



## Notice of Finance Committee meeting

You are hereby summoned to attend this meeting at the **Hub, Norwich Road, Wroxham**, on:

**Thursday 18<sup>th</sup> July 2019 18.30**

Press and public are welcome

### **AGENDA**

1. **ATTENDANCE** - To note those present and to consider apologies for absence.  
Apologies: Clerk Clare Male
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.
3. **MINUTES OF PREVIOUS MEETING** - To agree the accuracy of the minutes of the Finance Committee meeting of the **16<sup>th</sup> May 2019**.
4. **PUBLIC FORUM** - To receive public representation on any matter on the agenda.
5. **MATTERS ARISING FOR INFORMATION ONLY:**
6. **BANK RECONCILIATION**  
As at the 4<sup>th</sup> July 2019 to note bank balances of:

a.	Barclays Community Account	£ 8,199.76
b.	Barclays Business Premium	£37,547.19
c.	Lloyds Treasurers Account	£50,000.00
d.	Total in bank	£ 95,746.95

To agree and sign the bank reconciliation and statements.
7. insurance quote - revised quote from Zurich and new quote from Community Action Suffolk.  
**UPDATE CLERK**
8. **ASSET REGISTER** – agreed updates and revised replacement value of £226,421. Maintenance programme with per annum replacement figure is not completed. As a result, cash flow 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, Cllr. ADAMS**
9. **AUDIT 18/19 going forward 19/20**
  - a. T & S policy - Members allowances.
  - b. Policy Review Subsistence, Hospitality and Events **ACTION ALL FINANCIAL COUNCIL**
  - c. To reconsider budget required for above and to produce a suitable policy to clearly define rules  
**ACTION Cllr. FISKE**

- 10. ELECTION & THE BANK MANDATE** - reviewed bank signatories. Agreed to change the third signatory from Cllr Claxton to Cllr Ireland. **ACTION CLERK**
- 11. BUDGET UPDATE** - reviewed spend 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 cash flow Wherry Gardens phase 2? **ACTION CLERK**
- 12. ACTION PLAN 19/20** – to review plan updates.
- a. Review cemetery extension budget, seek approval for initial pre-stage one removal of oval, hedgerow from current cemetery. Estimate for work received. **ACTION Cllr. MANTLE**
  - b. Review full cemetery extension budget including proposal for additional roadway for works access. **ACTION Cllr. MANTLE**
  - c. **To consider tendering for the writing of a Heritage Statement and the submission of planning applications to both BDC and BA.** **ACTION Cllr. FISKE & Cllr. MANTLE**
  - d. Consider the purchase of a storage container for siting Wroxham Church Hall. **ACTION Cllr. FISKE & Cllr. MANTLE**
  - e. Agnes Gardner King Playground Fence Repairs. To agree acceptance of price of 2 x £90 to repair the two fences. Keys Hill House remains responsible for one of these costs as the fence was damaged as a consequence of a tree falling from within its property. Proposal is to repair fence and retrospectively charge KH House. **ACTION Cllr. ADAMS & Cllr. JOYNSON**
  - f. Discuss the plan to improve the Parish Council Citizen Award and the proposal for a Nick Hindle carving, approval of design and costs. **ACTION Cllr. IRELAND & Cllr. FISKE**
- 13. CONTRACTS** – to review updates and discuss contracts requiring renewal in 2019/20 **ACTION CLERK**
- 14. GRANT REQUESTS**
- a. The Bridge Parish magazine **Update from Cllr. ALLSOP & Cllr. MANTLE**
- 15. POLICIES - to review and approve:**
- a. 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**
- 16. ITEMS FOR NEXT AGENDA – 10<sup>th</sup> October 2019 at 6.30pm**

**Close the meeting.**

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Cllr. Mantle for and on behalf of Clerk & RFO to the Parish Council  
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