



FINAL MINUTES OF WROXHAM FINANCE COMMITTEE MEETING

Held on Tuesday 21st March 2023, 10.00am, The Hub

In attendance:

Parish Councillors: Cllr M Allsop, Cllr Barry Fiske (Chair), Cllr. Ian Joynson, Cllr Peter Mantle

Public: None

Clerk: Clare Male

1. **APOLOGIES** – none. This is the last Finance Committee of the current Council. The Clerk thanked Councillors for attending and contributing to the Committee.
2. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS**
 - a. 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 **24th January 2023**. Signed by the Chair.
4. **PUBLIC FORUM** – not applicable.
5. **MATTERS ARISING FOR INFORMATION ONLY** – none.
6. **BANK RECONCILIATION**
 - a. As at the 20th March 2023 noted bank balances of:
 - i. Barclays Community Account £106,079.79
 - ii. Lloyds Treasurers Account £30,000.00
 - iii. **Total in bank** **£136,079.79**
 - b. Agreed and signed the bank reconciliation and statements.
7. **END OF FINANCIAL YEAR & AUDIT**
 - a. Reported on 22-23, spend against budget as the end of the financial year approaches. Final payment run has been completed but there will be a few further direct debits to come.
 - i. **Receipts** – on target with the exceptions that there has been more income from the Cemetery than expected and the 10-year maintenance fund for Wherry Gardens s106 transfer has completed in this financial year.
 - ii. **“Running the Council”** budget (day to day spending requirements) - reviewed spending on a heading-by-heading basis. Street Spaces, Recreation and Historic and Burial spaces were all underspent due to a couple of invoices remaining outstanding, tree surgery & maintenance emergency budgets not required and a reduction in grass cutting due to the hot summer. Administration and Grants were on budget. No spending on

Wherry Gardens as the adoption only took place last week. Employment was over budget due to national insurance contributions and the NJC pay award. Overall, the day to day running of the Council was underspent by £1,978 against a budget of £55,934.

- iii. **“Project work”** budget – underspent by £1,430 against a budget of £30,615. A new dog bin is required at Wherry Gardens to replace the Hopkins bin that does not conform to Veolia’s health and safety standards. Agreed to pay for this and removal/fitting of the old and new bin out of the project budget. Have removed coronation from budget.
 - iv. **Agreed to carry-over** money for Wherry Gardens, Caen Meadow management plan and tree planting project.
 - v. **Next financial year** – Not reviewed. To be reviewed by the newly elected Council after 4th May elections.
 - vi. Clerk to publish a final budget on the website once the financial year is over and figures are updated. **ACTION CLERK**
- b. **Audit 22/23** - Reviewed information from external auditor PKF Littlejohn. Closing date for submissions is 3rd July 2023. Clerk proposed a programme for the upcoming audit with presentation to Full Council on the 8th June. Agreed to appoint Dave Crimmins again as internal auditor.

8. BANKING & INVESTMENTS

- a. Barclays bank service update from the Clerk. Ongoing issues with requests from Barclays to confirm business details. Clerk has completed this three times. Clerks latest call to Barclays reported as an administrative error. Problem is account is routinely frozen for no reason. Clerk recommended Unity Bank for a current account. Agreed to cancel the opening of the Unity Trust easy access saver account as agreed in January and open a current account with them instead. **ACTION CLERK**
- b. Agreed to pay the Clerks salary by standing order on the first of the month once the current account transfer is complete.
- c. Update on Unity bank application and closure of the Lloyds savings account – see item 3a and d.
- d. Investments – following arrival of s106 monies and agreement in January to open a CCLA Public Sector Deposit Fund as a holding account for this money, Clerk to check if there any restrictions on the frequency or value of transactions. If not, to proceed with opening an account and depositing £85K. This will then be drawn down year by year for ten years to pay for Wherry Gardens maintenance to the adopted public open spaces. **ACTION CLERK**

9. WHERRY GARDENS ESTATE ADOPTION

- a. s106 transfer – Clerk confirmed that the 10-year maintenance money plus the supplementary sum has been received - £97,269 in total. £15K for adoption of the bus shelters under the S38 outstanding.
- b. Grass cutting and bin emptying contracts – formally written to Garden Guardian and Broadland District Council to start contracts. Dog bin and one additional litter bin have been removed from Wherry Gardens. New dog bin is on order. Clerk has inspected the playground. It was last inspected by Hopkins in October 2022. Agreed to order the ROSPA inspection to coincide with the Park Road playground which is next due in July 2023. Agreed to overlay the existing signage with text that matches the signage in the Park Road playground. Cllr Mantle to organise. **ACTION CLERK & CLLR MANTLE**
- c. Street furniture items – agreed to wait until a new Council is elected before purchasing.

10. BUDGET ISSUES

- a. Grit bins – agreed an additional budget code to help identify costs in the 23/24 budget. Budget of £150. **ACTION CLERK**
- b. Election costs – agreed to add £3,500 budget for the cost of running an election in the eventuality that 12 people stand for the election. Agreed additional budget of £500 for training and £200 for administration for new Councillors. **ADD TO BUDGET**

- c. 1100l roll top bin at Caen Meadow for summer season – noted that Veolia are not taking on new commercial bin contracts via Broadland District Council. Clerk to contact Veolia directly and then try other suppliers. Issue is the colour of the bin. Residents insist on green.

ACTION CLERK

- d. Defibrillator – agreed to add £200 into the budget for next financial year in the eventuality that there is a need to re-site the unit from the Church Hall.

ADD TO BUDGET

- e. Trafford Memorial Ground land registration work – noted costs of £60 from Savills for creating a land registry compliant plan for. Discussed the boundary as proposed by the Clerk. Clerk to confirm with Savills.

ACTION CLERK

11. ADMINISTRATION

- a. Website and email contract renewal - due 02/05/23. NALC are not ready with a new website and email service as previously discussed. Agreed to renew the current package with GoDaddy for one year and then review again. Email addresses can be transferred to new Councillors.
- b. Payroll services – Clerk confirmed that a new contract has been agreed with NALC, the old contract cancelled and information provided for a 01/04/23 start date.
- c. Pension - noted the change to the employer's contribution rate for the next three years. Next financial year will be 23.5%, then 23%, then 22.5%.

ACTION CLERK

ADD TO BUDGET

12. POLICIES – noted the Procurement policy is due to be reviewed, but on hold awaiting updates following new legislation.

13. ITEMS FOR NEXT AGENDA – 23rd May 2023 at 10.00am

Meeting closed at 10.53am
Clare Male, Clerk & Responsible Financial Officer
07341 873375

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clerk@wroxhamparishcouncil.org

Signed.....

Date.....