



WALFORD PARISH COUNCIL

Minutes of Finance Committee Meeting

Held Wednesday 1st December 2021 at 7:30pm

At Walford Village Hall

Present: Councillors: Chinn, Evans, Whelan, Drummond, Cole, Akers

In attendance: N Richmond (Clerk)

1. **Apologies for absence:** - None received
2. **Declarations of interest and written requests for dispensation:** - none
3. **Adoption of Minutes of previous meeting:** - **resolved** to adopt the minutes of the meeting held on 6th October 2021 as a true and accurate record
4. **Public participation session:** - none
5. **Financial information:** -
 - 5.1 **Resolved** to approve the bank statements and reconciliation for October 2021, councillor Whelan signed the statements.
 - 5.2 **Banking Arrangements.** Cllr Chinn reported that funds continue to be moved out of Lloyds Bank into Unity Trust. Given that the previous clerk is continuing to pay the MS365 and Solar monthly fees from his own account, and a debit card cannot be obtained from Unity Trust until Feb/Mar next year, Cllr Chinn will apply to Lloyds for a debit card to cover the intervening period. The clerk will investigate the application process with Unity Trust.
 - 5.3 **Year to date accounts.** The year to date accounts were considered. Cllr Chinn proposed that changes are made to the balance sheet to show in more detail the reserves being held, the changes being to increase both the canoe launch and community support reserve by £5k each and to increase the lengthsman reserve by £10k in anticipation of ditch clearing work, The general reserve would thus be reduced by £20k. These changes were **APPROVED**. The anticipated work at the Leys Hill junction will also require a reserve, and potential new projects include the provision of electric car charging points and SID's (Speed Indicator Devices) which the clerk is asked to investigate.
 - 5.4 **2022/23 Budget.** Cllr Chinn proposed that the draft budget be submitted to WPC for approval. Mr Berry advised that the Canoe launch income this year in respect of café fees and car park fees were already double the figures in the budget. It was therefore **DECIDED** to increase the budget figures to £1600 for café fees and £ 2800 for car park fees. It was also noted that the budget contained no income or expenditure figures for NDP, so the clerk was instructed to ask the NDP working group for an estimate of expenditure and whether this might be covered by a further grant.
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 WCSS Coordinator's salary and overtime for October 2021. Payment was late however so it was resolved to pay this immediately.
7. **Compliance:** -
 - 7.1 **AGAR** - The breach of GDPR in respect of the publication of personal information and the response received from PKF Littlejohn was discussed. It was noted that the clerk has sent an apology to the party who's information was disclosed and that the information has been removed.
 - 7.2 **Risk Register** – Cllr Whelan having updated the risk register it was **DECIDED** to amend the wording to include a section to cover the risk of disclosure of personal information. Once approved and circulated to all councillors the clerk is to send a copy of the risk register to PKF Littlejohn as evidence of the actions taken by council to ensure future adherence to GDPR and privacy of personal information.
 - 7.3 **RHL Performance Checklist.** Cllr Cole is to liaise with Cllr Petersen to carry out the visual inspections of the canoe launch site contained in the checklist. Cllr Cole asked about the

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collection of car park cash during the winter, and it was proposed by Cllr Drummond that Cllr Cole collected the cash and this was **APPROVED** unanimously. Cllr Whelan asked if the machine recorded the number of transactions in order to enable a reconciliation of the cash collected but was advised that no such recordings were made. The clerk is to ask for updated figures from RHL in order to bring invoicing up to date.

8. Items for next meeting agenda: -

8.1 Unity Trust debit card

9. Next meeting: - 2nd February 2022 – 7:30 pm at Walford Village Hall

The meeting closed at 8:30 p.m.

SIGNED *Karee Chinn* DATE 02.02.22