



Minutes of the Meeting of the Finance Committee Held on Thursday 8th January 2015 at 8.00pm In the Community Office

Present:

Councillors:

Tim Horton –Chairman
Ian Hill
Robin Wilson
Tony Williamson

Officer:

Kristina Tynan

1/15 Apologies for absence
Roddy Orr.

2/15 Chairman's Remarks
There were none.

3/15 To approve the Minutes from the Meeting on the 26th November 2014 which were received by Council on 9/12/2014
One Amendment to Minute Number 47/14 was agreed that 2014 should be replaced with 2015.
Resolved: That with the amendment above these minutes were agreed as a correct record of this meeting and that they be signed by the Chairman.

4/15 Matters Arising
There were no matters arising other than agenda items.

5/15 Declarations of Interest
There were no Declaration of Interest notified.

6/15 Budget/Reserves
a) **Pavilion Accounts** – TH and NB have met to discuss the accounts and other issues including the Stewardship Agreement. Discussion also took place on how to review and protect the Council property by establishing long term investment for them.
RECOMMENDATION TO COUNCIL: That Council create a special fund to be named the 'Pavilion Investment Fund' and that a transfer be made from General Reserves of £1000 and be put into this fund. That the PSFC Committee be invited to discuss this with the Sports Sections with a view to having a joint approach to this fund for future years.

**b) Budget 2015/2016 and Precept Recommendation to Council
RECOMMENDATION TO COUNCIL**

i) To increase the Council Tax Band D from £75.47 to £78.19 (3.6%) and other bands proportionately

ii) To establish a precept (being the Band D figure multiplied by the Tax base of 1142.9) of £89360, noting that with an additional grant from SODC of £3748 an **income of** £93108 will be received from SODC as collection authority.

iii) To approve the attached Committee Budgets figures (titled Draft January Budget for 2015/2016).

The Car Park Earmarked Fund will be looked at in detail at the next Finance meeting

c) Any budget/reserve items.

No issues for discussion were raised.

7/15 Staff Issues

1. **Staff Review/Extra Staff** – A group has been set up to look into this issue (DT, IH, TH, BW, TW) – it was noted that there is no urgency on this but the Clerk will set up a meeting in the near future.

2. **Staff Salary Reviews following information received by NALC Dec 2014** – The paper which was attached to the agenda was discussed and the following was agreed:

RECOMMENDATION TO COUNCIL: To agree the adoption of the NALC Recommendations and changes to salary remunerations in 2014/2015.

8/15 Other Financial Issues

a) **Development of funding for depreciation of Assets/Reserves** –TH and RO will meet up to discuss this issue.

b) **Financial Regulations Review** – A highlighted version by IH which showed changes that need to be made was attached to the agenda as was a copy of OALC's regulations with mark ups and comments by IH.

There was much discussion on this and it was:

RESOLVED: That a Recommendation for approval of the Financial Regulations be given to the February Full Council meeting after the amendments that were agreed in the discussion above have been made by Ian Hill.

c) **Youth Club** – letter was attached to the agenda.

Discussion took place on this and the following was agreed:

RECOMMENDATION TO COUNCIL: That Council pay the Youth Club £3000 but that this payment be reduced by the final amount of rental of the Sports Pavilion.

It was noted that there are various non-financial issues relating to the Youth Club that will need discussing at a Strategy Meeting.

d) **BACS payments**- this will be included in our Financial Regulation Review (b)

e) **Proposal for continuation of Service 101** – note was attached to the agenda.

TH said that a proposal from David Harrison of GoRide has been received by the 5 Parish Bus Group which is asking for Parish support to be able to continue this service (This is the service to Oxford which operates on a Saturday night and Sunday). TH stated that Danny Douglas has left GoRide and David Harrison is now solely responsible for GoRide services. GoRide have discontinued all services in West Oxfordshire, some services have been clipped and some remain untouched eg the Stoke Row service which is extremely well used.

David Harrison is looking into the efficacy of all services and is looking to the 5 Parish Group to make some contribution to keep the 101 service running. There may have to be some changes to the timetable and TH has asked that a serious look into having a Friday night service to Oxford which he thinks would be very popular.

There is also talk about the Wallingford Bus Services and there is a possibility that we may also lose all bus services to Wallingford.

TH has discussed the proposal with IH and David Tindale prior to this meeting. The proposal implies that Watlington could pick up 35% of the subsidy needed which has been worked out by parish population however it was thought that Watlington does not make up 35% of the users of the 101 bus service. It is difficult to know how to weight all the factors to work out the percentage by parish.

GoRide would be looking for funding from April 2015 if WPC is minded to help. IH and TH will have a meeting with the 5 Parish Bus Group to discuss all issue relating to this proposal. Any commitment made would only be for one year only and commitment on publicity and promotion of the service would be needed from GoRide to increase passenger growth.

After discussion of this issue the following was agreed:

RECOMMENDATION TO COUNCIL: That Council, in principle, be prepared to financially support the 101 service which will can be taken out of General Reserves, if necessary and that Ian Hill and Tim Horton meet with the 5 Parish Bus Group to discuss and negotiate the detail and come back to a Full Council Meeting with a financial recommendation.

9. General Issues

a) **Police office in Community Office** – A letter has been sent to Inspector Harling who has passed it onto a colleague. It was noted that the lease for the room has now run out.

Resolved: That we write to the Police Premises Department and state that we want to enter into arrangements and negotiations for a new lease/renewal of lease on the Police Office.

b) **Review of Cuxham Field and discussion on the possibility of having a Land Agent for this issue.**

It was noted that the agreement on this field expires on 25/3/2016 and that it would be timely to have a review of the premises in the very new future.

RECOMMENDATION TO COUNCIL: That two Councillors and the Clerk have a visit of the premises of Cuxham Field and meet the current tenant to carry out a review.

10/15. Correspondence

There was no correspondence for discussion.

11/15 Items for Next Meeting.

No extra items were noted for the next meeting.

12/15 Any Other Business

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.42PM

WATLINGTON PARISH COUNCIL	Budget	Budget	Provisional	Draft
BUDGET FOR 2014 - 2016	2014/2015	Actual to 20/11/14	End of Year 31/03/2015	Budget 2015/2016
CENTRAL SERVICES				
Clerks Salary Gross	22500	14489	22500	24385
Admin Assistant Gross	4000	2616	4000	4040
Admin Assistant 2	500	27	150	500
Employer's NI	3400	2168	3400	3500
Staff Pensions	400	0	0	400
Water Supply Office and Paddock	150	126	150	165
Electricity Office and Paddock	750	426	750	750
Fire Prevention	100	46	100	100
Gas - Community Office	1000	370	750	800
Office - Telephone	850	571	850	850
Business Rates - Comm/Office	6122	4993	6000	6100
Window Cleaning	0	0	0	0
Postage and Petty Cash	650	383	650	650
Copier Service	700	573	700	750
Stationery/Printing	1000	604	1000	1000
Publications	50	0	50	50
Computer Support	500	538	550	550
Office Equipment (New Computers etc)	0	0	0	0
Advertising	20	0	20	20
Audit Fee	1500	1571	1571	1600
Insurances WPC	3300	3271	3271	3400
Subscriptions	500	384	500	500
Travel & Training	400	271	400	400
Entertaining	300	162	162	200
Community Office Maintenance	700	188	300	300
C/O Cleaning and Maintenance	200	0	200	200
Outside office Painting	0	0	0	0
CAB	1000	0	1000	1000
Youth Club	3000	0	3000	3000
Miscellaneous	100	0	0	0
Xmas Trees	100	0	120	120
Web Site & Broadband	600	222	600	600
New Boiler	0	2020	2020	0
Contingency Moved to skatrap	0	1000	1000	0
Sub-Total	54392	37019	55764	55930
Income				
Interest	25	29	35	35
Cuxham Field	800	400	800	800
Wayleave	8	8	8	8
Income Community Office	120	408	408	300
Sale of Photocopies	200	283	283	200

Misc Income	10	0	10	10
sub-total	1163	1129	1544	1353
Total for Central Services	53229	35891	54220	54577
PLANNING	100	0	100	100
ALLOTMENTS				
Rents	-1000	-991	-1000	-1100
Payments	150	343	360	300
Total	-850	-648	-640	-800
PAVILION & SPORTS FIELD				
Sports Field Rent	5000	2500	5000	5000
Outside Repairs WPC	300	0	200	300
Legal fees/Insurance	1000	1000	1000	1000
Sports Field Hedge Cutting/Maintenance		760	760	250
Cleaning (Match funded)				1000
Total	6300	4260	6960	7550
WEST ROOM				
West Room Service Charge	500	0	500	500
West Room Kitchen Repayment	631	0	631	631
West room costs	20	2	20	20
Income West Room	-2000	-520	-1250	-1250
Total	-849	-518	-99	-99
CAR PARK				
Car Park Business Rates	5100	4051	5063	5200
Car Park Resurfacing Sink Fund TO EM	1500	1500	1500	1500
Caretaker services	2100	1225	2100	2120
Car Park Lighting	1000	1115	1115	1200
Car Park Grundon bin	550	466	600	600
Green maintenance+hedges	1300	1015	1500	1500
Car Park Order Costs		310	310	0
Car Park Maintenance	500	876	876	0
Total expenditure	12050	10558	13064	12120
Car Park Trader Income	-10000	-3450	-9800	-10000
Car Park Other Income	-130	-65	-130	-130
Car Park general sinking fund				
Car Park income	-10130	-3515	-9930	-10130
Car Park total	1920	7043	3134	1990
PUBLIC CONVENIENCES				
Caretaker services	1300	758	1300	1310
Public Toilets Contracts	2500	860	2000	2000
Pub Convenience Maintenance	2000	653	2000	1000

Public Convenieces Improvements				
Total expenditure	5800	2271	5300	4310
SODC Pub Convenience grant	-6952	-7147	-7147	-7147
Amout to be put in Earmarked Res	-1152	-4876	-1847	-2837
Public Convenience total	0	0	0	0
GREEN SPACE MAINTENANCE				
Grass cutting & ground maintenance	8500		9200	9800
Grass Cutting inc HG		2840		
Mansle Gardens Main		82		
Marlbrook Maint				
Play Area Grass Cutting in Rec		1464		
War Memorial and tubs and H Baskets		617		
Paddock Main		3781		0
Tree and Hedge Mainenance	1000	540	1500	2500
Tree Audit		1500	1500	0
WEG Insurance	300	0	300	300
Paddock Contingency		108	108	100
Caretaker services (Recreation Ground)	2100	1225	2100	2120
Caretaker services (Paddock)	1050	613	1050	1060
Use of Recreation Ground		0		
Income from Paddock		0		
Operations contingency	1500	0	0	2500
Public Charities Grant 2013/2014 GC+ Hedge	-1500	-2000	-2000	-1500
	12950	10769	13758	16880
MINOR WORKS SAFETY AND CLEANING				
Caretaker services (Street cleaning)	6150	3588	6150	6210
Dog Bin Emptying	450	188	400	400
Black/Recycling Sacks	50	0	50	50
Street Cleansing Grant	-5500	-5680	-5680	-5750
Minor Works	800	181	500	800
Bollard Repair/Replace	250	585	700	500
Bollard Income	100	0	0	0
Weekend Caretaker	600	350	600	600
Total	2900	-788	2720	2810
Play and Equipment Maintenance				
Play Equip Main (Rec & Paddock)	1000	287	800	1600
Iplay Contract until April 2015		200	200	0
Skate 1/2 pipe refurbishment project	1500	4144	4144	0
Vired from Earmarke		-1000	-1000	
Play Equipment Grants	0	-1000	-3000	0
Total	2500	2631	1144	1600

SPECIAL PLANNING/LEGAL /ELECTION	0	0	0	0
Legal and Election Fees	500	0	500	1000
NEIGHBOURHOOD PLAN	500	500	500	0
OFFICE EQUIPMENT	500		0	0
CAR PARK ENTRANCE	2000		0	0
Road Signing/Traffic Monitoring				500
Total	3500	500	1000	1500
TOWN HALL grant	6500	6500	6500	7000
SUMMARY				
<i>Central services</i>	53229	35891	54220	54577
<i>Planning</i>	100	0	100	100
<i>Allotments</i>	-850	-648	-640	-800
<i>Pavilion & Sports Field</i>	6300	4260	6960	7550
<i>West Room</i>	-849	-518	-99	-99
<i>Car Park</i>	1920	7043	3134	1990
<i>Public Conveniences</i>	0	0	0	0
<i>Green Space Maintenance</i>	12950	10769	13758	16880
<i>Minor Works, Safety and Cleaning</i>	2900	-788	2720	2810
<i>Assets</i>	2500	2631	1144	1600
<i>Neighbourhood Plan/Election/Legal</i>	3500	500	1000	1500
<i>Town Hall</i>	6500	6500	6500	7000
<i>Contingency</i>				
TOTAL NET EXPENDITURE	88200	65640	88797	93108
<i>Efficiency Saving Carried over</i>				
<i>Precept and SODC Top Up Grant</i>	88763	88763	88763	93108
deficit (-) or surplus(+)	563	23123	-34	0

Watlington Parish Council Earmarked Reserves

	01/04/2014	Changes	Prov YE 2015	
Marlbrook and Mansle Gardens	1000		1000	
Ian Donaldson's Bequest for Paddock (July 2007 has to be used within 10 years)	2000		2000	
SODC Public Convenience	10710	-1850	12560	
Car Park General Reserve	3258		3258	
Car Park Maintenance Sinking Fund	9278	-1500	10778	
Car Park Lighting	1000		1000	
Efficiency Saving to be used for Precept Supplement	0		0	
Chalk Pit	500		500	
Play Equipment Reserve	2000	-1000	1000	£1000 vired towards Budget
Neighbourhood Plan	10000	1000	9000	Skateboard halfpipe
Election and Legal Costs	1000		1000	
Allotment Reserve			300	
Pavilion Investment Fund			1000	
Total Earmarked	40746		43396	
General Reserves	48750			
Bank Balance	<u>89496</u>		<u>43396</u>	