

WALFORD PARISH COUNCIL

Minutes of Finance Committee Meeting



Held Wednesday 13th April 2022 at 7:30pm
At Bishopswood Village Hall

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

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

1. **Apologies for absence:** - None received.
2. **Declarations of interest and written requests for dispensation:** - None made.
3. **Adoption of Minutes of previous meeting:** - **resolved** to adopt the minutes of the meeting held on 2nd February 2022 as a true and accurate record.
4. **Public participation session:** - Dave Berry advised that agenda item 7.1 should read that the response should be to PKF Littlejohn with a copy to the Objector.
5. **Financial information:** -
 - 5.1 It was **RESOLVED** to approve the bank statements and reconciliation for February and March 2022, and councillor Whelan signed the statements.
 - 5.2 **Banking Arrangements.** The clerk is to investigate what type of credit/debit card is available from Unity Trust Bank and make a recommendation to the next meeting.
 - 5.3 **Year to date accounts.** The year having just started there were no accounts to consider.
 - 5.4 **Draft year end accounts.** It was **AGREED** to consider the year end accounts on both an I&E basis and on a Receipts and Payments basis. The clerk will ask Richard Abolins to prepare both and ask him what implications there are in changing the basis of the accounts from I&E to R&P.
 - 5.5 **Completion of 2022 AGAR.** The submission deadline for the approved AGAR is 1st July 2022. The accounts are to be completed for review at the finance committee meeting on 1st June 2022 such that the AGAR forms are signed at the WPC meeting on 15th June. The clerk and Cllr Chinn are to establish the dates for publication of the notice for public examination of the accounts.
 - 5.6 **Move to receipts and payments accounting.** Covered in 5.4 above to be considered at the next meeting.
6. **Payments:** -
 - 6.1 **Resolved** to approve the payments as per Appendix 4
 - 6.2 **Resolved** to ratify the payments on Appendix 4
7. **Compliance:** -
 - 7.1 **AGAR** – The draft response to the matters raised by the objector to the previous AGAR's was considered. It was **DECIDED** to add comments regarding objection 3 that council had adopted a performance management checklist and to include the checklist in the submission. The clerk will check to determine if the responses are to go to PKF copied to the objector or vice versa and send the amended version as appropriate. Dave Berry will ask RHL for a copy of the e-mail they sent requesting the extension of the contract.
 - 7.2 **Terry Griffiths Contracts Ltd.** The meeting considered value for money provided by the lengthsman. The clerk advised that Terry charges the same to each parish for a standard maintenance day. It was agreed that the clerk would send Terry the lengthsman contract for his signature and that, upon the award of drainage grant alternative contractors would be sought in order to demonstrate that value for money had been pursued.
8. **Items for next meeting agenda:** -
 - 8.1 Unity Trust debit card.
 - 8.2 Year End accounts and AGAR.
9. **Next meeting:** - Wednesday 1st June 2022 – 7:30 pm at Walford Village Hall

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The meeting closed at 8:15 p.m.

SIGNED Karelini DATE 1.6.22