



DRAFT MINUTES OF WROXHAM FINANCE COMMITTEE MEETING

Held on Thursday 15th July 2021, 10.00am, The Hub

Parish Councillors Present:

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

No members of the public were present.

Clerk: Clare Male

1. **APOLOGIES** – Cllr Barry Fiske
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 **20th May 2021**. Signed by the Chair. Noted that the minutes say that the Council has a reserves policy. The Council has a reserves strategy but this needs to be documented into a policy. To be created and reviewed at the next meeting. **ACTION CLERK**
4. **PUBLIC FORUM** – No members of the public present.
5. **MATTERS ARISING FOR INFORMATION ONLY** - None.
6. **BANK RECONCILIATION**
 - a. As at the 9th July 2021 noted bank balances of: £71,289.53

i.	Barclays Community Account	£21,289.43
ii.	Barclays Business Premium	£0.10
iii.	Lloyds Treasurers Account	£50,000.00
	Total in bank	£71,289.53
 - b. Agreed and signed the bank reconciliation and statements.
7. **BANKING**
 - a. Noted telephone communication with Lloyds bank that the Parish Council's Treasurers account is covered by the Financial Services Compensation Scheme.

- b. Discussed the process of making payments and authorizing payments in the Clerks absence. Agreed to add the process to the Financial Regulations as part of the forthcoming review. **ACTION CLERK**
- 8. **CIL** – noted annual return to BDC completed. Last return, grant now spent in full.
- 9. **BUDGET** – reviewed first quarter spend against budget. Agreed:
 - a. To create a new budget heading for costs associated with memorial donations at the Cemetery.
 - b. Email address costs – agreed to increase budget for future years to reflect actuals.
 - c. Clerks Pension and HMRC costs – to review and check budget figure.
 - d. Need to assess costs associated with Caen Meadow management plan and add to budget.
 - e. Overall underspent as there is remaining income (after allocation of 10-year maintenance forecast costs) still to be allocated. This will be informed by the consultation with Wherry Garden residents.
- 10. **CONTRACTS:**
 - a. **Cemetery, St Mary's, Agnes Gardner King playground grass cutting and maintenance** – Reviewed the specification and agreed proposal to continue to use local contractor on a year-by-year basis. Cllr Mantle to make changes as discussed and issue to Clerk. **ACTION CLLR MANTLE**
 - b. **Grass cutting: Street spaces, Caen Meadow & Trafford Memorial Ground** – Reviewed the draft specification and agreed that Cllr Mantle and Cllr Ireland will walk around and finalize the spec. **ACTION CLLR MANTLE**
 - c. **Topple testing of memorials** in Cemetery and St Mary's Churchyard – agreed the budget and contractor. Clerk to order. **ACTION CLERK**
- 11. **ACTION PLAN**
 - a. Wherry Garden adoption. Need to complete boundary appraisal and then respond to NP Law. Meetings booked in diaries.
 - b. Agnes Gardner Playground – Reviewed specification. Agreed Cllr Joynson will get three quotes for just the fencing and see if this can be obtained cheaper from a specialist fencing contractor, rather than a playground firm. Discussed demolishing the brick pillars and agreed that as they serve no purpose and look out of place it would be better to have them demolished. Clerk to check planning issues. **ACTION CLLR JOYNSON & CLERK**
 - c. Management plan for Caen Meadow – discussed possible budget. Cllr Everett, Ireland & Mantle to walk around first and then make suggestions.
- 12. **POLICIES – to review and approve:**
 - a. Financial regulations annual update – outstanding.
 - b. Finance committee Terms of Reference – agreed.
 - c. Financial risk assessment – agreed.
 - d. Internal controls review – agreed.
- 13. **GRANT REQUESTS** – noted thanks received from Wroxham, Hoveton & Belaugh Community Car scheme.
- 14. **ITEMS FOR NEXT AGENDA – 16th September 2021 at 10.00am**

The meeting closed at 11am.