

WALFORD PARISH COUNCIL

**Minutes of a Finance Committee Meeting held at 6.30pm on Wednesday 16th May
2018 in Bishopswood Village Hall**

Present

Parish Councillors: Karen Chinn (Chairman), Dave Berry, Simeon Cole, Heather Evans, Angus McIntosh, Frank Myers.

In attendance: Lynda Wilcox – HALC (meeting cover). 5 members of the public.

1. **Election of Chairman ...** Karen Chinn was unanimously elected as Chairman.
2. **Election of Vice Chairman ...** Dave Berry was unanimously elected as Vice Chairman.
3. **Apologies for absence ...** There were none.
4. **Declarations of interest and written requests for dispensation ...** There were none.
5. **Open Session ...** Comments from local residents on financial matters:
 - 5.1. A local resident queried whether the Community Support Scheme could be funded from the £1k set aside for grants to local organisations. It was clarified that the £1k was set aside in the budget in case local groups wished to apply for a grant but the parish council was not obliged to spend that £1k. The Community Support Scheme was funded from a different budget head.
 - 5.2. In response to a request for clarification on the figure of £1809 in relation to expenditure on the Canoe Launch Project, it was noted that VAT was included.
6. **Adoption of Minutes of previous meeting ...** 28th February 2018
It was RESOLVED to adopt the minutes which were then signed by the Chairman.
7. **Finance data**
 - 7.1. Year End 2017-18
 - 7.1.1. Projects Finance Policy

It was RESOLVED to adopt the policy in principle subject to a couple of updates and amendments which would be ratified at the next meeting. It was RESOLVED that the Parish Council could make a decision to move monies between projects during the year, if required. It was further RESOLVED that the principle would be to earmark 90% of all reserves with 10% left for general reserve.

7.1.2. Projects and contingency funds ... Members considered and were content with spend against budget as outlined in a document prepared by the Chairman.

7.2. I&E actual and budget to end of April 2018 ... Members considered and were content with spend against budget as outlined in a document prepared by the Chairman.

7.3. Bank statements were considered against a reconciliation statement and the documents were signed as accurate.

7.4. Donations Policy ... It was RESOLVED to recommend the Donations Policy for adoption by full Council.

7.5. Receipt of the first half of the 2018/19 Precept in the sum of £13250 was noted.

8. Members considered and RESOLVED to make the following payments:

8.1. Community support additional expenses £13.43 + £58.60.

8.2. Viking £72.92.

8.3. Autela payroll Q4 £63.36.

8.4. Petty cash WCSS £200.

8.5. Riversea Holdings £111.40.

9. It was RESOLVED to ratify the following payments:

9.1. Salaries:

9.1.1. Clerk ... plus expenses of £44.63.

9.1.2. WCSS

9.1.3. HMRC NI payment £139.32.

9.2. Nest pensions £68.79 and £37.93.

9.3. Sage subscription £24.00.

9.4. Came & Co Insurance £357.35.

10. Budgets

10.1. Action and expenditure under operational budget ... Electronic banking.

It was RESOLVED to consider electronic banking at the next meeting.

- 10.2. Action and expenditure under project budgets:
 - 10.2.1. WCSS...The project operational spend is currently in line with budget
 - 10.2.2. Canoe Launch ... It was noted that project income now exceeded expenditure. A new barrier was being made by Herefordshire Group Training and the parish council were only funding the cost of materials - £439.00.
 - 10.2.3. NDP ... Prior to undertaking a process to select a planning consultant, it was RESOLVED to accept an offer of a feasibility study @ £100 from the planning consultant supporting Ross Town Council's NDP. If the consultant was subsequently hired by Walford Parish Council, the initial £100 would be taken off the overall contract price.

11. Items raised for the next meeting:

- 11.1. Finance Policy.
- 11.2. Electronic Banking.
- 11.3. End of year accounts and external audit.

12. **The date of the next meeting** was noted as 6.30 pm on Wednesday 27th June 2018.

The Chairman closed the meeting at 7.20 pm.

SIGNED DATE