

WALFORD PARISH COUNCIL

Minutes of Finance Committee Meeting



Held at Walford Village Hall
Wednesday 27 November 2019 at 6.30pm

Present:

Councillors: Karen Chinn (Chair), Joanne Akers, Simeon Cole, Ruth Dolman and Monica van Lienden

In attendance: Richard Abolins (Clerk), 3 members of the public

1. **Apologies for absence:** - Councillor Bob Puzey
2. **Declarations of interest** and written requests for dispensation: – none.
3. **Adoption of Minutes of previous meeting:** - Under item 8.1 Limited assurance review, the Chair asked to insert “The Committee extended their thanks to the Clerk for his efforts in returning a clean bill of health.” It was **resolved** to accept this amendment and to adopt the minutes of the meeting held on 16 October 2019 as a true and accurate record. They were signed by the Chair.
4. **Public participation session:** -
 - 4.1 no comments were received.
5. **Terms of reference:** -
 - 5.1 It was **resolved** to recommend the terms of reference to the Council for approval.
6. **Financial information:** -
 - 6.1 The Income and Expenditure account for October was received. There were no questions
 - 6.2 All members had received the bank statements and reconciliation before the meeting and Cllr Akers signed the bank reconciliation as being accurate.
7. **Payments:** -
 - 7.1 It was **resolved** to approve the payments on Appendix 3.
 - 7.2 It was **resolved** to ratify the payments on Appendix 3.
 - 7.3 The Clerk had not completed his research for a cost-effective printer. However, he had signed up for the HP Instant Ink and will review the options for the next meeting.
8. **Banking arrangements:** -
 - 8.1 A fixed term deposit has been set up with Lloyds for twelve months. A charge card has been applied for and is in the pipeline.
9. **Risk management:** -
 - 9.1 The risk management schedule had been updated with assessments from Riversea Holdings and working groups.
10. **Draft budget for 2020/21:** -
 - 10.1 The RFO had circulated the draft budget before the meeting.
 - 10.2 The RFO will update the draft taking into account the following information
 - 10.2.1 Historically, 25% of the canoe launch management fee was allocated in the budget for maintenance.
 - 10.2.2 There was the possibility of a County maintenance fund which might be available. The Ward Councillor is looking into this. In the meantime, a 10% increase should be provided for the lengthsman and ROW.

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11. Public participation session: -

- 11.1 The Walford Village Hall Treasurer asked if the October invoice had been included on the payments, which it was.

12. Items for next meeting agenda: -

- 12.1 Draft budget for 2020/21
- 12.2 County maintenance grants
- 12.3 Consideration of cost-effective printer for the Clerk
- 12.4 Review of canoe launch car park process
- 12.5 Review of risk management schedule
- 12.6 Recommendations from meeting to Full Council

13. **Next meeting:** - Since the budget was going to be on the agenda for the Full Council, it was resolved to cancel the meeting due in December and meet next at 6.30pm on Wednesday 15 January 2020 at Bishopswood Village Hall.

It was resolved to ask members of the public to withdraw from the meeting for the confidential closed session

14. Confidential closed session:

- 14.1 It was resolved to pay overtime to the Clerk in respect of the additional work he had undertaken in the second quarter of the financial year.

The meeting closed at 19:21

SIGNED J Akers (Chair of the meeting)

DATE 15 January 2020