



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

**Held on Tuesday 22<sup>nd</sup> March 2022, 10.00am, The Hub**

**Parish Councillors Present:**

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

One member 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 **25<sup>th</sup> January 2022**. Signed by the Chair.
4. **PUBLIC FORUM** – no members of the public were present.
5. **MATTERS ARISING FOR INFORMATION ONLY**
  - a. Norfolk Pension Fund – noted there will be a 3 yearly revaluation of the fund and this could lead to an increase in the Employers Pension Contribution rate. Need to be aware for budget implications.
  - b. Christmas tree lights – these were vandalized on the tree and only light up green. Agreed to dispose of.
  - c. Pension Regulator – letter received regarding re-enrolment. Noted that the re-enrolment date chosen by the Clerk was the 17th March and that the re-enrolment has been completed online.
6. **BANK RECONCILIATION**
  - a. As at the 21<sup>st</sup> January 2022 noted bank balances of:

i. Barclays Community Account	£21,095.61
ii. Lloyds Treasurers Account	£30,000.00
<b>Total in bank</b>	<b>£51,095.61</b>
  - b. Agreed and signed the bank reconciliation and statements.
7. **BUDGET** –

- a. Reported on 21-22, spend against budget as the end of the financial year approaches. Final payment run has been completed but there will be a few further direct debits to come.
  - i. Receipts are slightly under what was projected, as the Tesco grant for the playground never transpired.
  - ii. "Running the Council" budget (day to day spending requirements) - reviewed spending on a heading-by-heading basis. Administration, Street Spaces and Recreation were slightly underspent. Historic and Burial spaces were significantly underspent – this was due to not having to use any of the tree surgery budget and Cllr Ireland kindly undertaking and financing the planting in the war memorial. No spending on Wherry Gardens as the adoption has still not taken place. Employment was overspent due to the Clerk having to take time off due to a family emergency last April and a locum being bought in. Overall, the day to day running of the Council was underspent by £4,141 against a budget of £61,360.
  - iii. "Project work" budget – underspent by £2,424 against a budget of £21,361. Due to land registry delays for the registration of the Cemetery and the delay to the adoption of Wherry Garden.
- b. Reviewed the three-year budget forecast (2022 – 2025) for savings and the future precept. Agreed to increase the predicted inflation rate from 4% to 6%.
  - i. Receipts – precept for the next financial year is set, agreed in November. Agreed the Councils intent to keeping the precept at 0% for 2023 and 2024 financial years. This is dependent on revenue costs over the next financial year and will be subject to review in November 2022. Agreed to remove £500 from "other income" as no further income is currently foreseen.
  - ii. "Running the Council" budget (day to day spending requirements). Street spaces – "wheeled waste collections" are a risk area. Broadland District Council have withdrawn the service and the commercial quotes are much higher than BDC, ergo the budget. Footway lighting energy bills have risen dramatically this financial year and this is reflected in the budget and one more lamp will need replacing next financial year. Agreed to reduce the budget on the Christmas tree. Recreational spaces – agreed to reduce the budget for tree surgery and general maintenance. Flagged the risk associated with an additional wheeled bin at Caen Meadow as per the note above. Historic & burial spaces - agreed to reduce the budget for tree surgery, Cemetery marketing and general maintenance. Remove the budget for gardening at the war memorial and Remembrance Sunday. Noted that new memorial trees for the cemetery extension may be required for the next planting season. Wherry gardens maintenance – agreed to re cashflow the maintenance costs with services potentially starting in the second quarter (July 2022). Administration – agreed to reduce the budget for admin & expenses & training. Employment – Clerk has reviewed figures re Pension, salary award and NI.
  - iii. Projects – Carry over remaining budget for Cemetery project & Wherry Gardens. Agreed to remove budget for further new playground equipment in 2023-25. Caen Meadow management plan – not yet been undertaken due to resource pressures. Agreed signage, boundary fencing with the Dell and slope erosion all needed to be funded but the budget should be reduced. Village trees – agreed to reduce the budget.  
Clerk to update. **ACTION CLERK**
- c. Reviewed the headline budget for publication as recommended by the Governance and Administration group. Agreed to publish on the website. **ACTION CLERK**

8. **AUDIT 21/22 PROGRAMME** – Clerk proposed a programme for the upcoming audit with presentation to Full Council on the 9<sup>th</sup> June. Deadline for submission to the external auditor is the 1<sup>st</sup> July. Agreed.

9. **ACTION PLAN UPDATE**

- a. Cemetery project –consecration on the 23<sup>rd</sup> March has been cancelled due to the indisposition of the Bishop. Rearranged for the 7<sup>th</sup> April at 2.30pm. Dedication stone had already been carved – agreed to keep the original date on the stone to save money. Clerk to advise Bishop. **ACTION CLERK**
- b. Wherry Garden adoption – noted that all the actions discussed at the last meeting have been completed but there has been no further progress.
- c. Platinum Jubilee – reviewed the budget. Currently underbudget. Agreed the cost for the floodlighting. Discussed borrowing chairs for the band and pitch protection. The Jubilee group need to look at food provision, especially the food provided for the band and choir and decorations including a Jubilee flag. **ACTION CLLR IRELAND**
- d. Caen Meadow management plan – central slop erosion. Reported on meeting with grass cutting contractor and discuss fencing options. To report on fencing costs at next Full Council meeting. **ACTION CLLR MANTLE**

10. **CONTRACTS:**

- a. Litter picking –a community litter picking group (to replace the current Community Payback contract) has been set up and they have made an application for a BDC “Get it Started” grant for additional litter pickers.
- b. Grass cutting St Mary’s Church – Clerk setting up a site meeting to discuss.
- c. BDC wheeled bin contract – discussed the cessation of this contract by BDC with less than a months’ notice. Reviewed quotes for a replacement 240l bin at the Church Hall (for litter picking waste) and a new 240l bin at the main entrance to Caen Meadow. Quotes are over budget. Agreed to cancel the litter picking bin and use individual’s bins. Agreed not to go ahead with the Caen Meadow bin and continue to petition BDC on their failure to provide a suitable service. Cllr Allsop to contact Jerome Mayhew MP. **ACTION CLLR ALLSOP**
- d. NP Law subscription – reviewed concerns over customer service levels and agreed not to renew. Will use NALC advice or other solicitors firms as required.
- e. Tree surgery – reviewed quotes from framework contractor for updated tree surveys for Parish Council maintained land. Very expensive and not in budget. Clerk to look at other possible providers. **ACTION CLERK**

11. **GRANTS:**

- a. Proposed a donation to Wroxham & Hoveton Scouts for use of their premises for various events. Noted this was agreed at the last Full Council meeting.
- b. The Bridge magazine – reviewed a request for funding. Agreed a grant of £250 in line with the grant policy.
- c. The Broadland Tree Network – agreed to renew the subscription for 2022-23.

12. **POLICIES FOR REVIEW:**

- a. Investment policy – agreed, with review on a biannual basis.
- b. Procurement policy – agreed updates. Clerk to publish. **ACTION CLERK**

13. **ITEMS FOR NEXT AGENDA – 24<sup>th</sup> May 2022 at 10.00am**

- a. How to hold the Wherry Gardens s106 funding when it arrives.

**The meeting closed at 11.36 am.**

Signed.....

Date.....