

**DRAFT MINUTES OF WROXHAM FINANCE COMMITTEE MEETING**

**held in the Hub on Thursday 16th May 2019 7.00pm**

**Parish Councillors Present:**

Cllr Malcolm Allsop Cllr Angela Ireland Cllr. Ian Joynson (Chair) Cllr. Peter Mantle

**Clerk:** Clare Male

1. **APOLOGIES -** Cllr Barry Fiske. Noted that following May elections Cllr Angela Ireland replaces Cllr Kim Claxton. Welcomed Cllr 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.

1. **MINUTES OF PREVIOUS MEETING -** agreed the minutes of the Finance Committee meeting of the **21st March 2019**.
2. **PUBLIC FORUM** - No members of the public present.
3. **MATTERS ARISING FOR INFORMATION ONLY -** None.
4. **BANK RECONCILIATION**
   1. At the 16th May 2019 noted bank balances of:
      1. Barclays Community Account £11,051.93
      2. Barclays Business Premium £37,527.27
      3. Lloyds Treasurers Account £50,000.00

**Total in bank £98,579.20**

* 1. Agreed and sign the bank reconciliation and statement.

1. **ASSET REGISTER –** agreed updates and revised replacement value of £226,421. Maintenance programme with per annum replacement figure is not completed. As a result, cashflow replacement value and a maintenance reserve figures are outstanding. Noted that all land is valued at £1. Clerk to submit new replacement value to insurance company to ensure level of cover is correct. Parish Works Manager Cllr Adams to review maintenance programme with Cllr Allsop & Cllr Everett. Discussed the Church Wall – Parish Works manager to inspect and Clerk to add to risk register. **ACTION CLERK & CLLR ALLSOP**
2. **AUDIT** **18/19**
   1. Reviewed and agreed documentation and figures for presentation to internal audit. Will submit on 20th May. All the CIL cashflow has been revised and the action plan costed.
   2. Reviewed last year’s internal audit report. Reserve funds carried over – see item 7 above.
3. **CIL**
   1. **ANNUAL RETURN** – agreed figures for annual return to Broadland District Council.
   2. **CASHFLOW** - noted that the CIL cashflow requires a significant sum being spent on the Cemetery extension project and a number of other projects in this financial year in order to meet BDC’s grant funding deadline. Project costs need more detail. Noted that Procurement policy and Planning requirements must be met. Discussed Norfolk Police’s proposal for a community ANPR camera. To be discussed in more detail at the next Capital Projects meeting on the 29th May.
4. **PENSION** – noted year-end figures have been completed by the payroll provider.
5. **ELECTION & THE BANK MANDATE -** reviewed bank signatories. Agreed to change the third signatory from Cllr Claxton to Cllr Ireland. **ACTION CLERK**
6. **BUDGET UPDATE -** reviewedspend to date and forecast. Spend to date is high in Admin category due to upfront payment for e-mail addresses and insurance costs. Employment is slightly high as Ranger was contracted to do extra hours in April and May. Projects are now budgeted as per the Action Plan. Need to cashflow Wherry Gardens phase 2. **ACTION CLERK**
7. **ACTION PLAN 19/20 –** to review plan updates – outstanding.
8. **CONTRACTS –** reviewed and agreed updates.
9. **GRANT REQUESTS**
   1. The Bridge Parish magazine – update from Cllr Mantle on discussions with the Parochial Church Council. Any financial shortfall must rest with the sponsors.
10. **POLICIES - reviewed and approved:**
    1. Financial risk assessment – full update undertaken by Cllr Joynson and the Clerk. CIL funding is rated as Medium.
    2. Finance committee Terms of Reference – updated.
    3. Operational risk assessment – fully revised and updated. Needs to be reviewed by Governance & Admin, Parish Works Manager and Parish Ranger. Clerk to arrange.

**ACTION CLERK**

1. **ITEMS FOR NEXT AGENDA - 18th July 2018 at 6.30pm**

**The meeting closed at 8.30pm. Published:** 19th June 2019

Clare Male, Clerk & RFO to the Parish Council

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