



DRAFT MINUTES OF WROXHAM FINANCE COMMITTEE MEETING

Held on Thursday 18th March 2021 10.00am via Zoom

Parish Councillors Present:

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

No members of the public were present.

Clerk: Clare Male

1. **APOLOGIES.** Apologies were given, and accepted, from Cllr Malcolm Allsop.
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 January 2021**. Signed by the Clerk on the Chair's behalf.
4. **PUBLIC FORUM** – No members of the public present.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - a. Request from Broadland Tree Network to pay a subscription for the next financial year. Agreed. Clerk to action. **ACTION CLERK**
 - b. Two direct queries from residents about the percentage increase in precept. Cllr Fiske to compose a response based on the discussions. **ACTION CLLR FISKE**
6. **BANK RECONCILIATION**
 - a. As at the 10th March 2021 to note bank balances of: £61,314.30
 - i. Barclays Community Account £3,725.15
 - ii. Barclays Business Premium £7,589.15
 - iii. Lloyds Treasurers Account £50,000.00**Total in bank £61,314.30**
 - b. Agreed and signed the bank reconciliation and statements.
 - c. Reviewed the cashflow for the next 2 months. No concerns.
 - d. Discussed how to account for the Cemetery balance going forward. Agreed to maintain income and expenditure through the main cashbook.
7. **END OF YEAR 2020 - 2021**
 - a. Reviewed the predicted end of year budget. Carrying over an underspend into the next financial year due to Covid 19 and an increase in Cemetery income. Noted an

invoice is still outstanding for project work to the Cemetery. Clerk to chase.

ACTION CLERK

- b. Discussed the audit programme. Completion of audit required by the 30th June. Clerk intends to finish the documentation by the end of April, with internal audit in May and then to go to Full Council on the 3rd June.
- c. Reviewed and agreed the asset register for the end of year. Noted that memorial benches will need to be added with time.

8. **BUDGET 2021 – 22** – Expect that the Wherry Gardens site will be adopted next financial year and therefore the Council will receive s38 and s106 adoption lump sum contributions. Discussed the management of these contributions. Agreed to add the contributions back into the budget and to add a new budget heading for Wherry Gardens with anticipated maintenance costs. To set up a s106 cashflow with the remaining nine years of maintenance and then to identify the predicted remainder. Agreed that the s38 will be added to the main budget as a street spaces income and expenditure.

ACTION CLERK

9. **INSURANCE** – Noted that the Caen Meadow fence claim has been rescinded. Clerk to procure a new insurance provider upon expiry on the 3rd July 2021.

ACTION CLERK

10. ACTION PLAN

- a. Wherry Garden adoption (active project) - Cllr Ireland. Awaiting an on-site meeting with BDC and Hopkins Homes.
- b. Cemetery improvements and extension (active project) - Cllr Mantle.
 - i. Consecration/land registration – cannot go ahead until Council can show deeds or land registry documentation to Diocese. Do not have a copy of the deeds for the extension. Have appointed NP Law to take this up. Existing deeds and documentation need to be delivered to County Hall.

ACTION CLERK
 - ii. Purchase of items for irrigation – agreed budget of £100 as per Cllr Mantle's note. Cllr Mantle to send final details to Clerk to purchase.

ACTION CLLR MANTLE
 - iii. Change to Terms & Conditions for memorial benches and trees – agreed to increase the number of lines on the memorial tree plaques. Clerk to update and publish. Query over charging on plaque purchases. Cllr Mantle to investigate.

ACTION CLERK & CLLR MANTLE
 - iv. Update on tree and bench donations.
- c. Agnes Gardner Playground improvements (active project) - Cllr Joynson. Cllr Joynson plus another Councillor to meet with the contractor of the existing equipment to talk about the feasibility of the ideas discussed at the last project meeting. A full procurement will be required once a specification is agreed.

ACTION CLLR JOYNSON
- d. Wroxham in Bloom (active project) – Cllr Ireland. Numerous issues with the areas proposed. Cllr Ireland to meet a contractor to discuss cutting new beds. Cllr Ireland to present a revised proposal at the next Full Council meeting.

ACTION CLLR IRELAND
- e. Implement Low Traffic Neighbourhood (LTN) (possible future project) for The Avenue and Church Lane – Cllr M Allsop. No update.

11. STREET SPACES:

- a. Agreed the location and budget for a dog bin for The Avenue. Clerk to apply for NCC Highway licence for the corner of The Avenue.
- b. Defib light – agreed to the request from the Church Hall committee to add a PIR to the light that illuminates the defibrillator, subject to a reasonable cost. Cllr Joynson to investigate further.

ACTION CLLR JOYNSON

12. HISTORIC & BURIAL SPACES:

- a. War memorial - boundary with Church Hall – some damage to the boundary fence with the Church Hall, query over ownership. Waiting for a response from Rev Jump. Clerk to chase.

ACTION CLERK

13. RECREATIONAL AREAS

- a. Caen Meadow:

- i. Maintenance requirement – agreed that a management plan is required to document the requirement for each area. This is on the action plan and will need to be upgraded to an active project. Clerk to produce a draft plan and put on the agenda for Full Council to change project status.

ACTION CLERK

- ii. Bins to be relocated at the top of Malthouse Lane. Licence from NCC Highways agreed. Trafford Estates have agreed. Need working party to relocate. Clerk to send out email asking for volunteers. **ACTION CLERK**
- iii. Bins at the top of Caen Meadow – green wheelie bin from Church Hall has now been relocated to provide temporary extra capacity. Discussed roll top bins prices and seasonal contract. The bin could be stored in the Cemetery extension over the winter season. Agreed to order. **ACTION CLERK**
- iv. Byelaws – agreed that following input from PC Steve Clarke the Council will not be going ahead with new byelaws. Cllr Ireland to work with the Friends of Caen Meadow to come up with a set of rules that will be on illustrated on signs. The police can then use these as a reference to deal with anti-social behaviour. **ACTION CLLR IRELAND**

14. POLICIES for review:

- a. Financial regulations – agreed no updates required.
- b. Finance Committee Terms of Reference – agreed no updates required.
- c. Financial Risk assessment – agreed to upgrade insurance to medium and to remove CIL. Clerk to update. **ACTION CLERK**

- 15. **GRANT REQUEST** – Wroxham Church Hall. Request for financial assistance with repairs to the roof. Agreed to a £250 grant.

16. ITEMS FOR NEXT AGENDA – 20th May 2021 at 10.00am

Closed the meeting.

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