



FINAL MINUTES OF WROXHAM FINANCE COMMITTEE MEETING

held in the Hub on Wednesday 27th November 2019 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**
 - 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 **23rd September 2019**. Noted a correction – item 10c – trees will be paid for by the Broadland Tree Network.
4. **PUBLIC FORUM** – No members of the public present.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - a. Noted Clerk has completed a statutory declaration for the Pension Regulator.
 - b. Request for donation for Broadland Tree Network of £25.00. Agreed to add to payments schedule for Full Council approval.
6. **BANK RECONCILIATION**
 - a. Of the 26th November 2019 noted bank balances of:

i. Barclays Community Account	£7,865.11
ii. Barclays Business Premium	£27,562.95
iii. Lloyds Treasurers Account	£50,000.00
Total in bank	£85,404.06
 - b. Agreed and signed the bank reconciliation and statements.
7. **BANKING**
 - a. Confirmed signatories update completed.
 - b. Discussed notification from Barclays that the savings rate for Business Savings account will be reducing from 0.2% to 0.1%. Lloyds account pays 0%. Discussed other possibilities including CCLA and Fundsmith. Agreed to consult with Wroxham Diocese. Cllr M Allsop to arrange. **ACTION M ALLSOP**

8. **BUDGET & PRECEPT** – reviewed the budget for the next three years and agreed the precept figure for 2020 – 2021 for sign off at Full next Council. Key points:
- a. Increase precept by 15% for the next two years and then 10% for the third year. This will increase band D payments by £6.61 per annum per rateable property. This continues to be less than both Rackheath and Coltishall.
 - b. This will finance the adoption of the footway lighting, the extension of the Cemetery, the replacement of old playground equipment in Agnes Gardener playground and the possible creation of a new footpath running from Salhouse Road to The Avenue. Grants for improving accessibility will also be sought.

9. **ACTION PLAN 19/20**

- a. Wherry Gardens adoption – Ongoing issue with slow response to snagging list and poor quality of work by Hopkins Homes, e.g planting trees in flooded areas. Agreed to discuss costs of rectifying snagging issues with BDC and Hopkins Homes at meeting on 2nd December.
- b. Cemetery extension – planning application has now been submitted.
- c. Cemetery memorial garden – in process of procuring a designer to design and plant the memorial bed.

10. **PROCUREMENT**

- a. Street furniture and playground cleaning contract – trying to organise a one-off clean. Need to write the specification for tender. **ACTION CLERK**
- b. Garden maintenance contract. Awaiting appointment of designer for memorial garden.
- c. New grit bin for Beech Road. Highway licence awarded. To order bin and have delivered to Cllr Everett. **ACTION CLERK**
- d. Mobile phone contract. Second phone now cancelled.

11. **INSURANCE** – confirmed work on Cemetery pillar has been completed and claim filed.

12. **ASSET REGISTER** - review of maintenance programme – outstanding.

- a. Agnes Gardner Playground – discussed need for signage from Norwich Road. Discussed what work could be done by volunteers to keep the price of replacement down.
- b. Caen Meadow – staithe signage been refixed again. Fence bordering the Dell is down in places. To discuss with NWT when they visit. Noted that there is a section of missing at the entrance gate.
- c. Churchyard – quinquennial report still outstanding. Noted that the church warden has retired – to chase up WPC's maps. **ACTION CLLR MANTLE**

13. **POLICIES**

- a. Information audit – outstanding.
- b. Procurement policy – approved updates.
- c. Financial regulations – approved minor adjustment to incorporate Clerks absence.

14. **ITEMS FOR NEXT AGENDA – 16th January 2020 at 6.30pm**

The meeting closed at 11.47pm

Published 28th November 2019

Clare Male, Clerk & RFO to the Parish Council
07341 873375

clerk@wroxhamparishcouncil.org

Signed.....

Date.....