

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 Bishopswood Village Hall On Wednesday 12th March at 6.30pm

Present: Councillors Dave Berry, Simeon Cole, Frank Myers, Terry Snow. Heather Evans and Marc Thomas were delayed, but arrived part way through the meeting. Cllr Myers was asked to Chair the meeting temporarily, in the absence of Cllr Thomas.

In attendance: Clerk Catherine Murray.

1. **Apologies:** None received. (Cllrs Evans and Thomas had advised that they might be late)
2. **Declarations of Interest:** None received.
3. **Minutes:** It was unanimously **RESOLVED** to accept the minutes of the previous meeting held on 11/12/13; there were no outstanding actions.
4. **Public participation session:** No members of the public were present.
5. **Banking and payments:** *Bank reconciliation, Finance Appendix A and bank statements for February, were checked and signed.*
 - 5.1 **Payments: It was unanimously RESOLVED to approve the following payments:**
 - 5.1.1 HALC Affiliation Fee and Subscription for 2014/15.
 - 5.1.2 Subscription to the Village News
 - 5.1.3 Clerk additional hours and expenses for February. *(It was noted as agreed, that these had been checked by the Finance Committee Chairman prior to the meeting)*
 - 5.2 Purchase of large scale O/S Map: The clerk explained that the Parish Council have a temporary evaluation license with Parish Online, which gives them free access to Ordnance Survey mapping data. It was unanimously **RESOLVED** to pay an annual registration fee, to extend membership, once the temporary license has expired, in order to continue accessing O/S mapping data for Parish projects such as Walford Links as well as Neighbourhood Planning. It was unanimously **RESOLVED** that the fee will be covered by the Neighbourhood Planning grant funds. <<**Action Clerk**>>
 - 5.3 **Electronic banking payments:**
It was noted that no decision has yet been announced by the Government on Electronic Banking.
6. **Newsletter:**
 - 6.1 It was unanimously **RESOLVED** that the frequency of the Newsletter would be 4 monthly, with a maximum of 6 months between each issue, this timescale would be dictated by what relevant copy is available.
 - 6.2 It was unanimously **RESOLVED** to include the following in the next newsletter:
 - Information on the Precept for 2014-15. <<**Action Cllr Thomas**>>
 - Village Warden Scheme and funds. <<**Action Clerk & relevant Cllr – TBC**>>
 - Paid advertising, to supplement the cost of production and delivery. Cllrs Myers and Thomas will set a scale of rates, to be agreed at the next meeting. <<**Action Cllrs Myers and Thomas**>>
7. **Lengthsman and P3 Schemes:** It was unanimously **RESOLVED** to recommend to Full Council that the proposed structure of administration should be put in place for the Lengthsman and P3 schemes.
8. **Training:** It was unanimously **RESOLVED** to approve the following training:
 - 8.1 Attendance of Steering Group members at the HALC training session on Neighbourhood Planning, run by Kirkwells Planning Consultants. Dave Berry, Simeon Cole and either Shane Carlson or Simon Kinder.
 - 8.2 Attendance of the Clerk at the HALC training session on Electronic Banking.
 - 8.3 Attendance of the Clerk at the NALC national training session on 'Making Localism Work'.
It was noted that a 50% bursary can be claimed by the Clerk for this.
9. **Information and correspondence:**
 - 9.1 There were no items relevant to finance in Appendix C and HALC Information corner.
 - 9.2 There were no responses required to finance correspondence received since the last meeting.
10. **Public Response Session:** No members of the public were present.
11. **Items for next meeting agenda:** Advertising rates for the Full Council meeting on 09/04/14.
12. **To note the date of the next meeting:** 11/06/2013 - 6.30pm at Bishopswood Village Hall.

Signed: Marc Thomas

Date: 11/06/13