

WALFORD PARISH COUNCIL

Minutes of Finance Committee Meeting



Held at Walford Village Hall

Wednesday 26 June 2019 at 6.30pm

Present:

Councillors: Joanne Akers, Karen Chinn, Simeon Cole, Ruth Dolman, Bob Puzey and Monica van Lienden

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

1. Councillor Chinn was proposed and seconded as Chair. Although she wasn't expecting to continue as Chair, she was happy to carry on given that no one else put themselves forward for the position. It was RESOLVED to appoint Councillor Chinn as Chair.
2. **Apologies for absence** - none.
3. **Declarations of interest and written requests for dispensation – none.**
4. **Adoption of Minutes of previous meeting**
It was RESOLVED to adopt the minutes of the meeting held on 13 February 2019 as a true and accurate record. They were signed by the Chair.
5. **Public participation session**
 - 5.1 A resident congratulated Councillor Chinn on her appointment and said she would be a worthy Chair.
6. **Financial information**
 - 6.1 The accounts for the period ended May 2109 were received. It was agreed that a better form of savings would be considered in future.
 - 6.2 The bank statements and reconciliations were approved by Councillor Akers. (Appendix 1)
 - 6.3 Since a debit card did not have a limit on it, it was felt that there was a potential flaw in financial control. Alternative measures such as opening a separate account with a designated amount of money for such expenses would be considered at the next meeting.
7. **Payments**
 - 7.1 Councillor Dolman asked that a clear description of purchases and the reason for the purchase be added onto invoices. This would be useful for audit purposes and save Councillors time when reviewing payments. The RFO agreed to do this and added a comment immediately to one of the invoices. It was RESOLVED to approve the payments on Appendix 2.
 - 7.2 It was RESOLVED to ratify the payments on Appendix 2.
8. **Operational budgets**

It was agreed that with the number of new councillors on the Council, the training budget was inadequate. It was RESOLVED to increase the training budget for this financial year from £500 to £1,000pa.
9. **Public participation session**
 - 9.1 A resident asked if all the documents referred to in the meeting would be published and it was confirmed that this would happen.
10. **Items for next meeting agenda**
 - 10.1 Bank savings account
 - 10.2 Bank expenses account and debit card
 - 10.3 Meeting frequency

WALFORD PARISH COUNCIL
Minutes of Finance Committee Meeting



11. **The date of the next meeting** - The next meeting will be held at 6.30pm on Wednesday 4 September 2019 at Bishopswood Village Hall.

The meeting closed at 7.02pm

SIGNED Cllr Chinn

DATE 4 September 2019

Walford Parish Council
Income and expenditure account
31 May 2019



	Apr-19	May-19	Year to date		Forecast									Total 2019-2020			Note		
			Actual	Budget	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Forecast	Budget		Variance £	%
General fund																			
Income																			
Precept	2,210	2,208	4,418	4,418	2,208	2,208	2,208	2,208	2,210	2,208	2,208	2,208	2,208	2,208	2,208	26,500	26,500	-	0%
Newsletter Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
Bank interest	0	0	1	2	1	1	1	1	1	1	1	1	1	1	11	12	(1)	(9%)	
Total general income	2,210	2,208	4,419	4,420	2,209	2,209	2,209	2,209	2,211	2,209	2,209	2,209	2,209	2,209	26,511	26,512	(1)	(0%)	
Expenditure																			
Lengthsman	-	-	-	600	300	300	300	300	300	300	300	300	300	300	3,000	3,600	600	17%	1
Rights of Way	-	60	60	350	175	175	175	175	175	175	175	175	175	1,810	2,100	290	14%	2	
Donations to Supported Scheme	-	-	-	166	83	83	83	83	83	83	83	83	83	834	1,000	166	17%	3	
Administration costs	960	1,054	2,014	2,210	1,105	1,105	1,105	1,105	1,105	1,105	1,105	1,105	1,105	13,064	13,260	196	1%		
Training	-	-	-	84	200	42	42	42	42	42	42	42	38	574	500	(74)	(15%)		
Subscriptions	71	71	142	166	83	83	83	83	83	83	83	83	87	976	1,000	24	2%		
Insurance	(0)	0	(0)	80	40	40	40	40	40	40	40	40	40	400	480	80	17%	4	
Hall Hire	18	52	71	80	40	40	-	40	40	-	40	40	40	391	400	9	2%		
Newsletter costs	-	-	-	-	-	500	-	-	500	-	-	-	-	1,000	1,000	-	0%		
Legal and Professional	32	32	64	100	50	50	50	50	50	50	50	50	50	564	600	36	6%		
Election	-	2,050	2,050	2,050	-	-	-	-	-	-	-	-	-	2,050	2,050	-	0%		
Total general expenditure	1,081	3,319	4,400	5,886	2,076	2,418	1,878	1,918	2,418	1,918	1,878	1,918	1,918	1,922	24,662	25,990	1,328	5%	
General surplus/deficit	1,129	(1,111)	19	(1,466)	133	(209)	331	291	(207)	291	331	291	291	287	1,849	522	1,327	254%	
Projects																			
Walford Community Support Scheme																			
Income	383	383	766	784	392	392	392	392	392	392	392	392	392	388	4,682	4,700	(18)	(0%)	
Expenditure	(838)	(751)	(1,589)	(1,750)	(875)	(875)	(875)	(875)	(875)	(875)	(875)	(875)	(875)	(875)	(10,339)	(10,500)	161	(2%)	
Surplus/deficit	(455)	(368)	(823)	(966)	(483)	(483)	(483)	(483)	(483)	(483)	(483)	(483)	(483)	(487)	(5,657)	(5,800)	143	(2%)	
Kerne Bridge Canoe Launch																			
Income																			
Management fee	337	342	679	680	340	340	340	340	340	340	340	340	340	340	4,079	4,080	(1)	(0%)	
Canoe Launch fees	120	338	458	450	310	310	310	310	310	-	-	-	-	-	2,008	2,000	8	0%	
Car Park fees	88	184	272	225	155	155	155	155	155	-	-	-	-	-	1,047	1,000	47	5%	
Expenditure	(0)	-	(0)	(434)	(217)	(217)	(217)	(217)	(217)	(217)	(217)	(217)	(213)	(213)	(2,166)	(2,600)	434	(17%)	5
Surplus/deficit	545	864	1,409	921	588	588	588	588	588	123	123	123	123	127	4,968	4,480	488	11%	
Neighbourhood Development Plan																			
Income	-	-	-	1,166	583	583	583	583	583	583	583	583	583	587	5,834	7,000	(7,000)	(100%)	
Expenditure	-	-	-	(1,166)	(583)	(583)	(583)	(583)	(583)	(583)	(583)	(583)	(583)	(587)	(5,834)	(7,000)	7,000	(100%)	
Surplus/deficit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
Total surplus/deficit	1,219	(615)	604	(1,511)	238	(104)	436	396	(102)	(69)	(29)	(69)	(69)	(73)	1,159	(798)	1,957	(245%)	

Walford Parish Council
Notes to the accounts
31 May 2019



Notes are given where the variance is greater than 10% plus or minus and the value is greater than £200.

Note

1 Lengthsman

No work invoiced in April and May

2 Rights of Way

More work being done in June

3 Donations to Supported Schemes

No applications were made in the year

4 Insurance

Last year's premium was spread over the year to 31 March 2019. Renewal is 1 June 2019, 20 two month's costs were accounted last year hence the zero cost in April and May.

5 KBCL expenditure

No expenditure has yet been incurred

Walford Parish Council
Balance Sheet
31 May 2019



March 2019

Current assets

Trade debtors	-		6,897
Other debtors	216		1,890
Prepayments and accrued income	1,881		921
Cash and bank	52,506		40,779
		<u>54,603</u>	<u>50,487</u>

Current liabilities

Trade creditors	428		6,021
Taxation and social security	-		-
Other creditors	-		-
Accruals and deferred income	18,903		9,798
		<u>19,331</u>	<u>15,819</u>

Net current assets

35,272 34,668

Total assets

35,272 34,668

Reserves

Designated funds			
Community Support reserve	10,500		10,500
Kerne Bridge Canoe Launch reserve	2,600		2,600
Election reserve	3,600		3,600
Highways and footpaths reserve	5,700		5,700
		<u>22,400</u>	<u>22,400</u>

Undesignated funds

General reserves			
Balance brought forward	12,268		14,015
Transfer to designated funds	-		(12,958)
Surplus for the year	604		11,212
		<u>12,872</u>	<u>12,268</u>

Total reserves

35,272 34,668

Walford Parish Council
Bank reconciliation
31 May 2019

	Lloyds Bank Treasurer's Account	WCSS petty cash	Lloyds Bank Business Instant	Total
Balance b/forward at 1 May 2019	40,375.20	91.40	11,977.86	52,444.46
Receipts	8,602.75	-	0.49	8,603.24
Payments	(8,538.43)	(3.31)	-	(8,541.74)
Transfer	-	-	-	-
Balance c/forward at 31 May 2019	<u>40,439.52</u>	<u>88.09</u>	<u>11,978.35</u>	<u>52,505.96</u>
Receipts not yet credited to bank	-	-	-	-
Payments not yet paid by bank	-	-	-	-
Balance per bank statement/cash book	<u><u>40,439.52</u></u>	<u><u>88.09</u></u>	<u><u>11,978.35</u></u>	<u><u>52,505.96</u></u>

Approved by Councillor Akers

Date 26 June 2019

Walford Parish Council

Finance Committee meeting on 26 June 2019

Proposed payments to be approved

Payee	Reason	Amount	Pay online
David Reeves	Grass verge cutting	£156.00	✓
JD Accounting	Internal Audit	£75.00	✓
Richard Abolins	Clerk's expenses	£255.39	✓
Sarah Hayes	WCSS expenses	£65.80	✓
Terry Griffiths Contracts	PROW May and June	£438.00	✓
Tindle Newspapers	WCSS advertising	£38.40	✓
Walford Village Hall	Room hire	£26.00	✓
WCSS	Petty cash float	£200.00	✓
		£1254.59	

Regular payments to be ratified

Payee	Reason	Amount	Pay online
Richard Abolins	Clerk's salary		✓
Sarah Hayes	WCSS co-ordinator salary		✓
NEST Corporation	Pension		✓
Sage UK	Subscription by DD	£36.40	✓

Signed by Chairman of the Meeting

Karen Chinn

Date

26 June 2019