



DRAFT MINUTES OF WROXHAM FINANCE COMMITTEE MEETING

Held on Tuesday 24th May 2022, 10.00am, The Hub

Parish Councillors Present:

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

No members of the public were present.

Clerk: Clare Male

1. **APOLOGIES** – none.
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 **22nd March 2022**. Signed by the Chair.
4. **PUBLIC FORUM** – no members of the public were present.
5. **MATTERS ARISING FOR INFORMATION ONLY** – none.
6. **BANK RECONCILIATION**
 - a. As at the 19th May 2022 noted bank balances of:
 - i. Barclays Community Account £40,891.58
 - ii. Lloyds Treasurers Account £30,000.00**Total in bank £70,891.58**
 - b. Agreed and signed the bank reconciliation and statements.
7. **END OF YEAR & AUDIT**
 - a. Clerk presented the figures submitted to internal audit, including an explanation of the variances. Awaiting the internal audit report. Noted that the audit and report will be signed off at Full Council in June.
 - b. 21/22 VAT return – yet to be completed.
 - c. Clerk presented the Cemetery spreadsheet for the year 21/22. Spend was £6,124 (including project costs) and income was £6,304. Discussed issue of all burials going to the big crematoriums at Cromer & Earlham. Agreed to revise the fees to include Hoveton residents in the resident pricing bracket. Agreed Clerk to talk to The Bridge magazine about regular advertising. **ACTION CLERK**

8. BUDGET

- a. Clerk talked through current spend against the budget. Spending is on track and as expected for the time of year. However, the overall budget currently stands at £5K overspent and spending needs to be tightly controlled. A detailed six-monthly budget review will take place at the September meeting.
- b. Setting the budget for 2025-26 including discussing current inflation rates – pending re: discussion about Caen Meadow at Full Council (see item 9d).
- c. Request to add the purchase of additional memorial cherry trees for the new extension - Cllr Mantle to price out 8 new Cherry trees for planting in the 22/23 winter season.

ACTION CLLR MANTLE

9. ACTION PLAN UPDATE

- a. Wherry Gardens – agreed to re cashflow the handover from 1st July handover to the 1st September, due to legal delays. Discussed where to hold s106 funds once they arrive and the desire to make a return on the capital. Need to keep within the FSC limits of £85K per bank. Interest rates likely to change imminently so review again at the next meeting.
- b. Platinum Jubilee – reviewed the budget before the event on the 2nd June. Currently under budget, but performers catering budget needs to be clarified urgently.

ACTION CLERK

- c. Agnes Gardener King Playground – reviewed and agreed £2,000 additional costs following problems with levels on site which makes the gate entrance gradient safer. This will be partly covered by the contingency and a projected underspend on Wherry Gardens legal fees (all of costs currently covered by Hopkins Homes as part of the s106 agreement).
- d. Caen Meadow management plan – long discussion on the issues with the amount of work required at the Meadow and lack of funds to employ a person or a contractor to address all the issues. A huge amount of time has been spent trying to resolve the issue of waste collection with BDC, but it is still ongoing (see item 10 a). Discussed possible options for the future of the Meadow, how to manage the site and balance the precept going forward. Agreed to take a proposal to Full Council to form a working group to discuss the future of the Meadow and ergo, the precept for 2025-26 (item 8b). Cllr Fiske and Ireland expressed their interest in being part of the group.

10. CONTRACTS:

- a. Bins – Litter and dog bins at Caen Meadow and the top of Malt House Lane both overflowing. Uncertainty as to whether the bins are being emptied twice a week as contracted with BDC. Green wheelie bin contract has been cancelled by BDC which reduces capacity. Roll top Biffa bin provided by the Parish Council removed at the end of last year following complaints from residents. Clerk updated on the latest from an Officer at BDC on the “new” Veolia litter bin emptying contract. Bins will be emptied as and when required rather than on an agreed schedule of emptying. Veolia will be using their local knowledge and sensors in bins to prompt them to schedule a pick up. Clerk queried how this would affect the pricing structure and was told it would remain as is. No official notification from BDC. Clerk to follow up at a higher level. Agreed to hold off on the option of purchasing compactor bins. Posts on bins at top of Malthouse Lane is broken and needs repairing.

ACTION CLERK

Cllr Ireland to arrange a bin collection survey to ascertain if the bins are being emptied as currently contracted with BDC.

ACTION CLLR IRELAND

11. **INSURANCE** – agreed to continue with existing provider as part of current 3-year deal, dependent that the annual renewal cost is within budget which is tbc, due 3rd July 2022.

12. ITEMS FOR NEXT AGENDA – 19th July 2022 at 10.00am

- a. Policies - Financial risk assessment & Internal controls review.

b. Bench on Park Road – costs for renovations.

13. **CLOSED SECTION OF THE MEETING** – discussed the frequency of the Clerk's salary payments. Agreed to pay the Clerk twelve times a year rather than the current ten.

The meeting closed at 11.44 am.

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Clare Male, Clerk & RFO to the Parish Council

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