



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

**Held on Tuesday 23<sup>rd</sup> May 2023, 10.00am, The Hub**

**In attendance:**

**Parish Councillors:** Cllr Linda Aspland (part), Cllr Fiona Hawke, Cllr Sylvia Holyoake, Cllr Ian Joynson (Chair), Cllr Peter Mantle, Cllr Paul Martin, Cllr Nigel Robertson.

**Public:** None

**Clerk:** Clare Male

1. **APOLOGIES** – none. Cllr Joynson agreed to Chair this meeting until the Roles and Responsibilities are resolved.
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 **21<sup>st</sup> March 2023**. Signed by the Chair.
4. **PUBLIC FORUM** – not applicable.
5. **MATTERS ARISING FOR INFORMATION ONLY** – none.
6. **BANK RECONCILIATION**
  - a. As at the 18th May 2023 noted bank balances of:

i. Barclays Community Account	£39,552.44
ii. Lloyds Treasurers Account	£30,000.00
iii. CCLA Public Sector Fund	£85,000.00
<b>iv. Total in bank</b>	<b>£154,552.44</b>
  - b. Agreed and signed the bank reconciliation and statements.
7. **AUDIT 2021-22** – Clerk advised that the audit was submitted to the internal auditor on the 22<sup>nd</sup> May. Reviewed Governance statement, financial statement and variances. Variances greater than 15% requiring a breakdown were “other receipts” and “fixed assets”. Other receipts variance was due to the s106 receipt for the adoption of the public open spaces on the Wherry Gardens estate. Fixed assets variance was due to the adoption of the Wherry Gardens, last years improvement project at the Agnes Gardner King playground and revaluation of the Council’s 29 benches.
8. **ASSET REGISTER** – reviewed the revaluation of the register from £278,514 to £386,444. This is due to the adoption of the Wherry Gardens public open spaces, last year’s improvement project at the Agnes Gardner King playground and revaluation of the Council’s 29 benches, following the fitting of the new benches at Caen Meadow. Agreed to write off all loose items under £100. Clerk to get additional cost of insurance and then asses the risk

verses the cost. Need to calculate the breakdown as per the insurance companies' categories. **ACTION CLERK**

**9. BUDGET 2023 - 24 –**

Reviewed the current forecast. In receipts, agreed that the Cemetery forecast was low. Agreed to review the Cemetery fees before making any changes. Expecting an additional £15K in from the s38 adoption of the bus shelters on the Salhouse Road. No problems anticipated with receipts. In payments discussed the issue of how to finance the maintenance of Wherry Gardens after 10 years. Agreed to keep the inflation rate at 8%. WPC's road safety bid with NCC is still outstanding so there may need to be a requirement to replace one of the SAM2's. Overall have a surplus of c£15.5K for the year, primarily due to the unallocated s38 bus shelter payment.

- 10. BANKING & INVESTMENTS –** Clerk reported that the investment account (CCLA deposit fund – c4% interest rate) has been opened and £85K transferred. Ongoing problems with Barclays. Agreed to start the transfer of current account to Unity. Lloyds Treasurer's account (currently £30K balance) pays no interest. Agreed to move the £30K balance back to Barclays and close the account. Then transfer whole amount to Unity and then open a saving account with Unity. They also offer notice accounts at higher rates of interest.

**ACTION CLERK**

- 11. ACTION PLANNING –** reviewed the current action plan. Wherry Gardens legal fees - NP Law have confirmed that are no legal charges outstanding, so agreed to put the surplus £324 back into the main pot. Wherry Gardens supplementary sum (£8K) – reviewed the list of possible items for this budget and discussed requests and feedback from residents over the past year. Agreed to start by getting an updated price for the noticeboards and siting one green grit bin on the main green. Caen Meadow management plan - £1028 remaining. Working group exploring options so agreed to leave for the group to develop their plans. Tree planting – agreed to reduce the budget from £2K to £800. Agreed to start projects, as planned, on tree management across the village, 6 new memorial trees in Cemetery and planting the village sign and war memorials with perennials. Proposals for new projects – purchasing "The Dell" – the land at the junction of Church Lane and Skinners Lane, at the top of Malt House Lane, near Caen Meadow. Discussed that the lease for Caen Meadow has less than 50 years to run and options/possibilities around this. Agreed to add this to add this as an exploratory project to the plan. **ACTION CLERK**

- 12. WHERRY GARDENS ESTATE ADOPTION –** see item 11.

- 13. CEMETERY ACCOUNTS AND FEE REVIEW –** reviewed the receipts and payments for the last financial year. Balance was a surplus of £5,145. Reviewed the fee schedule and agreed to increase the donation for a bench from £900 to £1250, which is the same as a memorial tree. This is due to the increased costs of the benches themselves and the costs for hard standing bases. **CLERK TO UPDATE & PUBLISH**

**14. ADMINISTRATION**

- a. Email contract renewal – it was agreed to renew the email for one year with GoDaddy. However, the Clerk did not reset the auto renew online in sufficient time and it renewed for two years automatically.
- b. Support service – NALC v's NPTS. Clerk has negotiated a discount from NPTS for annual support of £400. Agreed to accept the quote. **ACTION CLERK**
- c. Insurance annual renewal – outstanding.

- 15. POLICIES –** to review the Grants & Donations policy – rolled over to the next meeting.

**16. ITEMS FOR NEXT AGENDA – 18th July 2023 at 10.00am**

Signed.....

Dated.....