

WALFORD PARISH COUNCIL

Parish Clerk: Catherine Murray. Rose Cottage, Coughton, Ross on Wye, Herefordshire, HR9 5SF.
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Minutes of the meeting of the Finance Committee held in Bishopswood Village Hall At 6.15pm on Wednesday 23rd November

Present: Chairman Shane Carlson.

Councillors Dave Berry, Simeon Cole, Frank Myers, Heather Evans arrived at 19.00.

In attendance: Clerk Catherine Murray.

1. **Apologies:** Karen Chinn
2. **Declarations of Interest:** Cllr Myers said that he is about to become Chair of the Hereford Community Foundation.
3. **Minutes:** It was unanimously **RESOLVED** to accept the minutes of the previous meeting held on 29/06/16
4. **Public participation session:** A member of the public asked how the PC intends to enforce the proposed parking regime at Kerne Bridge canoe launch site. *Cllr Myers said that WPC may not choose to 'enforce', it will be a Parish Council decision, if enforcement is to be pursued.*
5. **Computer hardware and software / Mobile phone:** It was unanimously **RESOLVED** to approve the following spending limits:
 - Up to £500 for a suitable laptop.
 - Up to £182 for a Microsoft Office license.
 - Up to £89 for new website software.
 - Up to £79 Dropbox upgrade.
 - The upgrade of all software will be done in house.
 - A mobile phone has been donated FOC for use by the Community Support Coordinator.
6. **Walford Village Hall Play Area:** After consideration of the Walford PC grants and donations policy, it was unanimously **RESOLVED** to set a sum for charitable donations within the budget, so that applications can be made to the PC for donations. It will be put to Full Council to consider including a tranche of charitable funds for donations and to include a line in the 2017/18 budget for donations to charitable causes.
7. **Kerne Bridge Canoe Launch Site:** Information about the provision of an electricity supply to the proposed car park charging meter is not yet available.
8. **Precept and Budget:**
 - 8.1 *See Budget Appendix A(2) and other associated paperwork.*
 - 8.2 Responses regarding increase in funding to cover the Lengthsman & P3 Schemes: One had been received - in support.
 - 8.3 **Lengthsman & RsOW provision for 2017-18:** £3.5k will be required to support the Lengthsman and P3 schemes.
 - 8.4 **Approve the budget and set a figure for the precept, for recommendation to Full Council:** It was unanimously **RESOLVED** to suspended discussions, pending receipt of further information required to complete the budget, which will be presented at the next meeting on 11th January 2017. The clerk will inform the authorities that the precept request will be submitted after that meeting and not by 31.12.16.
 <<Action Clerk>>
9. **Banking and payments:**

The bank reconciliation, Finance Appendix A and bank statements for October were signed.

 - 9.1 It was unanimously **RESOLVED** to approve the following payments:
 - Lonsdale Direct Solutions – For the Autumn Parish Newsletter.
 - Louise Jarvis and Sarah Hayes – Expenses (Community Support Coordinator)
 - Bishopswood Village Hall Hire
 As it was within the budget, an invoice for Walford Village Hall was approved.
 - 9.2 **The following payments were noted:**
 - 9.2.1 Clerk salary and expenses, Community Support Coordinator salary for October, Petty Cash.
 - 9.3 **Electronic Banking.** Cllr Evans has registered and her form has been received and signed.

- 10. Finance Committee meetings:** It was unanimously **RESOLVED** to hold one additional meeting every year in order to ensure that WPC finances are reviewed each quarter.
- 11. Information and correspondence:**
- 11.1 To note items relevant to finance in Appendix C and HALC Information corner.
 - 11.2 **Responses to correspondence received:** Lloyds TSB electronic banking form for Cllr Evans.
- 12. Public Response Session:** A member of the public asked whether there was data about the Walford Village Hall playground. *A Cllr responded that WPC should be seen to display due diligence.*
- 13. Items for next meeting agenda:** As above. And to approve the budget and set the precept.
- 14. To note the date of the next meeting:** 22/02/16 - 6.30pm at Walford Village Hall.
- 15. Confidential Session:** Members of the public were asked to leave the room.
- 15.1 Pension obligations:
 - 15.2 Delegated Power: Community Support Co-ordinator contract
 - 15.3 Kerne Bridge Canoe Launch:
 - 15.4 Walford War Memorial:

Signed: Shane Carlson

Date: 11/01/17