

WALFORD PARISH COUNCIL**Minutes of a Finance Committee Meeting held at 6.30pm on Wednesday 27th June 2018 in Walford Village Hall****Present**

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

In attendance: Helen Tinson – HALC (meeting cover). 0 members of the public.

1. **Apologies for absence ...** Angus McIntosh, Heather Evans
2. **Declarations of interest and written requests for dispensation ...** There were none.
3. **Adoption of Minutes of previous meeting ...** 16th May 2018
It was RESOLVED to adopt the minutes which were then signed by the Chairman.
4. **Finance data**
 - 4.1. Year End 2017-18
 - 4.1.1. Internal auditors report ... the report was read to the meeting concluding that the internal auditor was satisfied the appropriate books of accounts have been kept to a high standard throughout the year and on the correct basis and no concerns or recommendations were noted for internal controls. It was RESOLVED to recommend full council approve the internal audit report.
 - 4.1.2. Annual Governance Statement ... Members considered each question carefully and were satisfied that 'YES' could be answered to each. It was RESOLVED to recommend full council approve the annual governance statement. It was proposed that Cllr Karen Chinn take on the role of Responsible Finance Officer in the absence of a Clerk/RFO in order to sign the statement which she accepted on a temporary basis only.
 - 4.1.3. Adopt Year End Accounts 17/18 ... Members considered the year end accounts noting that insurance cover (1 June – 31 May) had been allocated proportionately to 17/18 and 18/19 accounts. It was RESOLVED to recommend full council adopt the year end accounts.
 - 4.1.4. Public Review Period ... It was noted the period for the exercise of public rights would run from 2nd July 2018 to 10th August 2018 and would be publicised accordingly. It was noted that the accounts could be uploaded onto the website and RESOLVED to ask the ex-clerk if she would be prepared to work a couple of hours at her previous hourly rate to do so.
 - 4.2. I&E actual and budget to end of May 2018 ... Members considered and were content with spend against budget as outlined in a document prepared by the Chairman. It was noted that a BACS payment had been received from Nature Wilderness and it was RESOLVED that this be transferred to Riversea (see item 6.8)
 - 4.3. Bank statements were considered against a reconciliation statement to the end of May 2018 and the documents were signed as accurate.
 - 4.3.1. Current account: £27,867.57
 - 4.3.2. Reserve account: £11,972.36

4.3.3. Petty Cash (Community Support): £120.70

5. Operational Budget Items:

- 5.1. Project Finance Policy ... The policy has been amended to include the facility to enable the use of funds in the reserve account at any time as considered necessary rather than reserved for projects only. It was RESOLVED to adopt the policy with annual review.
- 5.2. Electronic Banking Policy ... It was noted that the Finance Committee are satisfied with the policy and RESOLVED to propose full council adopt it at the next meeting.
- 5.3. Update to Financial Regulations ... the following edits and additions were noted:
 - 5.3.1. 2.1: verify bank payments by non-signatory (edit)
 - 5.3.2. 4.4: projects to be bound by project finance policy (addition)
 - 5.3.3. 6.3: include electronic bank transfers (edit)
 - 5.3.4. 6.7: payments by variable direct debits (edit)
 - 5.3.5. 6.9: removed – considered a duplicate of 6.10
 - 5.3.6. 6.10: include electronic banking policy (edit)
 - 5.3.7. 6.17: cash received to be banked immediately and intact (edit) and reviewed regularly
 - 5.3.8. 6.18: cash float to be limited to £250 and monitored regularly at meetings (addition)
- 5.4. Approval for continued use of variable direct debit ... Members considered current payments paid by variable direct debit and RESOLVED to continue. An increase to Sage subscription was noted.
- 5.5. Standing order creation for salaries ... It was RESOLVED that salaries to the Community Support Worker and Clerk/RFO (when recruited) are paid by standing order, and ratified annually at the annual Parish Council meeting.

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

- 6.1. Community support additional expenses £58.50
- 6.2. Petty cash WCSS £200.00
- 6.3. HDP Architecture £211.00 (once clarified with Cllr Drummond before made)
- 6.4. Autela payroll £51.60
- 6.5. Clarke Printing for WCSS soiree fundraiser £42.00
- 6.6. Reimbursement of expenses to Karen Chinn for Tascan Recording Device £79.99
- 6.7. Internal Audit Fee £75.00
- 6.8. Repay canoe launch payment received from Nature Wilderness to Riversea £49.00

7. It was RESOLVED to ratify the following payments:

- 7.1. Salaries:
 - 7.1.1. WCSS
 - 7.1.2. Sage subscription £20.00 plus VAT (May) and £22.00 plus VAT (June)

8. Budgets

- 8.1. Action and expenditure under project budgets:
 - 8.1.1. WCSS... Income figure for community support scheme was reported as £877 in accordance with project finance policy.
 - 8.1.2. Canoe Launch ... Nothing to report.
 - 8.1.3. NDP ... It was noted that the process of undertaking a feasibility study (approved last meeting) is underway.

9. Open Session: no items to report

10. Items raised for the next meeting:

10.1. Feedback from External Auditor (if available).

11. The date of the next meeting was noted as 6.30 pm on Wednesday 29th August 2018 at Bishopswood Village Hall.

The Chairman closed the meeting at 7.23 pm.

SIGNED DATE