

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 meeting of the Finance Committee held in Walford Village Hall On Wednesday 11th June at 6.30pm

Present: Councillors Dave Berry, Simeon Cole, Frank Myers. Heather Evans and Marc Thomas arrived late.

In attendance: Clerk Catherine Murray.

1. **Apologies:** Heather Evans may be late, Marc Thomas was delayed.
2. **Declarations of Interest:** None.
3. **Finance Committee Membership:** It was noted that Councillor Snow has stood down and agreed that there is no immediate need for a replacement.
4. **Minutes:** It was unanimously **RESOLVED** to accept the minutes of the previous meeting held on 12/03/14.
5. **Public participation session:** No members of the public were present.
6. **Annual Return:**
 - 6.1 It was unanimously **RESOLVED** to recommend the Annual accounting statements to Full Council, for approval. One small amendment was made to the wording of the balance sheet.
 - 6.2 It was noted that the Internal Auditor's report confirmed completion of the audit, with no issues raised.
 - 6.3 It was unanimously **RESOLVED** to approve the Statement of Internal Control, for Y/E 31/03/14, for recommendation to Full Council, for approval.
7. **Banking and payments:**
 - 7.1 Finance Appendix A and bank statements for May were checked and signed.
 - 7.2 **It was unanimously RESOLVED to approve the following payments:**
 - a) Viking Office Depot for supply of boxed 5 reams of office paper and new cartridge for the PC copier.
 - b) Terry Griffiths – Jetting work at Hom Green
 - c) Lengthsman – Gerald Green
 - d) Tate Computer Technology – Computer support package
 - e) Clerk additional hours and expenses for May
 - 7.3 **Mail Drop:** It was unanimously **RESOLVED** to use funds from the Neighbourhood Plan grant, in order to publish data from the Neighbourhood Planning questionnaire.
 - 7.4 **Electronic banking payments:** It was unanimously **RESOLVED** to adopt electronic banking, on condition that the current controls for approval of payments by Finance Committee / Council are maintained. Once a payment has been formally approved in Council, the Clerk will set up an electronic payment and one Councillor will authorise the payment electronically. The Clerk was asked to make enquiries with Lloyds TSB, about their process for authorising payments. <<**Action Clerk**>>
8. **Financial Regulations:** It was unanimously **RESOLVED** that once the Clerk has discovered Lloyds TSB regulations relating to electronic payments, that Cllrs Thomas, Berry and the Clerk will draw up new Financial Regulations to suit. <<**Action Cllrs Berry, Thomas and the Clerk**>>
9. **Reserves for Lengthsman and Rights of Way:** The Finance Committee felt strongly that Parish Council should not be expected to underpin Herefordshire Council's savings with a future rise in the precept to help fund the Lengthsman. It was suggested that HALC should get a collective view and find out what Balfour Beatty are proposing, but not to negotiate with them on the Parish Council's behalf.
10. **New Notice Board for Walford School Site:** It was unanimously **RESOLVED** to approve the purchase of a new notice-board, with an aluminium frame, of similar dimensions to the existing one, which is beyond repair. The Clerk was asked to get the best price. <<**Action Clerk**>>
11. **Information and correspondence:**
 - 11.1 Appendix C and HALC Information corner were noted.
 - 11.2 **Responses to Finance Correspondence:** Cllr Myers explained that a communication had been received from Keith Shawcross, explaining that he personally would not be dealing with the work and recommending Oakles Solicitors, as specialists in the field of asset transfers. It was unanimously **RESOLVED** to approach Oakles, as well as to ask Shawcross, for a quotation. It was proposed that Full Council should be asked for approval, delegating the responsibility of getting the best price to members of the Finance Committee, in between Parish Council meetings, in order to expedite the appointment. <<**Action Finance Committee members**>>
12. **Public Response Session:** No members of the public were present.

13. Items for next meeting agenda: Those noted above.

14. Date of the next meeting: 10/09/2014 Finance Committee at 6.30pm at Walford Village Hall.

- **Confidential Closed Session – Employment Matters:** Closed to members of the public. Recorded in confidential minutes.

Signed: Marc Thomas

10/09/14