

WALFORD PARISH COUNCIL

Parish Clerk: Catherine Murray, Rose Cottage, Coughton, Ross on Wye, Herefordshire, HR9 5SF.
E Mail: clerk@walford-pc.org.uk **Website:** www.walford-pc.org.uk

Minutes of the Finance Committee meeting held in Walford Church At 6.30pm on Wednesday 28th February 2018

Present: Karen Chinn

Councillors: Dave Berry, Frank Myers. Angus McIntosh was 3 minutes late.

In attendance: Clerk Catherine Murray and four members of the public.

1. **Apologies:** Simeon Cole (Work commitment)
2. **Declarations:** None received.
3. **Minutes:** It was unanimously **RESOLVED** to accept minutes of the meeting held on 22.11.17, after a small amendment was made: That Cllr Myers is the Chair of the Hereford Community Foundation.
4. **Finance data:**
 - 4.1 It was unanimously **RESOLVED** to approve and sign Finance Appendix A and bank statements for January / February.
 - 4.2 It was unanimously **RESOLVED** to approve the I&E accounts, actual and budget
5. **Payments:**
 - 5.1 It was unanimously **RESOLVED** to approve the following payments:
 - 5.1.1 Terry Griffiths – Lengthsman - £450.00 / £540.00 / £458.40 / £458.40
 - 5.1.2 Viking Office Depot –Office supplies - £145.66
 - 5.1.3 Clerk Expenses January and February - £84.71
 - 5.1.4 Community Support Expenses January and February - £55.80
 - 5.1.5 Community Support Petty Cash - £100.00The following invoice was discussed and it was unanimously **RESOLVED** that the Clerk should seek clarification from Welsh Water on what the charges are for and to instruct them to re-address the invoice, after opening a new account in the appropriate name: Riversea Holdings Ltd. Address to be confirmed. <<**Action Clerk**>>
 - 5.1.6 Welsh Water Bill KBCL £25.82
 - 5.2 The following payments were noted:
 - 5.2.1 Clerk Salary (Figures are not published)
 - 5.2.2 Community Support Co-ordinator Salary (Figures are not published)
 - 5.2.3 Sage Accounting software (£24.00)
6. **Operational budget items:**

Election Costs: Had been confirmed by the Electoral Services Office: A figure of £2,310.45. An invoice will be sent by Herefordshire Council in due course.

New Rights of Way signage: It was unanimously resolved recommend to full council to provide the Clerk, in conjunction with Cllr Evans delegated powers to spend up to £1500 of this year's budget on improved Rights of Way signage within the parish.
7. **Project budgets and expenditure:**
 - 7.1.1 **WCSS (Walford Community Support Scheme):** WCSS is working within budget, there is no overspend and next year's budget is in place. Cllr Myers asked how much was raised for the WCSS at the event at Lower Wythall and Cllr Chinn said approximately £500.
 - 7.1.2 **Kerne Bridge Canoe Launch:** A payment is due to Riversea Holdings Ltd, based on data from the 2017 season and the terms of the Management Agreement (due to be signed in Full Council).
 - 7.1.3 It was unanimously **RESOLVED** to give delegated power to the Clerk to sign off the figures as they relate to the Management Agreement, in conjunction with Cllrs Chinn and Berry and the working group, before the end of the 2017-18 Financial Year. <<**Action Clerk, Cllrs Berry and Chinn and working group**>>

7.1.4 **NDP (Neighbourhood Development Plan):** Will Warburg provided an update via Cllr Chinn: Any expenditure will be balanced by the grants programme; the consultants fees are covered by a direct payment to the consultant from the grant awarding body.

8. Walford PC Grants and Donations Policy: The policy needs to be reviewed and the process updated. A discussion should be held on advertising to say that the money is available. Cllr Chinn will cast an eye over it and put forward an amended version at the next Finance Committee meeting. A standard application form should be drafted, indicating the decision-making process and timescales. It was suggested that there might be a stated programme of panel meetings to consider applications and a press release, which will be posted on Facebook. Cllr Myers also suggested putting information out through Walford School. **<<Action Cllrs Chinn and McIntosh>>**.

9. Public participation session:

- *A member of the public had circulated, prior to the meeting via the clerk, a written statement pertaining to the donations policy. He agreed for Cllr Chinn to summarise his points and respond:*
 - *As per the existing donations policy, WPC should request an end of project financial report from Walford Village Hall, It was agreed to do this via the clerk <<Action Clerk>>*
 - *A usage report should be requested to determine the value of the donations. Cllr Chinn said a usage report would be requested, but that value pertaining to the donation was the decision on the parish Council, Cllr Berry said that the playgroup has observed that the play area is used extensively, they are at the Village Hall 5 days of the week. <<Action Clerk>>*
 - *Lessons could be learned from the donation to the village hall for the playground. Cllr Chinn stated that this would be reflected as appropriate in the updated policy <<Action Cllr Chinn>>*
- **The same member of the public said that the law states that donations can be made for recreation, but what about non-recreation? The clerk will make enquiries. <<Action Clerk >>**
- **The same member of the public asked what the legal authority for donations is and asked how long the GPOC adopted by WPC lasts. The Clerk explained that the GPOC is adopted at the relevant Annual Council meeting, after each round of four yearly elections; this statement was queried by the member of the public, but it was established that the clerk was correct.**
- **Another member of the public asked about the exercise of public rights to inspect the accounts and asked whether this information was posted on the website. The clerk explained that a formal notice is usually posted in July, and would be the case for this coming year. Cllr Chinn informed the public that the accounts are completely transparent and are available at any time to members of the public who wish to see them.**
- **The same member of the public asked what total outstanding amount is owed to WPC from Canoe Launch companies and who is responsible for chasing outstanding amounts. He also asked whether a portion of that amount is money due to Riversea Holdings Ltd and asked whether the outstanding amount presented a liability? Cllr Berry explained that the outstanding amount to date is approximately £8k, but that there is no liability on WPC, because funds that are not recovered mean that the amount owed to Riversea Holdings Ltd and WPC reduces.**
- **The same member of the public said that the acoustics in the room were not good and that it was difficult to hear. Cllrs were asked to speak up.**

10. Items for the next Agenda:

Cllr Chinn suggested considering re-tendering the work for the Lengthsman and P3.
Signage for Kerne Bridge Canoe Launch

11. Date of next meeting: 6.30pm on 16/05/18 at Bishopswood Village Hall

Signed:

Date: 16/05/18