WALFORD PARISH COUNCIL
Minutes of Finance Committee Meeting

Held Wednesday 15th October 2025 at 7:00pm
At Walford Village Hall

Present: Councillors: Warburg – Chairman, Berry, Akers, Petersen.
In attendance: N Richmond (Clerk).

1. **Apologies for absence:** - Cllr Vine.

2. **Declarations of interest and written requests for dispensation**: - No written requests for dispensation were received or declarations of interest made.

3. **Minutes: - To approve the minutes of the previous meeting held on 16th April 2025.**
Cllr Berry commented that items from that meeting had received no follow up actions, namely the consideration of items at HHMP to be included on the councils assets register, and a clerk action to look into the electrical boxes at KBCL to ascertain if they needed moving to higher ground. He also noted that full council had not discussed items of low / zero expenditure such as training and PROW. Aside from these issues the minutes were agreed as a true record of the meeting and signed by Cllr Warburg.

4. **Public participation session: - to receive representations from the public 3-minute limit per person.**
No members of the public were present.

5. **Financial information: -**

5.1 To approve and sign bank statements and reconciliation up to 30th September 2025 (appendix 1) The bank reconciliation was approved and signed by Cllr Petersen.

5.2 To review and consider the year to date accounts 2025-26 (appendix 2).
The accounts were considered. The clerk said there was nothing unusual in the figures but noted that he has yet to receive any turnover figures from Riversea Holdings for the season just ended.

5.3 To consider items and values to be included in a draft budget for 2026-27.
Each income and expenditure line was considered. It was decided to take HHMP out as a special project and include it as an 'ordinary' project along with the Bulls Hill Horse Trough and Bus Shelter Art. Levels of expenditure were increased as required most in line with inflation. Given the uncertainty surrounding Riversea Holdings ownership and a downturn in canoeing activity this season the budgeted income from the canoe launch is to be reduced from £11k (2025/26) to £8k (2026/27). Given increasing costs and this downturn in income a deficit of just over £4k is predicted for 2026/27. Cllr Akers expressed the view that, despite this deficit, council had not achieved anything significant in the year so far and should therefore leave the level of precept unchanged.

5.4 To approve an increase in reserves - KBCL from £3,215 to £5,000 and the General reserves from £10,000 to £15,000 and move £ 15,000 from the Unity Trust current account to the instant access account.
It was decided to increase the KBCL reserve from £ 3,215 to £5,000 but not increase the general reserve. The reserves are therefore now KBCL £ 5,000, Election £ 3,600, General £10,000. It was also agreed that at the year end the cash balance will determine how much to record as the general reserve, and agreed to transfer £15k from the Unity Trust Bank current account to the interest bearing instant access account.

6. **Payments: -**

6.1 To consider and approve the payments on appendix 3.
All agreed to approve the single payment.

6.2 To ratify the payments on appendix 3.
There were no payments to ratify.

7. **KBCL Performance Management Checklist**

7.1 To review and sign the checklist following the end of season 2025 inspection.
Cllr Petersen and the clerk had carried out the visual inspection, and both signed the completed checklist. Cllr Petersen advised that following the inspection he and Cllr Cole had carried out some tidying of the site and moved the benches by the café site in preparation for rising water levels.

7.2 To consider an amendment to the management agreement with Riversea Holdings to require Riversea Holdings to supply and maintain the public toilets at Bishopswood Village Hall during their operating season, and a variation to the calculation of the annual management fee charged to Riversea Holdings to compensate Riversea Holdings for the cost of maintaining the toilets.

Cllr Berry expressed the view that the management agreement required changes to remove a clause allowing Riversea Holdings to clawback some of their costs when they initially took over the site. Cllr Akers thought that any major changes might lead third parties to consider that a re-tendering process was required. It was agreed that the cost of maintaining the toilets should be reflected in the management fee and Cllr Akers said that she thought a 50% reduction might be appropriate. A further meeting with Riversea Holdings is needed before any action can be taken and they have been contacted to arrange such a meeting and also to arrange a meeting of the KBCL Working Group.

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

8.1 Bank Reconciliation and review of accounts.

8.2 KBCL Performance Management Checklist

9. To consider the date and venue of the next meeting.

No date was set. Depending upon any recommendations from full council a meeting may be called in early December to finalise the budget for approval at the December parish council meeting.

The meeting closed at 9.10 p.m.

SIGNED W. E. Warburg DATE 11th March 2026