



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

**Held on Tuesday 23<sup>rd</sup> November 2021, 10.00am, The Hub**

**Parish Councillors Present:**

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

No members of the public present.

**Clerk:** Clare Male

1. **APOLOGIES** – Cllr Peter Mantle.
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> September 2021**. Signed by the Chair.
4. **PUBLIC FORUM** – no members of the public were present.
5. **MATTERS ARISING FOR INFORMATION ONLY**
  - a. Request from resident for a TROD from Wroxham to Salhouse using the Wherry Gardens 106 money. Investigating if this could be funded by the Rackheath North development. Liaising with Cllr Fran Whymark. To be raised at Full Council.
  - b. Shaun Hearn no longer wishes to cut the grass at St Mary's Church. Need to find alternatives. Cllr Mantle to report. **ACTION CLLR MANTLE**
6. **BANK RECONCILIATION**
  - a. As at the 16<sup>th</sup> November 2021 noted bank balances of:
    - i. Barclays Community Account £34,473.26
    - ii. Lloyds Treasurers Account £50,000.00**Total in bank £84,473.26**
  - b. Agreed and signed the bank reconciliation and statements.
7. **AUDIT** – appointed the internal auditor.
8. **BUDGET**
  - a. Reviewed committed spend to the end of the financial year. Went through new layout of budget. Discussed shortfalls in the income stream, which look unlikely to be

fulfilled by the end of financial year. Wherry Gardens s106 income has been transferred to next financial year.

- b. Reviewed the budget for the next 3 financial years. Agreed an inflation rate of 4%. Reduced Cemetery income forecast. Agreed revised budgets for footway lighting and funding for a permanent Christmas tree. otherwise as presented.
- c. Precept - agreed the precept figure for 2022 – 2023 for recommendation for next Full Council. Forecast from Broadland District Council (BDC) is that the tax base will be 799. Agreed to stick with the plan agreed in November 2020, increasing precept by 10%. This will increase band D payments by £6.00 per annum per rateable property.

9. **DIRECT DEBITS** – reviewed and approved the current list as per the Financial Regulations.

#### 10. PUBLIC SPACES

- a. **CAEN MEADOW BINS** – Cllr Ireland. Clerk reported that the Biffa bin contract has been cancelled and an early termination fee paid. Biffa have yet to advise a date for the removal of the Biffa bin. Discussed prices for various bin sizes from Veolia who are BDC's bin emptying contractor. Cllr Ireland are meeting with Veolia to discuss options. Discussed correspondence with BDC re bin provision and collection policy. Differs to North Norfolk District Council who pay for bins and collection in tourist spots.
- b. **CAEN MEADOW SLOPE** – Cllr Fiske. Reviewed prices for wildflower seeded membrane on the main slope to aid regeneration with various options for fencing and seeding. Prices very high, discussed further options. Agreed to cut a path to the side to encourage a different route. To update grass cutting map. **ACTION CLLR FISKE**
- c. **GRIT BINS** – Cllr Mantle. Reviewed costs for 3 new standard grit bins. Clerk to cost out smaller bins. Need to source "Use me" stickers for all the bins. **ACTION CLERK**
- d. **AGNES GARDENER PLAYGROUND** – Cllr Joynson. Agreed additional budget to replace the 3 platforms on the climbing frame. Cllr Joynson to order.

**ACTION CLLR JOYNSON**

#### 11. ACTION PLAN

- a. Cemetery improvements and extension - **Cllr Mantle**. New noticeboard – BA have confirmed that planning is not required. Accepted quote for fitting. Clerk to order.  
**ACTION CLERK**
- b. Wherry Garden adoption – **Cllr Fiske**. Due to additional swales draining into the public open spaces, NP Law have advised that the transfer cannot take place until the s38 agreement is completed with NCC Highways. This is unlikely to be this financial year as originally hoped.
- c. Agnes Gardner Playground improvements - **Cllr Joynson**. Final costs outstanding due to sickness. Clerk to chase for Full Council.  
**ACTION CLERK**
- d. Village trees – **Cllr Joynson** – Tree warden has prepared an application for BDC. Still need to clarify boundary at St Mary's Church and seek permission. Agreed to roll budget over to next financial year.  
**ACTION CLLR JOYNSON**
- e. 20 is Plenty on The Avenue – **Cllr Fiske** – Wheelie bin stickers – Agreed that Clerk to double check quantity required and then order from the 20mph is Plenty campaign group. Cllr Fiske to research metal signs for posts. **ACTION CLERK & CLLR FISKE**
- f. Platinum Jubilee – **Cllrs E Ailsop & Ireland** – costs dependent on the venue. Agreed to chase up the Football Club. Agreed public open space at Wherry Gardens is too small.  
**ACTION CLLR IRELAND**

#### 12. CONTRACTS:

- a. **Footway lighting power supply** – note increase in per unit energy cost of 33% and uplift in budget accordingly.

- b. **Grass cutting: Street spaces, Caen Meadow & Trafford Memorial Ground** – meeting 1<sup>st</sup> December to finalise tender documents.
- c. **Tree surgery** – noted that the 3-year framework is coming to an end. Due to other commitments agreed to extend it for one year and then go out to tender. Clerk to action. **ACTION CLERK**

13. **POLICIES** – Procurement policy – Clerk to meet with Chair to discuss. **ACTION CLERK & CLLR FISKE**

14. **ITEMS FOR NEXT AGENDA – 25<sup>th</sup> January 2022 at 10.00am** – to review asset register.

**The meeting closed at 11.45am.**

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Signed.....

Date.....