



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

**Held on Tuesday 27<sup>th</sup> September 2022, 10.00am, The Hub**

**Parish Councillors Present:** Cllr Malcolm Allsop, Cllr Barry Fiske (Chair), Cllr. Ian Joynson.

No members of the public were present.

**Clerk:** Clare Male

1. **APOLOGIES** – Cllr Peter Mantle. Noted the resignation of Cllr Angela Ireland. Agreed that the Finance Committee will continue with only four councillors due to a shortage of Councillors. Clerk to update Terms of Reference. **ACTION CLERK**
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 **26<sup>th</sup> July 2022**. Signed by the Chair.
4. **PUBLIC FORUM** – no members of the public were present.
5. **MATTERS ARISING FOR INFORMATION ONLY:**
  - a. Coronation – need to start a conversation about what, if any, event would be appropriate to mark the occasion. Include when considering the budget for 2023/24.
6. **BANK RECONCILIATION**
  - a. As at the 26<sup>th</sup> September 2022 noted bank balances of:

i. Barclays Community Account	£12,344.24
ii. Lloyds Treasurers Account	£30,000.00
<b>Total in bank</b>	<b>£42,344.24</b>
  - b. Agreed and signed the bank reconciliation and statements.
7. **BANKING** – noted that an application has been made to remove Cllr Ireland from the bank mandate. Agreed that a new signatory is not required.
8. **AUDIT 2021 – 22 UPDATE**
  - a. Final audit report received. Note that additional administrative costs had wrongly been included in “other staff costs”.

- b. Noted notice of completion of audit published

#### 9. ACTION PLAN UPDATE

- a. Wherry Gardens s106 – Update on s38 – waiting for final NCC Highways sign off. Clerk needs to send bank details. Update on s106 – NP Law say they are waiting for a number of outstanding points. Cllr Fiske has been in touch with Hopkins Homes and they are up to date on providing information. Clerk to query with NP Law. Following complaint from a resident about the condition of the posts discussed the need to re-review condition of site since the agreement to adopt was made in May 2021. Cllr Fiske to visit site and review. **ACTION CLERK & CLLR FISKE**
- b. Tree planting project – Cllr Joynson reported on a meeting with Clerk and Tree Warden on the programme for the winter season. Areas being looked at our the Cemetery, St Marys Church, Caen Meadow, Norwich Road (north of Roys garage), Agnes Gardener King playground (WI project), FP2, area around Scout Hut and Library. Preston Close was rejected for planting by NCC Highways. Many of these are saplings planted last winter that didn't survive the summer and need replacing.
- c. Balancing the budget for 2023-24 financial year. The Council were unsuccessful in a grant application for tree works and overall, the budget is £8K overspent. Have committed to not increasing the precept and Councillors wish to maintain the s106 grant.
  - i. Wherry Gardens supplementary sum of £8K – re cashflow over 23/24 and 24/25.
  - ii. Tree works – reduce budget to £5K.
  - iii. Tree planting programme – keep.
  - iv. Additional memorial cherry trees for the new Cemetery extension – keep.
  - v. Replace all existing timber bin posts with plastic – postpone.
  - vi. Village gardener – agreed to remove this cost. Cllr Mantle has suggested changing the planting with perennials to reduce maintenance required and costs. To top with bark and then ask for volunteers to maintain. Cllr Mantle to investigate. **ACTION CLLR MANTLE**
  - vii. Caen Meadow projects – roll over unspent capital from 2022/23.

#### 10. BUDGET ISSUES FOR 2022-23

- a. General admin and mobile phone costs – Clerk to look into pay as you go phones to reduce costs. Admin spend high due to printer replacement. Agreed to reallocate budget from Members Allowance to Admin. **ACTION CLERK**
- b. Remembrance Day & Sunday – agreed to add in £40 for Remembrance crosses.
- c. Cemetery
  - i. proposal to cancel the cleaning contract and do the work in house – voted against.
  - ii. grass reseeding following removal of a number of grave mounds – Clerk asked for a quote, to follow up. Agreed to a spend within the Clerk's delegated powers. **ACTION CLERK**
- d. Caen Meadow
  - i. email addresses for Committee – Clerk has researched the matter and advises these are not required.
  - ii. emergency proposal for roll top bin. BDC's contractor Veolia took a month to respond, by which time the litter problem had subsided. Agreed to propose to Caen Meadow Committee to purchase a roll top bin, store it at the Cemetery when not required and then roll it out to the main entrance over the summer period. Clerk to calculate the cost. **ACTION CLERK**
  - iii. insurance claim for benches – expires 4<sup>th</sup> October. Clerk to complete. **ACTION CLERK**
- e. Keys Hill Wood – request from 48 Keys Drive for contribution to tree works. Cllr Joynson to see if work has been done and then to instruct not to undertake the work to the Council's trees. **ACTION CLLR JOYNSON**
- f. Christmas tree – lights were vandalised last year and would need replacing. Agreed not to go ahead with the tree this year as a saving in the cost-of-living crisis.

However, if there is a strong desire in the village for the tree to go ahead then the decision will be reviewed.

**11. GRANTS**

- a. Requests – The New Bridge magazine – voted against on the basis that a grant has already been given and WPC is contributing monthly through advertising.
- b. Applications
  - i. Update on Norfolk Community Foundation Greening grant – see item 9c.
  - ii. Other grant opportunities – none at present.

**12. CONTRACTS**

- a. Grass cutting – Cllr Mantle sent report on review meeting held with contractor. All the issues raised have been resolved.
- b. Tree framework – expires in December 2022. Need to go out to tender for a new framework. Clerk to draft documentation. **ACTION CLERK**

**13. INVESTMENTS** – Discussed Cllr Fiske’s investigations into investments for the Parish Council. When the s106 grant is paid from Wherry Gardens then a decision can be made.

**14. POLICIES** - Financial regulations – noted update and approved. **CLERK TO PUBLISH**

**15. ITEMS FOR NEXT AGENDA – 22<sup>nd</sup> November 2022 at 10.00am** – review direct debits.

The meeting closed at 11.24 am.

Published 5<sup>th</sup> October 2022  
Clare Male, Clerk & Responsible Financial Officer  
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Signed.....

Dated.....