

WALFORD PARISH COUNCIL

**Minutes of a Finance Committee Meeting held at 6.30pm on Wednesday 29<sup>th</sup> August 2018  
in Bishopswood Village Hall**

**Present:**

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

**In attendance:** Richard Abolins (Clerk); Helen Tinson, HALC (Clerk cover). 3 members of the public.

1. **Apologies for absence ...** There were none
2. **Declarations of interest and written requests for dispensation ...** Cllr Frank Myers declared a non-pecuniary interest in agenda item 8b and Cllr Karen Chinn declared a pecuniary interest in agenda item 5c. Both signed the Declarations of Interest book accordingly.
3. **Adoption of Minutes of previous meeting ...** 27<sup>th</sup> June 2018  
It was RESOLVED to adopt the minutes which were signed by the Chairman.
4. **Finance data:**
  - 4.1. I&E actual and budget to end of July 2018 ... Members considered and were content with spend against budget as outlined in a document prepared by the Chairman. It was noted that the new Clerk is a qualified accountant. The chairman noted that the data was in draft format and a few edits may be necessary before posting on the on the website.
  - 4.2. Bank statements were considered against a reconciliation statement to the end of July 2018 and the documents were signed as accurate.
    - 4.2.1. Current account: £25,099.57
    - 4.2.2. Reserve account: £11,973.36
    - 4.2.3. Petty Cash (Community Support): £-83.14
5. **Members considered and RESOLVED to make the following payments:**
  - 5.1. Reimbursement of expenses to Clerk £64.83
  - 5.2. Petty cash WCSS £200.00
  - 5.3. Reimbursement of expenses to Cllr Karen Chinn £156.39 (stamps £13.92; recruitment costs: Indeed £53.67; Total Jobs £88.80)
  - 5.4. Terry Griffiths £1328.40 (Highways £458.40; P3 £870)
  - 5.5. HMRC Apr-June £550.87
  - 5.6. Handover support from Catherine Murray £230.40
  - 5.7. Walford Village Hall £20.00
  - 5.8. CiLCA registration fees £250.00
  - 5.9. Tate Computer Technology £192.00

ADOPTED

**6. It was RESOLVED to ratify the following payments:**

- 6.1.1. WCSS Salary
- 6.1.2. Clerk Salary
- 6.1.3. Temporary Clerk payment to HALC ... it was noted the invoice has not been received
- 6.1.4. Sage subscription £44.00 plus VAT (July and August)

It was noted that the WCSS salary is now paid on standing order and that a standing order for the Clerk salary will be set up within the month (RESOLVED at meeting 27<sup>th</sup> June 2018, minuted item 5.5).

**7. Operational Budgets:**

- 7.1. Clerk Mobile Phone ... Members considered the benefits of a separate 'Walford Parish Council' handset and telephone number for the Clerk. It was RESOLVED that the Clerk research options and further RESOLVED to devolve power to Cllr Karen Chinn and Clerk Richard Abolins to purchase a handset between meetings on the basis of best local coverage and value for money.
- 7.2. Budget 19/20 ... It was noted that the precept for 2019/2020 needs to be finalised and submitted to Herefordshire Council by February 2019. It is anticipated the final draft will be presented to the Finance Committee in November 2018 prepared by Cllrs Karen Chinn and Dave Berry and Clerk Richard Abolins with information supplied by working groups.

**8. Project Budgets and Expenditure:**

- 8.1. WCSS ... it was noted expenditure was within budget with nothing significant to report
- 8.2. Canoe Launch ... it was noted that activity has increased during the summer with no key expenditure to report. Future expenditure in the region of £250-£300 for a tree survey, and in the region of £200 for signage are anticipated.
- 8.3. NDP ... Members considered a report from Will Warburg who requested funds of £200 to engage a consultant and propose settlement boundaries for the Neighbourhood Plan. It was noted that if this consultant is used for future stages this expenditure would be deducted from future (grant-funded) costs. It was RESOLVED to approve the payment of £200.

**9. Open Session:**

- 9.1. A resident sought clarification regarding management fees of £4000 due to Walford Parish Council from Riversea Holdings noting full payment should have been received on 16<sup>th</sup> April and to date only one quarter has been received. It was RESOLVED to ask the Canoe Launch Working Group to make enquiries and chase payments due and present an update to the next Finance Committee meeting.
- 9.2. A resident sought clarification on available funds for the Community Support Worker and was reassured the budgeted income for the year of £7600 is held in the reserve account from grant funding received in the last tax year and plans are in place to apply for a grant for 19/20.
- 9.3. A resident sought clarification on the CiLCA payment and process for qualification. It was noted that the CiLCA qualification is in the Terms of Employment for the new Clerk ratified by full council at an EOM on 30<sup>th</sup> July (minuted item 4).
- 9.4. A resident queried agency employment costs and the recent employment process undertaken was clarified.

Residents were asked to submit questions before future meetings so they may be itemised on the agenda and answered in full.

ADOPTED

**10. Items raised for the next meeting:**

- 10.1. Feedback from External Auditor (if available).
- 10.2. Final Draft Budget for 2019/20
- 10.3. Report from Canoe Launch Working Group re Management Fees

**11. The date of the next meeting** was noted as 6.30 pm on Wednesday 21<sup>st</sup> November 2018 at Bishopswood Village Hall.

The Chairman closed the meeting at 7.11pm.

SIGNED ..... DATE .....