

WALFORD PARISH COUNCIL

Minutes of Finance Committee Meeting



Held Wednesday 2nd February 2022 at 7:30pm
At Walford Village Hall

Present: Councillors: Chinn, Whelan, Cole, Akers

In attendance: N Richmond (Clerk) and one parishioner Dave Berry

1. **Apologies for absence:** - Cllr's Drummond and Evans reasons accepted.
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 1st December 2021 as a true and accurate record
4. **Public participation session:** - Parishioner Dave Berry advised that he has spoken to PKF Littlejohn concerning the previous two years AGAR completions and was advised that they were placed in the top half of a list of 40 to be resolved. He also advised that they had confirmed to him that grant funds that were unspent at the year end could be placed into a reserve to be carried forward into the following financial year.
5. **Financial information:** -
 - 5.1 **RESOLVED** to approve the bank statements and reconciliation for November and December 2021 and up to 20th January 2022, and councillor Whelan signed the statements.
 - 5.2 **Banking Arrangements.** It was **RESOLVED** that the clerk would personally take on the responsibility for debit card payments for MS365 and Solar Accounts, and would investigate the process of applying for a debit/charge card from Unity Trust Bank.
 - 5.3 **Year to date accounts.** The year to date accounts were considered. Cllr Akers suggested some tidying up/amalgamation of items into admin costs which Cllr Chinn advised had been looked at immediately before the meeting and she handed round an end of year forecast that included these changes.
 - 5.4 The current NDP grant ends on 31st March 2022 and the clerk was instructed to ask William Bloxsome for his fees invoice now so that it can be paid in advance of the end date of the grant, and also asked to check if there were any NDP meetings at either village hall the venue hire costs of which should be recorded under NDP expenditure. With regard to the Queen's Platinum Jubilee celebrations and a potential grant from the Herefordshire Community Foundation Cllr Chinn reported that an event was being organised at Bishopswood Village hall but they were not applying for a grant. The clerk was instructed to contact Walford School to find out if they were organising anything that parish council could help with. It was also **DECIDED** to enquire via the website and facebook if any residents wished to be involved in organising an event.
6. **Payments:** -
 - 6.1 **Resolved** to approve the payments as per Appendix 5
 - 6.2 **Resolved** to ratify the payments on Appendix 5
7. **Compliance:** -
 - 7.1 **AGAR** - The current position regarding the previous two year's AGAR submissions is covered in item 4. Dave Berry advised that the grant funds affect the completion of the next AGAR, and the clerk mentioned that PFK Littlejohn had advised that the breach of GDPR meant that a particular section of the 2021/22 AGAR had to be answered in the negative with an explanation.
 - 7.2 **RHL Performance Checklist.** Cllr's Cole and Petersen are to carry out an inspection of the site. The management fee invoice is coming up – Dave Berry suggested that the clerk view the previous invoice for the RPI formula to base it on. It was suggested that Charlie Baker submit a report and come to a WPC meeting in due course. The clerk is instructed to contact Jayne Dunstan to arrange for her to carry out an audit of the RHL accounts possibly in May.
 - 7.3 **KBCL car park cash.** Cllr Cole advised that collection of the cash was not needed as Charlie has been there throughout the winter.

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8. Items for next meeting agenda: -

- 8.1 Unity Trust debit card.
- 8.2 Year End accounts and AGAR.

9. Next meeting: - Wednesday 6th April 2022 – 7:30 pm at Bishopswood Village Hall

The meeting closed at 8:25 p.m.

SIGNED Kevin DATE 13.4.22