

# WALFORD PARISH COUNCIL

## FINANCE COMMITTEE

Minutes of the Walford Parish Council Finance Committee meeting  
Held at 6.30pm on Wednesday 13<sup>th</sup> June at Walford Village Hall

**Present:** Marc Thomas – Finance Chairman.

**Finance committee members:** Frank Myers (WPC Chairman), Dave Berry, Simeon Cole, Heather Evans, Terry Snow.

**In attendance:** Clerk – Catherine Murray.

Councillor Simon Kinder and one member of the public.

1. **To accept apologies for absence.** None received.
2. **To declare personal/prejudicial interests.** None received  
Councillor Marc Thomas was voted in as Chairman of the Finance Committee.
3. **Minutes:** It was unanimously **RESOLVED** to accept the minutes of the meeting held on 28/03/12 as a true and accurate record.
4. **Accounts 2011/12**
  - 4.1 **Accounts sheets for Y/End 31/03/12:** It was proposed to include the Howle Hill War Memorial in the list of fixed assets & to include for replacement. It was also proposed to take policy review advice on the value / inclusion of land and War Memorials and the method of treating community assets on the balance sheet, in time for the production of next year's accounts. <<**Action Clerk**>>
  - 4.2 **Accounting Statements for External Audit:** It was unanimously **RESOLVED** to approve the accounts sheets and accounting statements for 2012/13 and to recommend acceptance by Full Council.
5. **Approval of payments: See Finance Appendix A**

It was unanimously **RESOLVED** to approve the following payments:

  - 5.1 Councillor Berry expenses for Broadband event at Tarrington
  - 5.2 Walford Timber: 2 x invoices for supplies to the Can Do Crew
  - 5.3 Lonsdale Print Solutions for the Spring Parish Newsletter
  - 5.4 Walford Village Hall Hire up to end of 2012
  - 5.5 Clerk salary and additional hours for May
  - 5.6 Clerk expenses for May
  - 5.7 Clerk backdated pay increase from June 2011
  - 5.8 Clerk holiday pay owed for 2011/12 (To be paid at next meeting)  
Enviroability Invoice for work on Rights of Way (Within budget, to be ratified at next meeting)
6. **Purchase of flash drives for storing PC information:** It was unanimously **RESOLVED** to approve the purchase of 2 x flash drives for a sum up to £40, to back up Parish information to be stored remotely by the Chairman.
7. **To note information relating to:**
  - 7.1 **Home working insurance cover:** The Clerk confirmed that the AON Insurance covered all Parish equipment kept at the Clerk's address, as this was the registered address for the insurance policy.
  - 7.2 **Health & Safety / Equal Opportunities / Grievance and disciplinary procedures policies:** It was noted that Walford Parish Council already have a Health and Safety Policy. It was unanimously **RESOLVED** to adopt and abide by the model NALC policies for the other procedures listed under 7.2.
8. **Public participation session:** It was suggested that the year-end accounts should reflect the depreciation of assets, i.e. the computer etc, over a 5 year period. The Clerk was asked to investigate the correct procedure for including depreciation in time for the production of next year's accounts. <<**Action Clerk**>>
9. **Matters for the next Agenda** (No discussion) Purchase of the Clerk's Walford Parish laptop.
10. **To note date of next meeting** Wednesday 12<sup>th</sup> September at 6.30pm Walford Village Hall
11. **Confidential closed session to discuss a pay award to the Clerk:** It was unanimously **RESOLVED** to approve an incremental pay award, due to the Clerk, to SCP point 28. It was also **RESOLVED** that before the next Finance Committee meeting the Finance Chairman would conduct a formal appraisal of the Clerk and speak to the other Chairmen with regard to the appraisal. <<**Action Councillor Thomas**>>
12. **To note date of next meeting** Wednesday 12<sup>th</sup> September at 6.30pm Walford Village Hall

The meeting closed at 7.15pm.

Signed: Marc Thomas  
Finance Committee Chairman.

Date: 12/09/12