

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 Walford Village Hall At 6.30pm on Wednesday 30th August 2017

Present: Karen Chinn

Councillors: Dave Berry, Simeon Cole, Heather Evans, Frank Myers.

In attendance: Clerk Catherine Murray.

1. **Apologies:** Angus McIntosh
2. **Declarations:** Cllr Myers said that he is Chair of the Herefordshire Community Foundation.
3. **Minutes:** It was **RESOLVED** by a majority to accept minutes of the meeting held on 17/05/17.
(There was one abstention, due to absence from the previous meeting)
4. **Public participation:** A member of the public asked if the PC was receiving revenue for the canoe launch site. Cllr Chinn explained that revenue is coming in, but it is not all PC revenue, some is due to Riversea Holdings Ltd.
5. **Finance data:**
 - 5.1 It was not possible to sign the Finance Appendix A and bank statements for July and August, because the documents were not available, but Cllr Chinn was given delegated power to sign them following the meeting, after checking the figures with the Clerk. <<**Action Cllr Chinn and Clerk**>>
 - 5.2 **I&E actual and budget:** Cllr Chinn presented I&E spreadsheets, actual and budget.
 - 5.3 **Cash flow forecast:** Cllr Chinn presented cash flow spreadsheets. Cllr Berry asked whether canoe launch revenue would be shown and Cllr Chinn said it would be accounted for; she added that an eye would be kept on balances to make sure the PC is not spending what it hasn't got.
6. **Payments:** It was unanimously **RESOLVED** to approve the following payments:
 - 6.1 TCT Microsoft Office Home - £132.00
 - 6.2 Terry Griffiths – Rights of Way - £356.40
 - 6.3 Terry Griffiths – Rights of Way - £104.40
 - 6.4 Bishopswood Village Hall - £114.80
 - 6.5 Autela Group (Payroll & Pensions) £11.60
 - 6.6 Clerk Expenses for June & July - £81.98
 - 6.7 Clerk for Dropbox subscription - £79.00
 - 6.8 Community Support Expenses June & July - £117.90
 - 6.9 Clerk Salary (Figures are not published)
 - 6.10 Community Support Co-ordinator Salary (Figures are not published)Cllr Evans asked the Clerk to check that the Lengthsman had carried out the extra work on invoice 0121
<<**Action Clerk**>>
7. **Operational budget items:** To check that there is nothing being spent above what the PC has budgeted for.
8. **Project budgets and expenditure:** Project budgets will be split into 3 categories; it is useful for projects to have a budget in place, so the PC knows what is coming in and going out. A discussion was held and it was agreed that the accounts will be presented on an I&E basis.
 - 8.1.1 WCSS (Walford Community Support Scheme): Will be covered by Cllr Chinn. Cllr Berry asked how much grant funding had been applied for? Cllr Chinn said 3 x grant applications for £3,000 each had been submitted and one for any support that can be offered.
 - 8.1.2 Kerne Bridge Canoe Launch: Cllr Myers said that all invoices had been sent to canoe launch companies up to the end of August; he explained that the cash taken on site is banked by Riversea Holdings Ltd, other payments are presently going into the PC account. Cllr Berry asked whether the PC will be holding funds until a Management Agreement has been formally approved? Cllr Myers said probably not, as the funds are mainly those of Riversea Holdings Ltd.

Cllr Chinn asked if Cllr Myers can come to the next meeting with a view to formalising the arrangement via the working group. Cllr Evans asked how the invoicing is done? Cllr Chinn explained that they are generated by Riversea Holdings Ltd, sent out by the Clerk and then SOAs are issued for unpaid invoices. Cllr Evans asked if locals will pay car parking charges? Cllr Myers said no, permits will be issued.

- 8.1.3 NDP (Neighbourhood Development Plan): Cllr Chinn said that Will Warburg will be putting together a budget. The NDP grant is always paid up front, before any expenditure is paid out.

9. Budget for next Financial Year:

- 9.1 **Timings:** A draft budget should be in place for November and groups may need to meet informally to assess needs. Each project manager was asked to produce a draft budget in time for November.

<<Action Cllrs Chinn, Myers and Will Warburg>>

- 9.2 **Engagement:** Mr Long has made a suggestion about improving engagement with the public and Cllr Chinn agreed to provide an article for the next newsletter. **<<Action Cllr Chinn>>** Cllr Myers said he supported Mr Long's views on engagement, but asked how the PC can draw a conclusion on a varied and low response rate; he added that Cllrs are elected to make decisions and cannot ask people's views all the time. Cllr Berry asked if correspondence can be circulated before it has been responded to. The finance spreadsheets will be posted on the website, on the finance page. **<<Action Clerk>>**

10. Public response session: None.

- 11. Items for next meeting Agenda:** Precept. Kerne Bridge Canoe Launch Management Agreement.

- 12. Date of next meeting:** 6.30pm on 22/11/17 at Bishopswood Village Hall.

Signed:

Date: 22/11/17