

WALFORD PARISH COUNCIL

Minutes of Finance Committee Meeting



Held at Walford Church – St Michael and All Angels
Wednesday 13 February 2019 at 6.30pm

Present:

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

In attendance: Richard Abolins (Clerk), 2 members of the public

1. **Apologies for absence** - none.

2. **Declarations of interest and written requests for dispensation** - Councillor Berry declared a non-pecuniary interest in agenda item 6.1.d as treasurer of Walford Village Hall. This was recorded in the declarations book.

3. **Adoption of Minutes of previous meeting**

It was RESOLVED to adopt the minutes of the meeting held on 21 November 2018 as a true and accurate record. They were signed by the Chairman.

4. **Public participation session**

4.1 A member of the public asked why the Kerne Bridge Canoe Launch management fees had not been increased and why were the car park fees for last year at 10% and not 20%. The Chairman told him that these questions had been considered at the last meeting of the Finance Committee and under the Standing Orders could not be dealt with again for six months

5. **Financial information**

5.1 The accounts were received and there were no questions

5.2 The bank statements and reconciliations were approved by Councillor McIntosh. (Appendix 1)

6. **Payments:**

The timing of payments to suppliers was discussed. Depending on the dates of Council meetings, there could be a significant delay in paying invoices. The Clerk will review this as part of his overall financial procedure review.

6.1. It was RESOLVED to approve the following payments:

a)	Richard Abolins	clerk's expenses	£171.25
b)	David Reeves	grass verge and pavement mowing	£132.60
c)	PCC of Walford	Council meeting 9 January	£12.00
d)	Walford Village Hall	meetings 2018/19	£132.50
e)	WCSS petty cash		£200.00
f)	WCSS expenses		£172.55

6.2. It was RESOLVED to ratify the following payments:

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

7. **Operational budgets**

7.1 The draft budget was considered. There were three initial options: -

- a budget based on the first draft with full election costs included
- as above, but with bye election costs removed. The cost of unforeseen bye elections would be covered by reserves
- as above, but the WCSS budget reduced to match KBCL net income.

Councillor Berry proposed that we adopt the second option but with the contingency removed, leaving a projected deficit of £798. The precept will remain unchanged under this scenario. This

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will be recommended to the full Council. Councillor McIntosh seconded this proposal and it was unanimously agreed.

7.2 It was RESOLVED to cease using the Autela payroll bureau and bring the process in-house using Sage. There would be a small financial saving, but since the Clerk is able to undertake the process it means that the Council is in control of it.

7.3 The draft accounts for the year will be ready in April for the internal auditor to carry out her review in May. The accounts must be approved by Council no later than 29 June and the audited accounts must be published by 30 September. The exercise of public rights will be published on the website in the first 10 days of July and will last for six weeks.

7.4 It was RESOLVED to re-appoint Jayne Dunstan as internal auditor

8. **Project budgets and expenditure**

8.1 £4,400 of grants had been obtained for WCSS for next year.

8.2 There was no change in the KBCL accounts.

8.3 There was no change in the NDP account.

9. **Items for next meeting agenda**

9.1 Review of financial procedures

9.2 Meeting schedule

10. **The date of the next meeting** - The next meeting will be held at 6.30pm on Wednesday 26 June 2019 at Walford Village Hall.

The meeting closed at 7.16pm

SIGNED _____ DATE _____