



Minutes of the Meeting of the Finance Committee Held on Tuesday 21st July 2015 at 8.00pm In the Community Office

Present:

Councillors:

Ian Hill (IH)
Matt Reid (MR)
Tony Williamson (TW)
Roger Beattie (RB)
Tom Bindoff (TB)

Officer:

Kristina Tynan (KT)

Ian Hill presided over the meeting until the Election of Chairman

25/15 Election of Chairman

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

Resolved: That Tony Williamson be elected unanimously as Chairman of the Finance Committee.

26/15 Apologies for absence

There were none.

27/15 Election of Vice-Chairman

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

Resolved: That Tom Bindoff be elected unanimously as Vice-Chairman of the Finance Committee.

28/15 Chairman's Remarks

TW said that the Finance Committee is usually an unpopular committee with Councillors. The Financial Regulations and other procedures are very important to ensure that the Council is well protected. The committee usually meets 4 times a year but occasionally may need to have special meetings so as not to hold up any purchases/projects etc.

29/15 To approve the Minutes from the Meeting on the 17th March 2015 which were received by Council on 14/4/2015

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

30/15 Matters Arising

There were none other than agenda items.

31/15 Declarations of Interest

There were no declaration of interest notified.

32/15 Budget and Reserves and Financial Issues for discussion

1 Final Budget 2014/2015 – This is shown at the end of these minutes. The committee noted the end of year position.

2. **Budget 2015/2016** – Review – Extra Items: Training Costs, Election Costs etc

Extra items for the budget were discussed.

Resolved: To allocate an extra £500 for Councillors training and an extra £2000 towards Election costs.

MR asked about the amounts of Business Rates that we pay. KT stated that she had tried in the past to get these reduced but this was not possible. WPC pay rates on the Community Office, Hill Road Car Park and the Public Conveniences. MR said that he would look into getting the business rates reduced. The Pavilion has reduced business rates as the Sports Club are given a reduction. This is subject to a minimum membership being in place. This issue will be brought up at the next PSFC meeting.

TW said that the WPC Policy on uncommitted reserves is that they should be about 50% of the Precept. It was noted that in past years the precept for Watlington was the 2nd or 3rd highest in South Oxfordshire but now Watlington is about 10th on the list.

3. **Earmarked Reserves**

The earmarked reserve position was noted as shown at the end of these minutes.

4. **Budget Preparation 2016/2017** – preparation and schedule needed.

It was noted that the committee's meeting in November will mostly have to concentrate on the preparation for a draft budget to be recommended to Council. It is important that we have all the relevant committees draft budgets by the end of October 2015 (Operations, PSFC and NPC). We will also need a grant request from the Town Hall Committee.

5. **Neighbourhood Plan** –Budget

It was noted that there is about £7,000 left in the NP budget. The NP committee will need to decide what needs to be done and to consider applying for grants from outside sources depending on how much needs to be spent to complete the NP. They will also need to discuss if they need to ask for a WPC contribution. IH stated that the NP will most certainly continue into the next financial year even though the proposed completion date was March 2016 and any financial implications need to be given to the Finance Committee ASAP.

6. **PSFC Budget** – loss of Scouts and potential loss of Youth Club

It was noted that Scouts no longer use the Pavilion which has led to a loss of revenue in the region of £1200 approximately per year. If the Youth Club Committee does not reform with new membership then the Youth Club may no longer go ahead and therefore will not be using the pavilion. This will lead to a loss of revenue of about £1500 pa. The Committee noted the situation with the Youth Club. TW said that originally the PSFC hope was that the committee could balance the books with a Sports Field rent of £1500pa however this is not now possible as the rent is £5000pa. This means that the WPC are supporting this committee to a much larger degree than was originally thought would be the case.

7. **Car Park Contributions** – KT is in the process of sending out the invoices for the contributions from local businesses. It was noted that we have an agreement with the Co-op and TW will go through this and will report back to the next meeting.

33/15 Staff Issues

1. **Staff Reviews** – It was agreed that these should be aimed to be done early in September. It was agreed that:

Tony Williamson and Ian Hill review Kristina Tynan

Tony Williamson, Ian Hill and Kristina Tynan review Rachel Gill and Chris Wiltshire.

Bob West, Ian Hill and Kristina Tynan review Bob Thomas.

2. Any Other Staff Issues

Salaries – It was noted that these are linked to the NALC/OALC scales and WPC review salaries when they issue new information on payment scales. IH said that when going through salaries with the Internal Auditor it showed that the Clerk was paid £100pa more than she should have been.

Resolved: That the Clerk retains the £100 increase that was given.

Review of Staffing Needs/Issues – IH reported that this had been discussed at a Strategy meeting and a group of Councillors had been set up to meet and discuss this. However most of the Councillors on this Group are no longer part of the Council. Therefore we need to set up a group to meet with the Clerk and review our current staffing structure and see if we need to address any needs. It was agreed that TW, TB and IH meet up with KT to discuss this issue. It was noted that the Pavilion will need to be discussed.

34/15 Other Financial Issues

1. **Infrastructure Funding from SODC** – It was noted that there is still money available from this fund and the Operations Committee are looking into this. However the deadline is the end of September to apply for funding. It was noted that there are specific criteria for this. BW and TB are looking into this.

2. **BACS procedure** – TW and KT will look at the guidance on this from OALC.

3. **Treatment of CIL monies** – IH said that this is an academic issue at the moment. When SODC make a decision on this we will be entitled to CIL funds. He said he is not sure what restraints will be put on its use by the Parish Council. It was noted that there still is some 106 money available for a project and it was thought this could be used for the Brook Street/Britwell Road issue. It was agreed that we contact SODC and OCC and clarify the issues. IH to do this. It was thought that we should involve our District Councillor and County Councillors also.

4. **Photocopier** – current lease has expired. Proposal was attached for new photocopier from RICOH.

Discussion took place on this and it was:

Resolved: That we take a lease on a colour copier (MPC5503ASP) for a five year period with a quarterly rental of 150.39. It was noted that the toners come as part of the rental. The cost per page for black and white is £0.0036 (was £0.0044) and for colour is £0.0286.

It was noted that the default setting is black and white. Copies can also be printed straight from the computer which will save on toner costs.

5. **Sport Club Barriers/Dug Outs** – Asking the WPC to purchase/Own and add to Asset Register and our Insurance.

It was agreed that this would not be discussed until the Stewardship Agreements have been signed.

6. **Car Park Drainage** – Quotation was attached to agenda. It was noted that if works to the drains are to be done the cost could be substantial. The committee noted this issue that will be referred to Finance from Operations at an appropriate time.

35/15 General Issues

a) **Police office in Community Office** – It was noted that the lease runs out this year and we will need to have a new lease in place. It was thought that we should renew this lease on the same grounds.

RECOMMENDATION TO COUNCIL: That Council agree to renew the police lease on the same basis as the current lease...

b) **EcotecWorld** – It was noted that there is nothing further to report since the last Full Council meeting.

36/15 Correspondence

1. **Grundon** – Increase in cost of bin emptying. This relates to the bin in the car park. This was noted.

2. **Keith Woolfson** – email re purchasing of barriers etc- discussed above.

3. **Pension Regulator** – This was previously being dealt with by Tim Horton. TW will deal with this issue. IH has the relevant paperwork.

37/15 Items for Next Meeting.

There were none.

38/15 Any Other Business

Parish Office Email – IH reported that we have had problems with receiving emails from our Tiscali account. We were not able to receive emails for nearly two weeks. Tiscali have not been very helpful and IH has spent hours trying to resolve this issue. MR and IH were delegated to look into this issue and look into changing internet providers.

Next Meeting – This will be held on Tuesday 29th September 2015.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.20PM