



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

**held in the Hub on Wednesday 15<sup>th</sup> January 2020 6.30pm**

**Parish Councillors Present:**

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

**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 **27<sup>th</sup> November 2019**.
4. **PUBLIC FORUM** – No members of the public present.
5. **MATTERS ARISING FOR INFORMATION ONLY**
  - a. Staithe – Clerk chasing Broads Authority about possible adoption. Concern over safety of quay heading. Closed signage on the staithe keeps being removed. Free 24-hour mooring sign to be removed by Cllr Allsop. Clerk to add hazard tape to area of concern. **ACTION CLERK & CLLR ALLSOP**
  - b. Vehicles on Malthouse Lane – ongoing concern about vehicles using the steep and muddy track following recent incident. Clerk to contact neighbour. **ACTION CLERK**
6. **BANK RECONCILIATION**
  - a. As at the 8<sup>th</sup> January 2020 noted bank balances of:

i. Barclays Community Account	£10,864.13
ii. Barclays Business Premium	£17,576.69
iii. Lloyds Treasurers Account	£50,000.00
<b>Total in bank</b>	<b>£78,440.82</b>
  - b. Agreed and signed the bank reconciliation and statements.
7. **INSURANCE** – noted that the claim for the Cemetery pillar has now been paid in full.
8. **BUDGET & PRECEPT**
  - a. Noted the decrease in the tax base from 797 in 19/20 to 790 in 20/21.
  - b. Confirmed the submission of precept figure of £40,825.

- c. Noted the delay in Norfolk County Council Highways adoption of Wherry Gardens and therefore agreed to move the income from the adoption of bus shelters (£15K) into 20/21.
  - d. Discussed the impact of the GNLP consultation on CIL income. No foreseeable CIL income and therefore will be unable to do large scale projects.
9. **BANKING** - Income on investments. Discussed investment options and agreed Fundsmith seems like the best option, capital growth option. Reviewed this approach against the Investment policy. Clerk to review cashflow to ascertain appropriate figure for investment. Proposal to be taken to Full Council for approval. **ACTION CLERK**

## 10. ACTION PLAN

### a. 19/20 – to review ongoing projects:

- i. Wherry Gardens adoption:
  - 1. Reported on meeting with Hopkins Homes of the 2<sup>nd</sup> December 2019. Good progress with the snagging list with the exception of drainage on the main green. Highways have refused to adopt roadways until drainage improved. Another meeting with Hopkins Homes booked for March. Handover estimated to be Autumn 2020 and this is when the s106 income will be released.
  - 2. Have identified assets to be adopted on the site and calculated the estimated ten-year maintenance costs. Agreed assumptions. Need to consider contingency and replacement. Lump sum will need to be invested once received.
- ii. Cemetery extension:
  - 1. Planning application out for public consultation. Deadline 17<sup>th</sup> January. No adverse comments at this stage.
  - 2. Discussed procurement of works programme. Reviewed Cllrs Mantle report. Will need to go out to tender for the roadways. Agreed could be published in the North Norfolk News. Need to review specification and project cashflow.
  - 3. Marketing plan – further meeting to be held next week to discuss detail. Agreed Cllr Allsop to replace Cllr Fiske.
- iii. Cemetery memorial garden – reviewed submitted proposals and agreed to appoint Bill Le Grice. **ACTION CLERK**
- iv. Footway lighting adoption – column replacement should have been completed by Broadland District Council in December. BDC to send an updated inventory. Aim to complete the transfer by the 31<sup>st</sup> March 2020.

### b. 20/21 – to discuss new projects:

- i. Agnes Gardner Playground new nest swing and road sign. Cllr Joynson has removed the tyre due to safety concerns. Agreed to speak with local resident review existing structure and to assess cost of removal. Need “No Parking – do not obstruct footpath” sign and road sign from the Norwich Road. Clerk to order. **ACTION CLERK**
- ii. New footpath from Salhouse Road to the Avenue. GNLP consultation leaves the future of the site uncertain. Agreed to move the expenditure into 2021/22.
- iii. Village signage. Agreed to fund the additional £2.5K required for the new village sign. Clerk to get quotes for new “Welcome to Wroxham” road signs for the Norwich Road and Salhouse Road. These can then incorporate the Broads National Park signs. **ACTION CLERK**

## 11. PROCUREMENT

- a. Street furniture and playground cleaning contract – reviewed the proposed specification for tender. Clerk to pursue offer of FOC cleaning of bus shelters and then to use local window cleaner for noticeboards and Agnew Gardner Playground. Clerk to arrange. **ACTION CLERK**

- b. Garden maintenance contract – reviewed the draft specification for tender and discussed possible contractors. Cllr Fiske to ask a local resident to consider tending the village sign and the war memorial. **ACTION CLERK**
- c. Tree works – reviewed quotes for maintenance works for the Cemetery, St Marys, Agnes Gardner Playground, Keys Hill wood and Caen Meadow. Agreed works to Cemetery, AGP (excluding holly which is not on Council land), Keys Hill wood to be reviewed by Broadland Tree Network but Caen Meadow agreed to wait until after the NWT meeting.
- d. Mobile phone contract – complaint raised and matter now resolved.
- e. Christmas tree – agreed an additional payment for works to remove tree – Cllr Mantle to discuss with contractor.

12. **ASSET REGISTER** - review of maintenance programme (postponed to next meeting due to lack of time).

- i. Cllr Joynson – Agnes Gardner Playground, Keys Hill wood
- ii. Cllr Mantle – Caen Meadow, Trafford Memorial Ground, Cemetery
- iii. Clerk – War Memorial
- iv. St Mary's – quinquennial report.

13. **GRANT REQUESTS**

- a. The Bridge magazine – agreed Clerk to get prices for advertising for the Cemetery.

**ACTION CLERK**

14. **ITEMS FOR NEXT AGENDA – 19th March 2020 at 6.30pm**

**The meeting closed at 8.47pm**

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