



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

**Held on Thursday 19<sup>th</sup> November 2020 6.30pm via Zoom**

**Parish Councillors Present:**

Cllr Malcolm Allsop      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.** None, all present.
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 **17th September 2020**. Signed by the Clerk on the Chair's behalf.
4. **PUBLIC FORUM** – No members of the public present.
5. **MATTERS ARISING FOR INFORMATION ONLY** – to note correspondence from Barclays bank regarding Financial Services Compensation Scheme protection. Noted that the current banking arrangements comply with the limits of protection.
6. **BANK RECONCILIATION**
  - a. As at the 12<sup>th</sup> November 2020, noted bank balances of: £82,594.89
    - i. Barclays Community Account      £25,006.12
    - ii. Barclays Business Premium      £7,588.77
    - iii. Lloyds Treasurers Account      £50,000.00
    - Total in bank      £82,594.89**
  - b. Agreed and signed the bank reconciliation and statements.
7. **DIRECT DEBITS**
  - a. Agreed to set up a direct debit for Footway lighting power with Eon. **ACTION CLERK**
  - b. Reviewed other ongoing direct debits as required by the Financial regulations. This included Zoom subscription; Clerk's Vodafone mobile phone; water charges for the Cemetery with Anglian Water Business (Wave); website fees with GoDaddy; Data Protection renewal fee with ICO. Clerk to review website charges and provide a detailed breakdown to Cllr M Allsop. **ACTION CLERK**

**8. BUDGET PROPOSAL 2021-2024**

- a. Projects – reviewed and discussed in depth a draft action plan for 2021 – 2022. Clerk to update, work on further costings and distribute to Full Council for further discussion and budget setting.
- b. Budget - reviewed the budget for the next three years. Additional funds allocated for gardening services for the village sign and war memorial (Cllr Ireland).
- c. Precept –Tax base for 2021-22. The tax base will be published in mid-December but the current forecast from BDC is that the tax base will remain at 790. Agreed to increase precept by 20% for next years and then 10% per annum going forward. This will increase band D payments by £10.33 per annum per rateable property. This continues to be less than both Rackheath and Horstead.

**9. CIL –** reviewed final figures. Funding period ended at the end of October 2020 and the Clerk confirmed that all monies had been spent and accounted for as agreed with Broadland District Council.

**10. AUDIT –** noted the conclusion of audit notice from external auditor PKF Littlejohn. The Council has a clean bill of health, no comments were made or actions required. Clerk to publicize as per legal requirements Agreed to the appointment of Heelis & Lodge for the second year, as internal auditor for 2021. Clerk to appoint. **ACTION CLERK**

**11. INSURANCE –** Clerk updated the meeting on the Caen Meadow boundary fence claim. This is now with a claim handler for resolution.

**12. ASSET REGISTER –** noted updates of footway lighting costs and a second iron village sign (by the pedestrian river foot bridge). Noted that in the next financial year the new granite village sign will need adding. Reviewed total replacement asset value and level of insurance cover. Cllr Joynson to review the replacement value of the equipment in the Agnes Gardner Playground. **ACTION CLLR JOYNSON**

**13. ACTION PLAN 20/21**

- a. Cemetery extension:
  - i. Received an update on works in the last period -
  - ii. Budget – on budget. Had agreed budget for final items to complete project in item 8a.
  - iii. Revised Cemetery fee proposal, including the addition of supplementary items and address issues around VAT and leasing – ongoing.
  - iv. Marketing plans – ongoing.
- b. Footway lighting – update on faulty units and replacement value. Project now complete.
- c. Agnes Gardner Playground – arrow swing to be fitted in December. Clerk to get a quote for a new directional road sign. **ACTION CLERK**
- d. Wherry Gardens adoption – any update. Very little has been happening. Getting a quote to rectify the drainage issue on the public open space.
- e. War memorial registration – noted that NP law have received a draft from Land Registry. Agreed to get Target Trees to look at the cherry tree. **ACTION CLERK**

**14. POLICIES –** reviewed and agreed Procurement policy. Clerk to publish. **ACTION CLERK**

**15. ITEMS FOR NEXT AGENDA – 21st January 2021 at 6.30pm**

**The meeting closed at 8.40pm**

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Signed.....

Date.....