



FINAL MINUTES OF WROXHAM FINANCE COMMITTEE MEETING

Held on Thursday 16th July 2020 6.30pm via Zoom

Parish Councillors Present:

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

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 **21st May 2020**. Signed by the Clerk on the Chair's behalf.
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 2020 noted bank balances of:

i. Barclays Community Account	£8,399.82
ii. Barclays Business Premium	£17,586.37
iii. Lloyds Treasurers Account	£50,000.00
Total in bank	£75,986.19
 - b. Agreed and signed the bank reconciliation and statements.
7. **BUDGET** – noted updated budget to reflect recent agreements as minuted and reviewed first quarter figures. Agreed to remove the budget for the Trafford footpath as this has been completed by Trafford Estates.
8. **AUDIT** – noted the submission of the audit on the 8th July 2020. Considered the recommendations from the internal audit:
 - a. General power of competence – completed.
 - b. Standing orders – will be reviewed and updated using a NALC template for the September Full Council meeting

ACTION CLERK

9. ACTION PLAN 20/21

- a. Cemetery extension – reviewed six tenders received for the extension. Agreed to go ahead with Simons Landscaping, with caveat that planning is awarded at the end of July. Clerk to award. **ACTION CLERK**
Discussed memorial trees for the existing Cemetery. Agreed to go ahead with the purchase of eight potted trees. **ACTION CLLR M ALLSOP**
Agree to proceed with works to gravel areas after the spoil heap has been removed as part of the Cemetery extension project. Agreed to negotiate with the contractor to see if the materials could be purchased direct to allow for VAT reclaim. **ACTION CLERK**
- b. Footway lighting adoption – Cllr Mantle chasing for various contracts to be completed with BDC. Confirmation that the lights are safety certified for six years. Contract negotiated with TT Jones for maintenance to be as LED, but these will only be replaced as they fail. Ongoing work to set up power supply. **ACTION CLERK & CLLR MANTLE**
- c. Agnes Gardner Playground new nest swing and road sign. Waiting for quotes for additional works for grass matting etc. Also waiting for grant bid response from Tesco. Agreed that if it is within budget OK to proceed with quotes before the next meeting. Cllr Joynson to chase outstanding items. **ACTION CLLR JOYNSON**
- d. Wherry Gardens adoption. Update on discussions with BDC. Need to review s106. **ACTION CLERK.**
- e. New village sign – opening ceremony organization underway for 2021. Work for the concrete pad paid for, awaiting contact from Highways to agree programme.
- f. War memorial registration. No progress since last meeting.

10. CONTRACTS FOR REVIEW/UPDATE:

- a. Bins –agreed not to proceed with a 1100 litre roll top bin for Caen Meadow
- b. Litter picking – Community Payback service currently suspended. Clerk to ask when the service is likely to proceed. Issue with rubbish from Roy’s garage – Cllr Fiske to raise the issue again. **ACTION CLERK & CLLR FISKE**
- c. Grass cutting – renewed Garden Guardian for a year until the end of 2021, then will go out to tender for the whole village from 2022 onwards. Issue with a couple of areas being missed – Keys Hill Drive and Nobel Crescent. Cllr Mantle to raise with the contractor. **ACTION CLLR MANTLE**
- d. Street furniture and playground cleaning contract. Noticeboards and bus shelters in need of a clean. Clerk to get a quote for a one off clean. **ACTION CLERK**
- e. Cemetery maintenance – additional work to improve condition of grass and for leaf clearance. Clerk to issue work order. **ACTION CLERK**

11. VAT & CASH FLOW – Cllr Fiske

Clerk to investigate monthly cloud-based subscription packages to make VAT submission easier. **ACTION CLERK**

12. ITEMS FOR NEXT AGENDA – 17th September 2020 at 6.30pm

The meeting closed at 7.25pm

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Signed.....

Dated.....