

**Minutes of the Meeting of the Finance Committee
Held on Tuesday 31st January 2012 at 8.00pm
in the Community Office**

Present:

Councillors: Ted Backhouse
Barry Adby
Harvey Batten

Officer: Kristina Tynan

In the absence of the Chairman and Vice-Chairman it was agreed that Ted Backhouse chair the meeting.

01/12 Apologies for absence

Tony Williamson, Tim Horton, Rhian Woods, Ian Hill, Roger Beattie

02/12 Chairman's Remarks

It was stated that our thoughts were with Tony and Barbara Williamson at this time.

03/12 Minutes from the Meeting on the 29th November 2011 were received by Council on 13/12/2011

Resolved: That these minutes are a correct record of this meeting and that they be signed by Ted Backhouse.

04/12 Matters Arising

Precept – It was noted that there is still uncertainty regarding the precept issue for Parish Councils for the financial year 2013/14.

05/12 Declarations of Interest

There were no declarations of interest.

06/12 Budget

The Clerk stated that the last budget update was to the end of November and therefore the next update will show the end of year position.

Car Park Contribution

It was noted that we have received £9,700 contributions to date. The Clerk had invoiced £11,400. Reminder letters to Businesses have been sent and the Clerk to give a list to the Chairman of the Watlington Business Association.

Reserves

General and Earmarked Reserves were discussed and it was noted that Age Concern have had an earmarked reserve of £2000 for the last three years. It was agreed that the Clerk contact Age Concern clarifying the position of this. It was noted that in this financial climate we cannot hold onto pledged grants for an indefinite amount of time.

RECOMMENDATION TO COUNCIL: That any grants the Council award, have to be spent within a two year period from the date of award. If they are not used the monies to be returned to the general fund.

07/12 Staff Annual Review Process

There was discussion on the advice given in the 'Being a good Employer' which was issued to us by OALC. It was noted that they recommend that anyone conducting appraisals should be given training. It was agreed that the Clerk and Harvey Batten put together a draft procedure for the next Finance meeting in May. The Clerk to speak to OALC regarding the training aspect.

08/12 Correspondence

There was no correspondence to discuss.

09/12 Items for Next Meeting.

Staff Appraisal Procedure – KT/HB
Budget Out-Turn 2011/2012
Election of Chairman and Vice-Chairman

10/12 Any Other Business

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 8.55PM