

# 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 Walford Village Hall At 6.15pm on Wednesday 29<sup>th</sup> June 2016

**Present:** Chairman Shane Carlson.

Councillors Dave Berry, Simeon Cole, Frank Myers, Karen Chinn.

**In attendance:** Clerk Catherine Murray.

1. **Apologies:** Heather Evans (May be late)
2. **Declarations / Dispensations:** No declarations.
3. **Minutes:** It was unanimously **RESOLVED** to accept the minutes of the previous meeting held on 25/11/15
4. **Public participation session:** A member of the public asked if the Clerk should be declaring an interest in the discussions about salary increases. *The Chairman explained that as the clerk is not a councillor, she does not have to declare an interest and added that all decisions are made by the council, not the Clerk.*
5. **R&P Accounts:** It was unanimously **RESOLVED** to approve the Receipts and Purchase Accounting spreadsheets for 2015/16, and confirm their recommendation for approval to Full Council.
6. **Annual Return:**
  - 6.1 It was unanimously **RESOLVED** to approve I&E Accounting Statements and Annual Governance Statement for Y/E 31/03/16 and confirm their recommendation for approval to Full Council.
  - 6.2 The report from the Internal Auditor, confirming successful completion of the Internal Audit was noted; the report was positive and no issues had been raised, giving cause for concern.
  - 6.3 It was unanimously **RESOLVED** to approve the Statement of Internal Control / Risk Assessment for Y/E 31/03/16, and recommend approval to Full Council.
7. **Banking and payments:**
  - 7.1 It was unanimously **RESOLVED** to sign the bank reconciliation – Finance Appendix A and bank statements for May
  - 7.2 **It was unanimously RESOLVED to approve the following payments:**
    - a) Internal Audit – Jayne Dunstan. b) Rights of Way – Enviroability. c) Lengthsman – Gerald Green. d) Tate Computer Technology – Computer support package and Windows software. e) E.C. Drummond for supply of padlock to Bishopswood WCs cabinet.
  - 7.3 **The following payments were noted:** Clerk payment for May.
  - 7.4 **Electronic banking:** Further signatories, Cllrs Myers and Evans, will register.
8. **Financial Regulations:** It was unanimously **RESOLVED** to recommend a minor update to Financial Regulations to Full Council, so that they are in line with NALC updates.
9. **Information and correspondence:**
  - 9.1 Items relevant to finance in Appendix C and HALC Information corner were noted.
  - 9.2 There were no responses required to finance correspondence received during May
10. **Public Response Session:** No further participation.
11. **Items for next meeting agenda:** Quarterly Finance Committee meetings.
12. **Date of the next meeting:** 23/11/2016 at 6.30pm at Bishopswood Village Hall.
13. **Confidential Closed Session:** The public were asked to leave the room.  
**Employment Matters:** Recorded in confidential minutes.

Signed: Shane Carlson

Date: 23/11/16