

# WALFORD PARISH COUNCIL

**Parish Clerk:** Catherine Murray. Rose Cottage, Coughton, Ross on Wye, Herefordshire, HR9 5SF.

**E Mail:** clerk@walford-pc.org.uk **Website:** [www.walford-pc.org.uk](http://www.walford-pc.org.uk)

## Minutes of the Finance Committee meeting held in Bishopswood Village Hall At 6.30pm on Wednesday 17<sup>th</sup> May 2017

**Present:** Karen Chinn

**Councillors:** Dave Berry, Karen Chinn, Simeon Cole, Heather Evans, Angus McIntosh, Frank Myers.

**In attendance:** Clerk Catherine Murray.

1. **Apologies:** None
2. **Declarations of Interest:** None.
3. **Minutes:** It was unanimously **RESOLVED** to accept the minutes of the previous meeting held on 05/04/17
4. **Public participation session:**
  - A member of the public asked how the income to the PC from Kerne Bridge Canoe Launch site will be taxed. Will the PC need to pay tax? *Cllr Myers responded that the PC may well have to pay tax and is awaiting information from HALC on this issue. It will be taken into account. The clerk was asked to make enquiries with HALC, who have referred it to NALC. <<Action Clerk>>*
5. **Accounting Spreadsheets:** It was unanimously **RESOLVED** to approve the R&P Accounting spreadsheets for 2016/17, and confirm their recommendation for approval and signature by the Chairman in Full Council. The cash flow forecast and budget statement were noted.
6. **Annual Return:**
  - 6.1 **Accounting Statements for Y/E 31/03/17:** Will be approved at the June meeting.
  - 6.2 **Annual Governance Statement for Y/E 31/03/16:** Will be approved at the June meeting.
  - 6.3 **Internal Audit:** The report from the Internal Auditor, confirming successful completion of the Internal Audit was noted; there were no recommendations for improvement of internal controls.
  - 6.4 It was unanimously **RESOLVED** to approve the Statement of Internal Control / Risk Assessment for Y/E 31/03/17, for presentation to Full Council.
7. **Banking and payments:**
  - 7.1 It was unanimously **RESOLVED** to approve and sign bank reconciliation – Finance Appendix A and bank statements for April.
  - 7.2 It was unanimously **RESOLVED** to approve the following payments:
    - a) Internal Audit – Jayne Dunstan
    - b) Insurance provision for 2017-18: Options were discussed and it was unanimously **RESOLVED** to appoint Came and Company for a 3 year term at a reduced rate.
    - c) Lonsdale DS for printing and postage of spring newsletter.
    - d) SLCC Membership
    - e) Herefordshire Tree Wardens subscription
    - f) Clerk salary and expenses
    - g) Community Support Coordinator salary and expenses
    - h) HMRC.
8. **Accounting Software:** Options were discussed: Online and desktop options for the providers were presented: Sage, Quick Books Essential, Bright Books and Solar Accounts. The Clerk was given delegated responsibility, along with Cllrs Chinn and Berry, to spend what is available within the Transparency Fund grant. The Clerk is to check with HALC whether evidence of spending is required by HALC. **<<Action Clerk and Cllrs Berry and Chinn>>**
9. **New Budget category:** It was unanimously **RESOLVED** to approve a new category for Payroll and Pensions provision.
10. **Laptop for the clerk:** Walford Village Hall Committee has offered to sell a Sony Vaio laptop to Walford PC. Cllr Berry will ask the Committee about the age and specification and for a quote. The Clerk was given delegated power along with Cllrs Berry and Chinn to make the decision and spend within the Transparency Fund budget. **<<Action Clerk and Cllrs Berry and Chinn >>**

**11. Information and correspondence:**

- 11.1 Items relevant to finance in Appendix C and HALC Information corner were noted.
- 11.2 Responses to correspondence: None

**12. Public Response Session:**

- A member of the public suggested that it is very important that the Accounting software produces the kind of reports that the PC wants. He would be concerned about getting a 3 year old laptop, because it has to be fit for purpose; the specification is important, so this should be looked at, in consideration of the next 5 years.

**13. Items for next meeting agenda:** None further.

**14. To note the date of the next meeting:** 30/08/17 at 6.30pm at Bishopswood Village Hall.

**15. Confidential Session: Employment Matters:** The public were asked to leave the room.

15.1 Community Support Co-ordinator additional Hours.

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**Signed:**

**Date:** 30/08/17

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**In attendance:** Clerk Catherine Murray.

### **15 Confidential Closed Session – Employment Matters:**

#### **15.1 Community Support co-ordinator additional hours:**

A brief discussion was held, as it is apparent that Sarah Hayes requires additional hours in order to cover the work she has to do. Cllr Chinn pointed out there was no money in the budget for additional hours and Cllr Myers suggested taking it out of reserves. Cllr Chinn also suggested that the PC could make better use of the volunteer resources to support the marketing tasks that Sarah has on her list.

No decision was reached.

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**Signed:**

**Date:** 30/08/17