

WALFORD PARISH COUNCIL

Minutes of Finance Committee Meeting



Held Wednesday 5th April 2023 at 7:30pm
At Bishopswood Village Hall

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

In attendance: N Richmond (Clerk) and one member of the public

1. **Apologies for absence:** - Cllr Drummond reason accepted.
2. **Declarations of interest and written requests for dispensation:** - None made.
3. **Adoption of Minutes of previous meeting:** - It was **resolved** to adopt the minutes of the meeting held on 1st February 2023 as a true and accurate record and they were signed by the chairman.
4. **Public participation session:** - Dave Berry expressed concern that with three key members of the finance committee not standing for re-election the issues with the PKF Littlejohn AGAR investigation fees may not be addressed. Cllr Chinn advised that the new council would decide how to continue with the objections she had written and that a proper response from PKF had not yet been received. No breakdown of the costs has been provided or consideration of the proportionality of the fees. Cllr Whelan supported this view and suggested that the clerk request from PKF a copy of their complaints procedure.
5. **Financial information:** -
 - 5.1 It was **RESOLVED** to approve the bank statements and reconciliation up to 31st March 2023, and councillor Whelan signed the reconciliation.
 - 5.2 **Year to date accounts.** The year to date accounts having been circulated no questions arose. The clerk noted that the year end lengthsmen expenditure of £10,832 was partially offset by the £2,000 drainage grant paid by Herefordshire Council. It was **AGREED** that the £2,000 be moved from sales income into lengthsmen.
 - 5.3 **Unity Trust charge card.** The clerk having heard nothing more from Unity Trust will chase them again.
 - 5.4 It was **RESOLVED** to approve expenditure of £100.00 for WCSS room hire at The Hub for the current financial year which the clerk will pay on receipt of invoices from Walford Village Hall
 - 5.5 The KBCL management fee uplift was **AGREED** as follows: The multiplier for the new figure is A/B, where A is annual RPI figure for Feb 2023 and B is annual RPI figure for Feb 2022. A=364.50, B=320.20. A/B = 1.13835. The new figure is therefore last year's figure £ 4,563.95x1.13835 =£ 5,195.37
It was **AGREED** to approve an immediate increase the Kayak canoe launch fee from £2.00 to £2.50 as requested by Riversea Holdings Ltd.
 - 5.7 **Replacement bus shelter at Kerne Bridge.**
This matter was held over pending receipt of quotations from Walford Timber.
 - 5.8 **CCTV at Kerne Bridge Canoe Launch.**
It was **AGREED** to pre-approve expenditure of up to £500.00 on a suitable CCTV system to monitor potential overnight anti-social behaviour at the site. Cllr Whelan is to provide the clerk with details of an appropriate system.
 - 5.9 **Danger to pedestrians walking from KBCL to Kerne Bridge on the B4234.**
It was **AGREED** to pre-approve expenditure of up to £150.00 on a signpost advising pedestrians not to walk along the road to Kerne Bridge. Cllr Cole advised that an Ash tree at the KBCL site was in a dangerous state and needed the top cutting back. Cllr Akers suggested that the expenditure for this could be made under the clerk's discretionary powers in such a situation. It was **AGREED** that the tree would be cut back.
6. **Payments:** -
 - 6.1 The clerk advised that the payment to Walford Village Hall had not actually been made and therefore should be under payments to be approved not ratified. Cllr Chinn requested that the appendix be updated to reflect this and that the figures for the outstanding PKF Littlejohn invoices

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be reduced to reflect the partial payments already made. It was **RESOLVED** unanimously **not** to pay the PKF Littlejohn balances but pay the clerk's overtime and the Walford Village Hall invoices.

6.2 It was **RESOLVED** to ratify all the other payments on the appendix.

6.3 **PKF Littlejohn invoices.**

See agenda item 4 public participation.

7. Compliance: -

7.1 Riversea Holdings Insurance Cover.

The clerk advised that having asked on several occasions for copies of the insurance certificates and schedules these had not been received. The committee felt this presented an unacceptable risk to the council, and the clerk was instructed to write to Riversea Holdings immediately stating that canoe launch operations should not commence until evidence of insurance had been provided.

7.2 Council actions as a result of the PKF Littlejohn AGAR recommendations.

Cllr Chinn proposed that the action plan she had devised be published on the council website and circulated to the full council members.

7.3 Timeline for the upcoming AGAR.

The clerk advised that Jayne Dunstan has agreed to carry out the internal audit, and the year end accounts will be presented at the next council meeting on 17th May for approval. Cllr Chinn asked what the deadline was for submission of the AGAR. The clerk advised that this is Monday 3rd July 2023. Cllr Chinn then looked up the dates of the period for the exercise of public rights and forwarded the information to the clerk. The accounts are to be available for public examination for a period of 30 working days which must include the first ten working days of July.

8. Daycroft Lane drainage work.

The clerk reported that he has contacted several drainage surveyors none of which said they were able to carry out the survey we required. Balfour Beatty have now supplied the details of two companies with 'crawler' cameras who the clerk will now contact.

9. Items for next meeting agenda: -

9.1 Unity Trust charge card.

9.2 Replacement bus shelter at Kerne Bridge

9.3 Approval of Riversea Holdings Ltd insurer

9.4 Response from PKF Littlejohn re AGAR fees.

Next meeting: - Wednesday 7th June 2023 2022 – 7:30 pm at Walford Village Hall
The meeting closed at 8:21 p.m.

SIGNED

A handwritten signature in blue ink, appearing to read 'Nick Richmond', written over a horizontal line.

DATE

7/6/23