



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

**Held on Thursday 17<sup>th</sup> September 2020 6.30pm via Zoom**

**Parish Councillors Present:**

Cllr Malcolm Allsop

Cllr Barry Fiske

Cllr. Ian Joynson (Chair)

Cllr. Peter Mantle

No members of the public were present.

**Clerk:** Clare Male

1. **APOLOGIES** – Cllr Angela Ireland.
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 **16th July 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** – none.
6. **BANK RECONCILIATION**
  - a. As at the 2020 noted bank balances of:

i. Barclays Community Account	£9,380.19
ii. Barclays Business Premium	£7,588.77
iii. Lloyds Treasurers Account	£50,000.00
<b>Total in bank</b>	<b>£66,968.96</b>
  - b. Agreed and signed the bank reconciliation and statements.
7. **BUDGET** – noted updated budget and reviewed second quarter figures. Budget on track. Some overspend on tree surgery in some areas, but this will be offset by underspend in other areas. Discussed increase in the village sign budget – a specification with a proposed budget figure is required. Agreed to continue with volunteer support. Cllr Ireland to speak with volunteer and cost out planting. Agreed Clerk to purchase a new laptop from Wroxham computers with back up support service and to fund this from the reserve.

**ACTION CLLR IRELAND & CLERK**
8. **AUDIT** – noted that the audit is being reviewed by PKF Littlejohn.

## 9. ACTION PLAN 20/21

- a. Cemetery extension:
  - i. Noted acceptance of hedge height reduction quote. Work to be completed 7<sup>th</sup> October.
  - ii. Noted final cost on gravelling of ash internment area. Clerk to issue work order. **ACTION CLERK**
  - iii. Reviewed and agreed the quote for grass and hedge cutting to the new extension for 2021. Clerk to issue work order. **ACTION CLERK**
  - iv. Discussed the spec and quote for the extension of the water supply into the extension. Significantly over budget. Agreed an interim measure for Spring 2021. **ACTION CLLR MANTLE**
  - v. Agreed that the Cemetery committee will discuss marketing and fee structure, especially memorial bench costs. To present written proposals for the next Finance Committee. **ACTION CLLR M ALLSOP**
- b. Footway lighting adoption – contract with Broadland District Council has a couple of outstanding points to be finalized. Reviewed update to asset and contracts registers. Included in the current insurance policy. Need to add to operational risk register. **ACTION CLERK**
- c. Agnes Gardner Playground new nest swing and road sign. Noted very kind and generous donation from a resident of £3,500. Tesco grant bid still outstanding. Agreed Clerk to place work order for the swing, concrete removal and safety mat laying with Wickstead. **ACTION CLERK**
- d. Wherry Gardens adoption – no update.
- e. New village sign – no update.
- f. War memorial registration – noted finalized costs of registration. Agreed to spend the remaining budget for planting and additional gravel. **ACTION CLLR IRELAND**

10. VAT - Clerk reported that the 2019/20 refund of £6,459.77.

## 11. INVESTMENTS – Cllr Ireland

Reviewed the information provided by CCLA. Need to consider other investment opportunities. To revisit on future agendas.

## 12. ITEMS FOR NEXT AGENDA – 19th November 2020 at 6.30pm

The meeting closed at 7.20pm

Published 18th September 2020

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

[clerk@wroxhamparishcouncil.org](mailto:clerk@wroxhamparishcouncil.org)

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