

WALFORD PARISH COUNCIL

Minutes of Finance Committee Meeting



Held online – Wednesday 3rd February 2021 at 7:30pm

Present:

Councillors: Chinn (Chair), Akers, Van Lienden, Drummond, Cole **In attendance:** D Berry (Clerk)

1. **Apologies for absence:** - None
2. **Declarations of interest and written requests for dispensation:** - councillor Akers 6.1 expenses
3. **Adoption of Minutes of previous meeting:** - **resolved** to adopt the minutes of the meeting held on 7th January 2021 as a true and accurate record and to be signed by the Chair once physical meetings are resumed.
4. **Public participation session:** - none
5. **Financial information:** -
 - 5.1 **Resolved** to accept the income & expenditure statement for the period to end January 2021
 - 5.2 **Resolved** to approve the bank statements and reconciliation for January 2021, councillor Akers will sign once physical meetings are resumed
 - 5.3 The clerk provided an update on the mandate for the new banking arrangements
 - 5.4 **Resolved** to utilise external accounting resources to assist yearend and AGAR submission, if required
6. **Payments:** -
 - 6.1 **Resolved** to approve the payments as per Appendix 3
 - 6.2 **Resolved** to ratify the payments on Appendix 3
 - 6.3 **Resolved** to place an order for £571.94 on Dawleys for printing and distribution of the February newsletter
 - 6.4 January overtime: The clerk overtime of 25 hours was approved. WCSS co-ordinator booked no overtime
7. **Parish calendar:** -
 - 7.1 **Resolved** the cost will be shared equally between WCSS and newsletter budgets
 - 7.2 **Resolved** that the newsletter budget item shall be re-titled Community Engagement
8. **WCSS Equipment:** - **Resolved** to spend up to £3,000.00 within the 2020/21 budget on various asset items for the WCSS meeting room at Walford Village Hall
9. **Allocation of costs:** -
 - 9.1 **Resolved** that the clerk would allocate time/cost to projects
 - 9.2 **Resolved** to separately identify all costs associated with the 2019/20 external audit
10. **Frequency of meetings:** - **Resolved** to recommend to full council that meetings shall be bimonthly
11. **Items for next meeting agenda:** -
 - 11.1 RHL / WPC insurance review
 - 11.2 Review the increase to the RHL management fee as per clause 18 of the contract
12. **Next meeting:** - TBA – venue and style of meeting to be confirmed

The meeting closed at 8:20 p.m.

SIGNED _____ DATE _____