Account	£30,000.00
<b>Total in bank</b>	<b>£55,587.41</b>
  - b. Agreed and signed the bank reconciliation and statements.
7. **BUDGET** - Reviewed committed spend to the end of the financial year and three-year forecast. Agreed to move the income and expenditure for Wherry Gardens over to the 23/24 financial year, see item 8a. Noted that the section 38 (Highways adoption of Wherry Gardens) has also not completed and therefore the £15K for the adoption of the bus shelters is not yet forthcoming. Projection to year end is a £2K underspend to budget and an additional £3K not yet committed - £5K underspend overall. £2K overspend forecast for 23/24 financial year. Agreed to spend a proportion of the £3K difference on works to remove dead trees over the footpaths in Keys Hill Wood (see item 10b).
8. **WHERRY GARDENS ESTATE ADOPTION**
  - a. Agreed sign off adoption of the site including the warranty cover on the play equipment. Need a few months to mobilise the grass cutting contractor for the site and to resolve issue with the bins (see item 8c). Therefore, proposed and agreed a

completion date of 1<sup>st</sup> April 2023. Discussed concerns that the budget projections for 10 years of maintenance are now too low. Clerk and Cllr Mantle meeting with the grass cutting contractor to review the spec and costs.

- b. Playground equipment - need to write a planned maintenance schedule, including the replacement of the cracked beams on the climbing frame. No plans at present for additional equipment. **ACTION CLLR JOYNSON**
- c. Discussed the issue with emptying the litter bins in the playground and the dog bin on the footpath. Veolia (BDC's contractors) have inspected the bins. They do not have the appropriate keys to open them and have expressed doubts about emptying them. Clerk has contacted Hopkins Homes and they will hand over the keys on adoption. Discussed the possibility of leaving them unlocked. Agreed to remove one of the bins in the playground upon completion. There is an issue with overcharging on the current Veolia invoice for village bins. As there are many problems with Veolia/BDC agreed for the Clerk to get a quote from other contractors for emptying all WPC bins. **ACTION CLERK**
- d. Maintenance of smaller areas (shown as areas C, D, E and F on the official transfer map) – to be included to the main maintenance schedule. To discuss leasing/selling areas post adoption.
- e. Reviewed costs for grit bins and a noticeboard. Agreed to the quotes for the double-sided board with one side locked for WPC and the other unlocked for the community notice boards plus fitting. Agreed to three grit bins as per the proposed map. Requested these would be green and 5 cubic litres. One of these bins would be sited on Highways land. Clerk has made a street furniture licence application to Highways but has been turned down as the land is not yet adopted. Clerk to order noticeboard upon adoption and then order the grit bins in the autumn.

#### 9. STREET SPACES –

- a. Maintenance of village flowerbeds – agreed to keep maintenance in house. To invest in some hardy minimum maintenance shrubs and bark chips. **ACTION CLLR MANTLE**
- b. Discussed the disputed litter bin emptying invoice (see item 8c). Litter picking rubbish collection by Veolia – following a complaint to BDC a revised service for litter picking rubbish collection is now in place. This is free of charge but the Community Payback team must contact BDC after every litter pick and request a collection. They have agreed to do this.

#### 10. RECREATIONAL SPACES –

- a. Noted that a review of the insurance requirements for playground inspection are that the playground must be inspected weekly, which is already happening but we need to be able to provide evidence. Cllr Joynson will record when he visits and when the Clerk covers it will be recorded on her timesheet. To undertake a full tick box check list once a month. To consider who will check the Wherry Gardens playground.
- b. Reviewed work required at Keys Hill Wood. Noted Clerk has two quotes and agreed to accept quote from Eden Tree Care. Clerk to order. **CLERK TO ORDER**

#### 11. ADMINISTRATION – reviewed NALC's new payroll service and agreed to transfer when the service is up and running. **ACTION CLERK**

#### 12. GRANTS – requests (see item 5), no applications and no other grant opportunities

#### 13. INVESTMENTS – Have reviewed many accounts with 3 – 3.5% interest rates but the issue is that very few banks will take a Parish Council. Agreed a proposal to transfer the £30K in the Lloyds account to the easy access account with Unity. Current interest rate is 1.71% p.a. versus 0% in Lloyds. When the Wherry Gardens s106 money is released to invest it in the CCLA Public Sector Deposit Fund. **ACTION CLERK**

#### 14. ITEMS FOR NEXT AGENDA – 21st March 2023 at 10.00am