



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

**held in the Hub on Thursday 21<sup>st</sup> March 2019 7.30pm**

**Parish Councillors Present:**

Cllr Mr Barry Fiske

Cllr. Mr Ian Joynson (Chair)

Cllr. Mr Peter Mantle.

**Clerk:** Mrs Clare Male

1. **APOLOGIES** - Cllr Claxton, Cllr Allsop
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 minutes of the Finance Committee meeting of the **17th January 2019**.
4. **PUBLIC FORUM** - No members of the public present.
5. **MATTERS ARISING FOR INFORMATION ONLY** - none.
6. **BANK RECONCILIATION**
  - a. As at the 13th March 2019 noted bank balances of:

i.	Barclays Community Account	£5,257.05
ii.	Barclays Business Premium	£47,527.27
iii.	Lloyds Treasurers Account	£50,000.00
	<b>Total in bank</b>	<b>£102,784.32</b>
  - b. Agreed and signed the bank reconciliation and statements.
  - c. Noted that the Lloyd's account does not pay any interest because it is a business account.
7. **AUDIT 18/19**
  - a. Noted instructions have been received from new auditor, Catherine Moore - to be loaded on DropBox..
  - b. Noted audit sign off will take place at the 16th May Finance meeting.

8. **PENSION** - to sign off year end figures -too early, deadline is the 30th April.
9. **ELECTION & THE BANK MANDATE** - reviewed bank signatories and agreed that following the departure of Cllr Claxton, Cllr Fiske will become a signatory. Noted the addition of the bank mandate to the risk register.
10. **BREXIT** - discussed that there were no anticipated financial issues that need adding to the risk register.
11. **BUDGET UPDATE** - reviewed year end forecast. Receipts 8% higher than expected. One payment category, street spaces, was over budget by 11% due to the vandalism of the bus shelters on four occasions. This was not claimable on the insurance. Underspent in other six categories. Short projects only 39% spent as the war memorial project has not yet been completed, the SAM2 Parish Partnership bid has not yet been announced, the traffic monitoring was overtaken by NCC's Market Town Improvement Strategy and a number of other smaller items did not happen. Major projects underspent as works on Keys Hill woods and Neighbourhood Plan final consultancy invoices have yet to be issued. These will come in April 2019. Overall payments were 75% of budget. Noted that precept has been frozen for 2019-20 to reflect underspend. Noted that the appointment of the Parish Ranger meant that more resources could be spent on maintenance in the village. Agreed to keep the 19/20 budget and beyond as previously proposed..
12. **ACTION PLAN 19/20** - updated Plan including review budgets and resources. Clerk to transfer costs to budget.
  - a. Cllr Joynson to review spec of SAM2 **ACTION CLERK**
  - b. Agreed to cover the memorial garden bed with membrane and bark chip whilst a planting plan is agreed. Clerk to instruct Ranger. **ACTION CLLR JOYNSON**
  - c. **ACTION CLERK**
13. **ADOPTION OF FOOTWAY LIGHTING** - agreed in principle to taking over the lights from BDC but no legal agreement yet received..
14. **INSURANCE CLAIMS:**
  - a. Cemetery brick pillar - awaiting quotes for insurance company.
  - b. AGP fencing and tree clearance - to send quotes to Keys Hill Park. **ACTION CLERK**
15. **CONTRACTS** - update from last minutes. All completed.
16. **GRANT REQUESTS**
  - a. The Bridge Parish magazine - Cllr Mantle to talk to the Parochial Church Council about the future of the magazine. **ACTION CLLR MANTLE**
17. **POLICIES - reviewed and approved:**
  - a. Financial regulations - agreed.
  - b. Financial risk assessment - needs a full review. Clerk & Cllr Joynson to meet up and review. **ACTION CLLR JOYNSON & CLERK**
  - c. Finance committee Terms of Reference - outstanding.
18. **ITEMS FOR NEXT AGENDA - 16th May 2018 at 6.30pm**

**The meeting closed at 9.21pm.**

**Published: 4th April 2019**

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

[wroxhamparishcouncil@gmail.com](mailto:wroxhamparishcouncil@gmail.com)