# WALFORD PARISH COUNCIL

## Minutes of Finance Committee Meeting

### Held Wednesday 4th October 2023 at 7:30pm
### At Walford Village Hall

**Present:** Councillors: Berry – Chairman, Akers, Cole, and Warburg.
**In attendance**: N Richmond (Clerk) and a member of the public

1. **Apologies for absence:** - Cllr's Terry and Petersen reasons 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 2nd August 2023 as a true and accurate record and they were signed by the chairman.

4. **Public participation session**: - The member of the public present had no issues to raise.

5. **Financial information: -**

   **5.1. To approve and sign bank statements and reconciliation up to 30th September 2023 (appendix 1)**
   The bank reconciliation was checked and signed by Cllr Cole and approved by the meeting.

   **5.2. To review and consider the year to date accounts (appendix 2).**
   The year to date accounts had been circulated. They were noted but no questions arose.

   **5.3 To consider the draft budget for 2024/25.**
   The draft budget prepared by the clerk was considered. Cllr Warburg suggested that the income from the Lengthsman scheme be recorded in the top section of the budget which was agreed. Cllr Cole having advised that the amount awarded this year represented two years funds as money had been available in the previous year but not distributed, it was agreed that half the amount awarded this year be budgeted to be received next year. Cllr Akers proposed that the section Drainage, Ditches and Flooding be changed to 'Parish Maintenance' so as to encompass other areas of expenditure and that a new item of expenditure 'B4234 Footways' be included. All were in favour of these changes.

   **5.4 To consider the update on the Unity Trust Bank charge card.**
   The clerk had no update to give and will chase Unity Trust Bank.

6. **Payments: -**

   **6.3. To consider any further action regarding the PKF Littlejohn AGAR invoices.**
   Neither Cllr Berry or the clerk having had a response from Lynda Wilcox at HALC it was agreed not to pay the invoice balances and chase Lynda for a response.

   **6.1. To consider and approve the payments on appendix 3.**
   Cllr Berry proposed that the other four payments be approved en-bloc. This was seconded by Cllr Akers and all voted in favour. The clerk having advised Walford Timber of the screws protruding into the inside of the bus shelter Cllr Akers proposed that payment be withheld until the matter was resolved and all agreed.

   **6.2. To ratify the payments on appendix 3.**
   There were no payments to ratify. Cllr Berry enquired about the clerk's timesheets. The clerk advised that, given the amount of time required to complete the timesheet he only did so in months where he anticipated going into overtime. Cllr Akers advised that council is contractually obliged to pay for 15 hours weekly which the meeting agreed the clerk delivers and agreed that timesheets were only needed where overtime was going to be claimed.

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**6.4 To consider the interim report from PKF Littlejohn on the 2022/23 AGAR.**
The clerk's correspondence with PKF having been circulated, Cllr Berry commented that the clerk had adopted an appropriate approach in questioning why the correspondence received by PKF was not being shared with parish council and we were not being told who the correspondence was from. Cllr Warburg suggested that it may be that PKF simply had not had time to look at what they had received and it may be that no challenge to the AGAR was being made. It was accepted that nothing further can be done until PKF provide more information.

**7. Compliance;-**

**7.1 KBCL Performance Management Checklist**
No action required.

**8. Howle Hill Memorial Project**

**8.3 To receive an update on the HHMP grant application to HCF.**
Cllr Berry advised that he has the application document in hand and is in discussion with members of HHMP in order to complete it.

**9. Daycroft drainage work.**

**9.1 To receive an update.**
The clerk advised that Williams Water Services had undertaken the survey of the drainage system that morning and he awaited their written report.

**9.2 To consider the balance of the 2022 drainage grant funding.**
Once the above report and recommendations have been received fresh quotations will be sought to carry out the required work. Once the work has been carried out and invoiced the clerk will reclaim the balance of the drainage grant from HC.

**10. KBCL Tree Works.**

**10.1 To consider the Adrian Hope tree quotation for KBCL.**
It was agreed at the KBCL working group meeting that the clerk will contact Chapel Tree Services and arrange a site meeting with them to obtain an alternative quotation.

**11. Election for the spare council seat.**

**11.1 To consider requesting individual polling cards at £1 each for the election.**
Given the potential minimum cost of £1200 for polling cards it was proposed by Cllr Berry that council request no polling cards. This was seconded by Cllr Akers and all voted in favour.

**12. Items for the next agenda (no discussion).**
It was agreed that the current agenda included all items required on the next agenda.

**13. To consider the date and venue of the next meeting.**
No date was set for the next meeting which would normally be in December. The clerk noted that last December the meeting was cancelled as it was agreed there was no need to hold it.

The meeting closed at 8:35 p.m.

SIGNED ____________________ DATE 10 - 1 - 24