



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

**Held on Thursday 20<sup>th</sup> May 2021, 10.00am, The Hub**

**Parish Councillors Present:**

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

No members of the public were present.

**Clerk:** Julie King

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 **18th March 2021**. Signed by the Chair.
4. **PUBLIC FORUM** – No members of the public present.
5. **MATTERS ARISING FOR INFORMATION ONLY**  
None.
6. **BANK RECONCILIATION**
  - a. As at the 12 May 2021 to note bank balances of: £79,533.76
    - i. Barclays Community Account £29,533.76
    - ii. Barclays Business Premium £0
    - iii. Lloyds Treasurers Account £50,000.00

**Total in bank                    £79,533.76**
  - b. Agreed, Chair signed the bank reconciliation and Barclays statement.
7. **END OF YEAR 2020 - 2021**
  - a. Clare Male would be returning to work on 24 May and would be doing the year-end which would be ready for signing at the full council meeting on 3<sup>rd</sup> June  

**ACTION CLERK**
  - b. It was noted that the council had a reserves policy.

8. **BUDGET 2021 – 22**

It was too early in the year to review spend against budget.

The adoption of Wherry Gardens would see a large quantity of money coming in to the Parish Council which would need overseeing. It was agreed to recommend to full council that a councillor be appointed for budget responsibility, Cllr Fiske indicated that he would be willing to undertake the role.

**ACTION CLERK**

9. **INSURANCE** – The council was in a long-term agreement with RSA Community Action Suffolk until 3 July 2022, the renewal quote would be considered by full council on 3 June.

**ACTION CLERK**

10. **ACTION PLAN**

- a. Wherry Garden adoption (active project) – Cllr Fiske.

It was agreed to adopt the public open spaces A through G and leisure area including ornamental trees subject to: a weed and feed dressing to be carried out by Hopkins Homes, receipt of full monies due under the s106 agreement, payment of the terms under s38 for bus stops and payment of a supplementary sum of £8,000 to assist in the care of the public open spaces and leisure area as agreed by Hopkin Homes.

**ACTION CLLR FISKE**

- b. Cemetery improvements and extension (active project) – Cllr Mantle.

- i. Consecration/land registration – Work is ongoing with the registration of the land, until this was completed the consecration could not take place.

**ACTION CLERK**

- ii. Change to Terms & Conditions for memorial benches and trees – Done

- c. Agnes Gardner Playground improvements (active project) – Cllr Joynson.

One quote had been obtained and another contractor was to visit the site on 7 June to provide a second quote.

**ACTION CLLR JOYNSON**

- d. Wroxham in Bloom (active project) – Cllr Ireland. Despite being asked on several occasions, the contractor had not measured the area to be dug and without measurements the necessary licence couldn't be obtained from Highways. Cllr Ireland and Cllr Mantle to measure area. Councillors to speak with contractor about intention to carry out the work.

**ACTION CLLR IRELAND AND CLLR MANTLE**

Cllr Joynson had inspected the base of village sign, some of the bricks required re-laying and repointing. Cllr Joynson to relay bricks and Cllr Ireland to refresh soil and replant.

**ACTION CLLR JOYNSON AND CLLR IRELAND**

- e. Implement Low Traffic Neighbourhood (LTN) (possible future project) for The Avenue and Church Lane – Cllr M Allsop. Following extensive enquiries, it had been ascertained that this was not supported by the County Council or the Police, in addition concern had been voiced that this would push traffic onto neighbouring roads. It was agreed not to proceed.

11. **STREET SPACES:**

- a. Agreed the location and budget for a dog bin for The Avenue. – Done.  
b. Defib light – It was agreed to replace the lights, including PIR, re-wiring and battery back-up emergency lighting at a cost of £216.

**ACTION CLLR JOYNSON**

There was a discussion about the promotion of the locations of the defibrillators in the parish. The Bridge had been asked to include a map in all future publications.

Signage was also suggested.

- c. Delegated grass cutting agreement.

The agreement for the current year had been agreed with Norfolk County Council and quotes from Garden Guardian and Shaun Hearn had been obtained and agreed.

- d. Posts for bins  
Consideration was given to purchasing replacement posts. It was agreed to consider this along with rescinding the Highways approval for the repositioning of the bis at the top of Malthouse Lane at the next full council meeting. **ACTION CLERK**

**12. HISTORIC & BURIAL SPACES:**

- a. War memorial - boundary with Church Hall – Done.

**13. RECREATIONAL AREAS**

- a. Caen Meadow – this would be covered as part of the management plan.
- b. Outdoor Gym Equipment  
Consideration to be given when the necessary funds are received and a structure for consideration of such items had been agreed by full council. Discussion took place regarding the possibility of a procurement and expenditure group which could look at future projects and help to prioritise.

**14. POLICIES** for review: None.

**15. GRANT REQUEST**

- a. Wroxham & Hoveton Medical Practice – request for funding to support a party for the vaccination volunteers – request withdrawn; sufficient funds raised.
- b. Wroxham & Hoveton Community Care Scheme – it was agreed to grant £250, the maximum allowed under the council's grant policy.

**16. ITEMS FOR NEXT AGENDA – 15<sup>th</sup> July 2021 at 10.00am**

**Closed the meeting.**

Published 24th May 2021  
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Signed.....

Dated.....