WALFORD PARISH COUNCIL

Minutes of Finance Committee Meeting

Held Wednesday 2nd August 2023 at 7:30pm
At Bishopswood Village Hall

Present: Councillors: Akers, Cole, Petersen, Berry, Terry and Warburg.
In attendance: N Richmond (Clerk) and members of the public

1. **Apologies for absence:** - None received.

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 7th June 2023 as a true and accurate record and they were signed by the chairman.

4. **Public participation session**: - Members of the public present had no issues they wished to raise apart from agenda item 8 Howle Hill Memorial Project so the Chairman proposed to take that item under the public participation agenda item which was agreed.

8. **Howle Hill Memorial Project.**
Council had agreed to support the project by obtaining the licences to maintain the area from Herefordshire Council but had not formally approved and accepted them. The residents involved now wished council to take this on as a project and control the finances, and to this effect Cllr Berry had drawn up terms of reference for a working group. Peter Dewhurst spoke to urge council to allow the working group to make decisions concerning the project. Cllr Berry explained that working groups remit was to draw up proposals to be submitted to full council, however he foresaw a light touch whereby an agreed budget would allow expenditure on small items via the clerk with expenditure over £1,000 subject to approval at full council. There was a slight misunderstanding over the date of the next parish council, however as the meeting is to take place on 23rd August it allows time for the working group to draw up a scope of work and a budget for consideration at that meeting, so it was agreed that the agenda for that meeting would include consideration of the budget and scope of work.
8.1 To approve and accept the licences to maintain and improve the site.
Cllr Akers proposed that the licences be approved and accepted. This was seconded by Cllr Berry and a vote followed with 4 in favour, 1 against and 1 abstention so was **CARRIED**.
8.2 To consider the terms of reference.
Cllr Berry proposed that the terms of reference be approved. This was seconded by Cllr Akers and a vote followed with 5 in favour and 1 against so was **CARRIED**.
8.3 To consider supporting the HHMP grant application to HCF.
This item was held over for consideration at full council on 23rd August in conjunction with the budget.

5. **Financial information: -**

5.1 It was **RESOLVED** to approve the bank statements and reconciliation up to 30th June 2023, and Cllr Terry signed the reconciliation.

5.2 **Year to date accounts**. The year to date accounts were noted. Cllr Warburg asked what the numbers next to line items represented. The clerk explained that these were end of year notes to explain differences between budgeted and actual expenditure so it was agreed to remove these references until the following year end.

5.3 **Unity Trust charge card.** The clerk advised that a cardholder application form and an indemnity form were required by Unity Trust Bank. It was agreed that the monthly credit limit and single transaction limit be both set at £1,000 and cash withdrawals at £200 subject to there being no interest charges payable. Cllr Akers signed the application form as Programme Administrator and Cllrs Akers, Warburg and Berry signed the indemnity form.

6. **Payments**: -

6.3 PKF Littlejohn invoice balances.
Cllr Berry having proposed that this item was taken next as it would affect the approval of payments, he outlined the current position that the hours worked by PKF could not realistically be challenged, which left the only other issue of the hours being all charged at the same

'engagement lead' rate when not all of the work was carried out by the engagement lead. It was agreed to seek the opinion of Lynda Wilcox from HALC at the councillors training session the following week.

6.1 It was **RESOLVED** unanimously **not** to pay the PKF Littlejohn balances. Cllr Berry proposed that the three other payments be approved en bloc. This was seconded by Cllr Akers and a vote followed with 4 in favour 1 against and 1 abstention.

6.2 There were no payments to be ratified.

7. Compliance: -

7.1 KBCL Performance Management Checklist.
This item appears on the agenda as a result of the AGAR challenges but there was no update so the item was held over to the next meeting.

8. Howle Hill Memorial Project.

Taken earlier under agenda item 4.

9. Kerne Bridge Bus Shelter.

Council's insurers have still not made a decision regarding the claim for the bus shelter so Cllr Akers said she would send a strongly worded e-mail demanding an answer.

10. Daycroft drainage work.

10.1 To receive an update.
The clerk has instructed Richard Williams to carry out the survey of the drainage system and is awaiting notification of the date it will be carried out.

10.2 To consider the balance of the 2022 drainage grant funding.
The clerk has advised Balfour Beatty that it still intends to use the £2,339 balance of the grant on Daycroft Lane.

11. KBCL Tree works

Cllrs Petersen and Cole have not yet met Adrian Hope so there is no quotation as yet to consider.

12. Items for the next agenda (no discussion).

12.1 Howle Hill Memorial Project.
12.2 PKF Littlejohn balances
12.3 Daycroft Lane.
12.4 KBCL Tree works.
12.5 Draft Budget for 2024/25

Next meeting: - Wednesday 4th October 2023 7.30pm Walford Village Hall
The meeting closed at 8:45 p.m.

SIGNED [signature] DATE 4/10/23