

**WALFORD PARISH COUNCIL
FINANCE COMMITTEE**

Minutes of the meeting of Walford Parish Council Finance Committee on Wednesday 8th Sept 2010 at 6.30 pm
In Bishopswood Village Hall.

Present

Committee members: Cllrs: Cole, Evans, Thomas.

In attendance – Clerk – Catherine Murray
Cllr Jarvis arrived at approximately 19.10.

1. Apologies for absence

Cllr Drummond, Cllr Myers.

2. Declaration of personal / prejudicial interests – none declared.**3. Adoption of minutes of previous meeting – 14/09/10** **RESOLVED:** To accept as a true record.**4. Finance:**

To consider and approve the Finance Statement: Approved with no objections.

The Clerk explained the amount of £9 extra balance in the A/Cs, which she would make further attempts to trace. She also explained that she had transferred the Lengthsman's funds from the current Account into the Lengthsman's A/C and the Footpaths grant from the deposit A/C to the current A/C. The Clerk asked whether she needed approval from the Finance committee to make a transfer between A/Cs. The Finance Chairman said that the Clerk had delegated powers to transfer funds between A/Cs. It was agreed to refer to these transactions as 'transfers' rather than virements.

5. Payments: RESOLVED: To pay all outstanding invoices.

5.1: To pay the Lengthsman's invoice.

The Cllrs considered the list of work that had been submitted by the Lengthsman. It was requested that the Clerk should ask that Luke Freeman should in future confirm to the Clerk that he has checked the items listed on the Lengthsman's invoice and that the work listed has been carried out. **<<Action Clerk and Cllr Freeman>>**

5.2: To pay the Rights of way invoice.

5.3: To pay the Clerk salary for July / August.

The Clerk advised the Cllrs that the basic admin work was averaging out at 8 hours per week, rather than 7. It was hoped that this would eventually average out at 7 hours, as the Clerk gained experience, the Finance committee should be kept informed.

5.4: To pay the Clerk expenses and additional hours for July / August.

5.5: A contribution of £15 pcm towards the use of a home office by the Clerk. (To be reviewed as necessary)

It was agreed that this was a reasonable sum. **RESOLVED:** To pay the contribution.

5.6: That the Clerk can invoice WPC for any hours worked on special projects + training in addition to the 7 hours confirmed for administration, to be done on a quarterly basis. The Finance Chairman explained the options and that the Clerk would invoice quarterly for additional special projects, but that all the Council's administration work with would be done within the agreed 7 hours a week, which would be paid as salary on a monthly basis. **RESOLVED:** It was agreed that this arrangement was acceptable to the Committee.

6. **To consider the application for a grant from the Herefordshire Citizens advice bureau.** The Finance Chairman explained the detail of the request and confirmed that the Council had a budget for donations. He added that this was a small request by an organisation which relied on donations. **RESOLVED:** To pay a donation of £25 to the CAB.

7. **To consider and discuss the Walford relief in need Charity annual report and accounts.** The purpose and remit of this Charity was discussed, it was asked if anyone had applied for help, no one had. Cllr Cole asked what the criteria were for eligibility, it was suggested that being below the poverty line and requiring assistance, or a widow in need would be good examples. The Accounts were considered and approved.

8. **To consider the benefits of moving to a more Parish Council friendly Bank:**
The Clerk showed the Cllrs documentation from Lloyds Bank and explained that it was the only Bank with a dedicated Clubs and Charities section. The inefficiency of the existing Bank was highlighted, Cllrs agreed to start the process of moving the A/Cs over to Lloyds. It was agreed that the A/Cs should be moved over before the end of the year. <<*Action Clerk*>>

9. **To receive an update from the Clerk on progress with WWYC training:** The Clerk explained that she had completed the study work required for the first module of the six required and that the next step was to fill out the online questionnaire and submit evidence of the study undertaken to the assessors, in order to gain a certificate of achievement for the Roles and Responsibilities module. She explained that the six modules were part of the process of applying for the Cilca qualification.

10. **To note the date of the next scheduled meeting – 10.11.10:** It was queried why there was a Finance meeting in November, as they were due to be held quarterly. The Chairman of Finance explained that it was in order to set the precept for 2011 at the correct time.

SIGNED..... DATE.....