



FINAL MINUTES OF WROXHAM FINANCE COMMITTEE MEETING

Held on Tuesday 25th January 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 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 **23rd November 2021**. Signed by the Chair.
4. **PUBLIC FORUM** – no members of the public were present.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - a. Correspondence from a resident regarding the precept, budget and transparency. Clerk and Cllr Fiske to respond. **ACTION CLERK & CLLR FISKE**
 - b. Cemetery noticeboard – thanks to Shaun Hearn and Cllr Mantle who installed the new noticeboard at the Cemetery. Agreed that regular cleaning of the noticeboard and the benches should be added to the existing contract. This will need to be ratified at Full Council.
6. **BANK RECONCILIATION**
 - a. As at the 25th January 2022 to note bank balances of:

i.	Barclays Community Account	£25,277.10
ii.	Lloyds Treasurers Account	£50,000.00
	Total in bank	£75,277.10
 - b. Agreed and signed the bank reconciliation and statements.
 - c. Agree to transfer £20,000 from the Lloyds account to the Barclays account. **ACTION CLERK.**
7. **BUDGET** - Reviewed income and committed spend to the end of the financial year. Noted a shortfall of income (only £700, offset by an unexpected CIL payment) due to a Tesco grant for

the playground has never materialized. Noted an expected underspend on historic and burial budget, due to very little tree surgery work being required and the topple testing costs coming in significantly lower than budgeted. There was a significant overspend for footway lighting due to additional maintenance works and increasing energy costs. Budget increased for the next three years accordingly. Overall expecting to be about £5,000 underspend at year end, mainly due to not having to have spent so much on emergency tree surgery. Agreed that budget for a number of projects is to be rolled over to the next financial year – adoption of Wherry Gardens, playground equipment replacement, Caen Meadow management plan and village tree planting project. Discussed next three years budget. To be discussed in more detail at the next meeting.

8. ACTION PLAN

- a. War memorial – noted that the registration has been completed and the asset register updated accordingly. Discussed the future development of the area including a possible permanent Christmas tree. Agreed that possible remodeling of the war memorial and the installation of a permanent tree is a project that could be postponed in the current financial climate. Agreed that the chippings are hard to maintain and that replacing them with could be advantageous. Cllr Ireland to present a proposal at the next Full Council meeting. **ACTION CLLR IRELAND**
- b. Wherry Garden adoption – Clerk provided an update on the review of the transfer documents with NP Law. A number of issues to be agreed:
 - i. Agreed that a site survey or valuation are an unnecessary cost and not to proceed. The site to be adopted is mainly grass and has little/no resale value due to restricted use. The Council's insurance company have confirmed that this is acceptable.
 - ii. Chancel repair liability – Clerk to check with insurance provider if the Council is covered as part of the general policy. **ACTION CLERK**
 - iii. Easements – Clerk had queried transfer plan only including a limited number of the easements. Discussed and agreed that as long as each utility plan was as built this was acceptable.
 - iv. Liabilities over retained land – Clerk to seek further clarification from NP Law. **ACTION CLERK**
 - v. Draft land registry transfer document – agreed the document is acceptable for submission to Land Registry. Agreed that Cllr Allsop and Cllr Fiske will be the signatories. Clerk to advise NP Law. **ACTION CLERK**
 - vi. Maintenance contracts required – grass cutting contract out to tender. Will require an additional contract for hedge cutting and shrub bed maintenance. Clerk to contact existing contractor to discuss specification. **ACTION CLERK**
- c. Platinum Jubilee – **Cllrs E Allsop & Ireland** – agreed that a more detailed budget is currently premature. Once the preliminary meeting with the Football Club has taken place the plan for the day can be developed and costs can be agreed accordingly. Wip.

9. CONTRACTS:

- a. **Grass cutting of roadside verges & Caen Meadow** – noted that the tender has been published, closing date 3rd February 12 noon. Agreed evaluation via Zoom ready for a proposal at Full Council. Agreed that there will need to be hands on contract management once the contract is awarded to ensure that the revised spec is being followed.
- b. **Grass cutting St Mary's Church** – Cllr Mantle reviewing spec with Shaun Hearn and NWT.
- c. **Footway lighting power supply** – to note transfer of account to new supplier. Noted cost of first invoice for the month of December as per item 7 above.

- d. **Tree surgery** – noted that framework has been renewed for one further year with Target trees. They are reviewing the trees in WPC areas that may need work in the next 12 months.

10. PUBLIC SPACES

- a. **PARK ROAD BENCH** – Cllr Mantle. Needs substantial work, but power on site is an issue. Agreed to remove it to Cllr Joynson garage and see if it can be restored.

ACTION CLLRs MANTLE & JOYNSON

- b. **CAEN MEADOW BINS** – Cllr Ireland. Really needs to be resolved in collaboration with Broadland District Council (BDC). To speak with Cllr Fran Whymark about arranging a meeting with the appropriate Officers at BDC.

- 11. **ASSET REGISTER** – annual review. Noted the Clerk's updates and agreed the update asset value of £278K for insurance purposes. Noted that when the work to the Agnes Gardener King playground is completed there will be a significant increase.

- 12. **POLICIES** – noted the Procurement policy needs updating to cover Brexit. Clerk to address.

ACTION CLERK

13. ITEMS FOR NEXT AGENDA – 22nd March 2022 at 10.00am

The meeting closed at 11.20 am.

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Clare Male, Clerk & RFO to the Parish Council
07341 873375

clerk@wroxhamparishcouncil.org

Signed by.....

Dated.....