

# WALFORD PARISH COUNCIL

## Minutes of Finance Committee Meeting



Held at Bishopswood Village Hall  
Wednesday 21 November 2018 at 6.30pm

### Present:

Councillors: Karen Chinn (Chairman), Dave Berry, Heather Evans, Angus McIntosh, Frank Myers

In attendance: Richard Abolins (Clerk)

1. **Apologies for absence** were received from Simeon Cole.
2. **Declarations of interest and written requests for dispensation** - Councillor Chinn declared a non-pecuniary interest in agenda item 6.1.f as treasurer of Walford PCC.
3. **Adoption of Minutes of previous meeting**  
It was RESOLVED to adopt the minutes of the meeting held on 29 August 2018 as a true and accurate record. They were signed by the Chairman.
4. It was RESOLVED to recommend to the Full Council that the Clerk be formally appointed as Responsible Financial Officer.
5. **Financial information**
  - 5.1 The accounts were received, and it was noted that both the lengthsman's and rights of way costs were well below budget. It was suggested that work should be done to improve footpaths in the parish such as around the Vine Tree and between the church and Walford Village Hall. In general terms it was noted that although there would be more costs before the year end, we could be looking at a potential surplus and potential projects for the benefit of the parish should be considered.
  - 5.2 The bank statements and reconciliations were approved by Councillor McIntosh.
    - 5.2.1 Current account £30,336.60
    - 5.2.2 Savings account £11,974.87
    - 5.2.3 Petty cash (WCSS) £112.54
6. **Payments:**

Payments will be made in accordance with the recently adopted electronic payments policy. Councillor Chinn will set up the payments and Councillor Berry will approve them. The RFO will consider the entire process and make recommendations as necessary.

  - 6.1. It was RESOLVED to approve the following payments:

a)	Richard Abolins	clerk's expenses	£144.95
b)	Autela Group Limited	replace incorrect cheque	£48.26
c)	Clarke Printing	WCSS posters and invitations	£40.80
d)	HALC	CiLCA training courses	£360.00
e)	LexisNexis	book "Arnold-Baker on Local Council Administration"	£129.99
f)	PCC of Walford	Council meeting 17 October	£36.00
g)	WCSS petty cash		£200.00
h)	WCSS expenses		£51.85
  - 6.2. It was RESOLVED to ratify the following payments:

a)	WCSS salary		
b)	Clerk salary		
c)	Sage subscription	October	£26.40



**7. Operational budgets**

- 7.1 The draft budget had been based on historical trends with a contingency built into individual cost lines instead of a single item. After some debate, the RFO was asked to review best practice. At the moment, there is no plan to increase the precept but by the time the final budget is approved, the outcome of grant applications will be known. Rules and best practice relating to the level of reserves will be checked before the next meeting.  
Rights of Way - nothing to report.

**8. Project budgets and expenditure**

- 8.1 WCSS expenditure continues to be below budget, but there is nothing significant to report.  
8.2 Riversea Holdings need to report every month on the figures for Kerne Bridge Canoe Launch.  
a) The committee considered three questions raised by a parishioner.  
i) The first increase in management fees is not due until next year, but it has been noted to ensure that notice is given to Riversea Holdings of such increase.  
ii) Everything that is due has been accounted for and paid.  
iii) Since everything is up to date, there is no interest to charge.  
The committee was satisfied that all matters had been addressed.

**9. Open session**

There were no members of the public present.

**10. Items for next meeting agenda**

There were no additional items to be added

11. **The date of the next meeting** - The next meeting will be held at 6.30pm on Wednesday 13 February 2019 at Walford Church – St Michael and All Angels.

**The meeting closed at 7.25pm**

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_