

WALFORD PARISH COUNCIL

Minutes of Finance Committee Meeting



Held online – Wednesday 7th April 2021 at 7:30pm

Present: Councillors: Chinn (Chair), Akers, Drummond, Cole

In attendance: D Berry (Clerk)

1. **Apologies for absence:** - Councillor van Lienden, work commitment
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 3rd February 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 approve the bank statements and reconciliation for February/March 2021, councillor Akers will sign once physical meetings are resumed
 - 5.2 Lloyds Bank have rejected the switch request for the new banking arrangements. The clerk will follow up to determine why and ensure it is actioned.
 - 5.3 The RHL management fee with the RPI increase has been invoiced at £4,219.24 for 21/22
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 approve the Clerk's 30 hours overtime for March 2021 plus 20 hours holiday pay b/f from 20/21- and 18.75 hours holiday pay b/f from 20/21 for Be Mackintosh
7. **Year End accounts:** - draft statement was presented for discussion
8. **Preparation for audit:** -
 - 8.1 Resolved to ask Jayne Dunstan to carry out the internal audit
 - 8.2 Clerk to agree requirements with internal auditor – agendas, minutes, payments
 - 8.3 Accounts to ensure payments due in 2020/21 are properly allocated
9. **Financial regulations:** - It was agreed to hold back presentation to full Council until the May meeting due to delayed transfer of the banking arrangements
10. **Items for next meeting agenda:** -
 - 10.1 RHL / WPC insurance review (full Council 21st April)
 - 10.2 Banking (full Council 21st April)
 - 10.3 Risk register (Finance 2nd June)
11. **Next meeting:** - 2nd June 2021 – venue and style of meeting to be confirmed

The meeting closed at 8:17 p.m.

SIGNED _____ DATE _____