



## Minutes of the Meeting of the Finance Committee Held Held on Thursday 1<sup>st</sup> June 2017 at 8.00pm in the Community Office

**Present:**

**Councillors:**

Tony Williamson(TW)  
Ian Hill (IH)  
Matt Reid (MR)  
Nicky Smallbone (NS)  
Roger Beattie (RB)  
Stephanie Van de Pette (SvP)

**Officer:**

Kristina Tynan (KT)

24/17 Election of Chairman

Matt Reid proposed Tony Williamson and this was seconded by Ian Hill. There were no other nominations.

**Resolved:** That Tony Williamson be elected unanimously as Chairman.

25/17 Election of Vice-Chairman

Matt Reid proposed Ian Hill and this was seconded by Roger Beattie. There were no other nominations.

**Resolved:** That Ian Hill be elected unanimously as Vice-Chairman.

26/17 Apologies for absence

Fergus Lapage

27/17 Chairman's Remarks

There were no remarks.

28/17 To approve the Minutes from the Meeting on the 21<sup>st</sup> March 2017 which were received by Council on 11/4/2017

**Resolved:** That these minutes were a correct record of this meeting and that they be signed by the Chairman.

29/17 Matters Arising

There were no matters arising other than agenda items.

30/17 Declarations of Interest

There were none notified.

31/17 Budget 2017/2018

No budget update was given. KT is presently working on the Audit for 2016/2017 and when this is done she will do a budget update for this financial year.

32/17 Staff Issues

1. **Assistant Clerk Advert** – NS reported that she has amended the advert to incorporate the comments made by Members. There was discussion about when the position should be advertised. **Resolved:** That we put the advert in the next Watlington Times, our Facebook Page, Watlington Town Noticeboard Facebook Page and our noticeboards around the Town (around the 2<sup>nd</sup> July) with a deadline of 3 weeks. If no suitable applicants come forward then in September the post will be advertised more widely in the OALC newsletter and the Henley Standard (with an appropriate deadline of 3 weeks). NS said that she is still working on the Job Specification. She also said the Clerks Job Specification needs to be updated.

2. **Pensions** – All pension regulation requirements have been done. KT reported that there has been a problem with employee's tax codes due to HMRC thinking that they have two jobs as they have looked at both the IRIS and SAGE system but this should be resolved shortly.

#### 33/17 Other Financial Issues

1. **Rent Review of Watlington Sports Field** – IH said that this is moving forward. WPC have engaged Saville's as a Land Agent and they have been out to visit the site. They will now be in contact with Beechwood Estates.

2. **Earmarked Reserves** – KT will email these out once she has updated them. Regarding the bequest from Ian Donaldson for a bandstand (of some sort) this is to expire in 2017 (after having it for 10 years in our earmarked reserves). TW said he has spoken to one of the Executors of his estate and they are happy to extend the time period. KT will speak to her regarding this. However it does mean that we need to move on this project. It was noted that a small group, which includes representatives from the community, has been set up to look at a performance space in the Paddock and that TJ was to organise a meeting. KT will speak to TJ to see if this has taken place.

3. **Hearing Loop in the Community Office** – The Operations Committee agreed that this would be a good idea but as it does not have a budget they had asked if could be discussed by Finance. It was agreed that this be taken out of the Operations Contingency budget item.

4. **Watlington Walk Leaflets** – The WPC budget is £535 for this item and if the remaining 3 walk leaflets are printed it would cost £1365. There is therefore a shortfall of £830.00. KT reported that she has received an anonymous donation for this amount so these can now be ordered. KT requested that Members read through the map to see if any minor alterations are needed. One alteration that will be made is that the correct mileage is shown.

5. **Exterior of Sports Pavilion** – NS said she and RB had inspected the outside of the building and the paintwork on doors and window frames is in very poor condition. Nothing has been done since it was built 11 years ago and it needs to be painted preferably this summer.

After discussion it was

**Resolved:** That we delegate the Chair, Vice- Chair and the Clerk to look into this issue and agree if this work can take place. 3 quotes have been requested for the necessary work.

6. **Charlotte Coxe** – KT reported that we have had a bill from our Solicitor dealing with the Transfer issue from OCC to WPC of £577.50 inclusive of VAT. Discussion took place on whether it is able to be claimed back once we get the Charlotte Coxe Funds. KT asked if OCC's legal fees were being paid by the Trust or by OCC. It was agreed that we pay this bill to our Solicitors and investigate the issue of whether it should be paid by the CCT.

#### 34/17 General Issues

1. **Watlington Hoard** – a note from Tim Horton was attached to the agenda.

It was noted that the WPC/FOWL Talk Event on the Hoard was very successful and this raised £1175.59 to the Watlington Hoard Fund which has also raised money with other events and has a balance of £1447.09. WPC are holding this Fund, separately accounted for, in their bank account. Tim Horton is organising 4 walks which will also raise money for this.

2. **Community Group to run the Comet Market Day Bus Service** – IH reported that he had a meeting with Pauline Verbe this morning and she is hopeful that this can be taken on by the Volunteer Drive Group as it fits in with their brief. She will be speaking to the other members regarding this and will confirm to us if they can do this.

#### 35/17 Correspondence

1. Herbert Smith Freehills – Chalk Pit Lease is now with Parkgate Corporation – **This was noted.**
2. OALC – Proposed new Clerks Contract and OALC's HR Consultants comments - **This was noted.**

#### 36/17 Any Other Business

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 8.45PM**