

# WALFORD PARISH COUNCIL

**Parish Clerk:** Catherine Murray, Rose Cottage, Coughton, Ross on Wye, Herefordshire, HR9 5SF.  
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## Minutes of the Finance Committee meeting held in Bishopswood Village Hall At 6.30pm on Wednesday 22<sup>nd</sup> November 2017

**Present:** Karen Chinn

**Councillors:** Dave Berry, Simeon Cole, Angus McIntosh, Frank Myers.

**In attendance:** Clerk Catherine Murray.

1. **Apologies:** Heather Evans will be late
2. **Declarations:** Cllr Myers is a member of the Herefordshire Community Foundation.
3. **Minutes:** It was unanimously **RESOLVED** to accept minutes of the meeting held on 30/08/17
4. **Public participation:** A member of the public queried why the canoe launch fees were not shown in the I&E accounts, the Chair explained that they have been apportioned to a holding fund until the Management Agreement has been finalised and have been accounted for in next years' budget. He also asked whether there was a possibility that The Council was in breach the Localism Act 2011. The Clerk was asked to make enquiries with HALC. <<**Action Clerk**>>
5. **Finance data:**
  - 5.1 It was unanimously **RESOLVED** to approve and sign Finance Appendix A and bank statements for October.
  - 5.2 I&E actual and budget: Had been circulated to all Councillors, and show the situation to date, but it is too soon to predict whether there is a surplus. Cllr McIntosh asked when we will know and Cllr Chinn explained that due diligence has to be carried out, to chase outstanding invoices, so that we can account for them in the correct financial year. Cllr Berry asked how debtors will be accounted for, Cllr Chinn explained that they will be shown on the balance sheets as debtors.
6. **Payments:**
  - 6.1 It was unanimously **RESOLVED** to approve the following payments:
    - 6.1.1 Terry Griffiths – Lengthsman - £458.40
    - 6.1.2 Karen Chinn – Expenses Community Support Fundraiser - £58.58
    - 6.1.3 Lonsdale Direct Solutions – Printing and postage for Newsletter – £493.73
    - 6.1.4 Tate Computer Technology – Domain renewal - £72.00
    - 6.1.5 Clerk Expenses October - £32.45
    - 6.1.6 Community Support Expenses October - £63.90
    - 6.1.7 Community Support Petty Cash - £100.00
  - 6.2 **The following payments were noted:**
    - 6.2.1 Clerk Salary (Figures are not published)
    - 6.2.2 Community Support Co-ordinator Salary (Figures are not published)
7. **Operational budget items:**

Pension payments: Cllr Chinn explained that the Clerk automatically qualifies for pension payments and that these will be taken at the basic level as agreed, when the salary is paid. This has been provisioned for in the current FY budget.
8. **Project budgets and expenditure:**
  - 8.1.1 WCSS (Walford Community Support Scheme) Is on budget, in line with expenditure. There are no issues with the budget for 2017-18. For 2018-19 we have received grant funding for £6,600 and are anticipating £500 each from 2 further sources. Looking at spending we are anticipating a little more next year on improving services. Predicting additional grant funding, so the amount WPC will have to contribute will be less than last year, approximately £6,200.
  - 8.1.2 Kerne Bridge Canoe Launch: We are basing a lot of the figures on those from this year and we anticipate an overall surplus of approximately £6,300.
  - 8.1.3 NDP (Neighbourhood Development Plan): We are expecting expenditure to be £7,000 for consultancy etc and all this will be grant funded, so the income will be in our account before we spend it, so the bottom line is £0.

Cllr Myers asked whether there will be a liability for the War Memorials. Cllr Chinn said there would not be, but it will be included on the agenda for a year's time.

## 9. Budget for next Financial Year:

9.1 Budget spreadsheet (Appendix A2) and precept level were discussed:

The Lengthsman grant will be £0 next year, the WCSS income will be approximately £7,600 with the predicted canoe launch budget surplus £6,300. We have allowed for a little inflation and have to allow for an election cost of up to £2,700 for the January election, which will come from reserves and has to be replaced. There will be a net surplus of approximately £730. Suggest rounding up the precept request to £26,500, which equates to £1 per band D household. The surplus from the canoe launch site can potentially fund the deficit from the WCSS. Cllr McIntosh said that the view is only healthy if we can rely on canoe launch income as a regular thing. Cllr Myers said that there is a lot of support from national bodies, so it is unlikely to falter.

Cllr McIntosh asked about the **Walford PC** grants and donations policy and the Clerk was asked to find the existing policy with a view to reviewing it. <<Action Clerk>>

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Cllr Myers said that an approach to funding the Lengthsman should go on the next agenda for discussion. <<Action Clerk>>

9.2 **Approve budget and set precept figure, or defer until 10/01/18:** It was proposed, seconded and unanimously **RESOLVED** that the draft budget and precept figure be recommended to full council, for approval on 11<sup>th</sup> January, so that there is time to finalise it.

*(Herefordshire Council precept deadline: 31/12/17. Legal deadline 29/02/18)*

10. **Public response session:** A member of the public asked if the WCSS grant funding was due to work done by Cllr Chinn, which she confirmed and he expressed his thanks. He asked whether this funding will be ongoing and Cllr Chinn said yes, but it may involve other sources, as current grant providers may not entertain 'frequent flyers'.

11. **Items for next meeting Agenda:** More of the same.

12. **Date of next meeting:** 6.30pm on 21/02/18 at Bishopswood Village Hall

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Signed:

Date: 28.02.18