

Minutes of the Meeting of the Finance Committee Held on Tuesday 29th November at 8.00pm in the Community Office

Present:

Councillors:

Tony Williamson – Chairman
Tim Horton – Vice-Chairman
Ian Hill
Harvey Batten
Barry Adby
Roger Beattie

Officer:

Kristina Tynan

In Attendance:

Martin Edis, Carole Martin – Watlington Youth Club

33/11 Apologies for absence
Ted Backhouse, Rhian Woods

34/11 Chairman's Remarks
Tony Williamson remarked that the position seems to be that OCC and SODC now will not fund lots of organisations such as Youth Clubs etc. The Chiltern Association, who have sent us a further letter regarding funding for next year after our recent letter stating that there was not grant budget for this year and that we could not give them a grant. There are lots of organisations now not getting any funding and they are now requesting funding from Parish Councils. He stated that Age Concern may also be in the same position shortly with having to ask for funding.

35/11 Minutes from the Meeting on the 20th September 2011 were received by Council on 11/10/2011
Resolved: That these minutes were a correct record of this meeting and that they be signed by the Chairman.

36/11 Matters Arising
There were none other than agenda items.

37/11 Declarations of Interest
Youth Club Finances/Budget 2012/2013 – Roger Beattie declared an interest in this item as he is Chairman of the Watlington Youth Club. He signed the 'Declaration of Interest' book.

38/11 Watlington Youth Club Finances 2012/13 – Presentation by Martin Edis and Carole Martin (Treasurer)
The Youth Club accounts had been given to the Council prior to the meeting.
Martin Edis stated that the Watlington Youth Club is a success story since its inception. It has a

membership of about 50 young people with about 25-30 attending the weekly club. The young people are about 12-17 years and ideally the committee would like to hold two youth club nights, one for 11-13 year olds and one for 14-17 year olds as their interests are not the same. There is an enormous goodwill from volunteers that help with the Youth Club and a new Youth Worker who is excellent with the young people. He said that the Pavilion is a perfect venue/location for the Youth Club.

Martin Edis gave the history of the Ann Brown Centre and the informal agreement in which the Rainbow rent was recycled for youth work in Watlington which was about £5,000pa. The County Council who monitored this money have now taken this money away from the Youth Club and this money will cease as from 31/3/2012. The Youth Club are very keen on doing some fundraising to help with the shortfall but it will be difficult to quantify how much could be raised. Therefore the Youth Club Committee are asking for financial help from WPC. They will also be looking into other funding opportunities.

Martin Edis mentioned that a lot of Youth Clubs are being run and funded by Parish Councils now especially in rural areas.

The Youth Club finances were discussed at it was noted that they do have about £28,000 in reserves but they are hoping to use this for some Capital project in the future. The yearly expenditure for one youth club a night per week is in the region of £7,500 and income from 31/3/2011 has been estimated in the region £2050, a shortfall of approx £5,000.

Other funding opportunities were discussed, The 'Chill Out' fund, The 'Big Society' fund. Barry Aaby suggested that they look into the funding available from the 'Armed Forces Community Covenant Grant' scheme to see if the criteria would be met. They are also speaking to the new Headteacher at the Icknield Community College to forge links with the Community.

Tony Williamson thanked Martin Edis and Carole Martin for coming to the meeting and said that this issue will be discussed within the budget agenda item.

39/11 Budget

1, **Update for 2011/2012** – These figures and the end of year forecast were discussed and noted.

2. **Budget 2012/2013 and Precept Recommendation** – letter from SODC re tax base was attached to the agenda.

All items on the budget were considered. The main changes to the budget proposal for next year are:

- Town Hall grant up to £6800
- Youth Club to £3000
- Play Equipment Maintenance to £2500
- Grant for Bus of £300 (£343 for the following year)
- Operations Contingency of £1000
- Public Conveniences Updating of this Area - £3000

RECOMMENDATION TO COUNCIL:

- i. To increase the Council Tax Band D from £71.21 to £71.92 and other bands proportionately, being an increase of 1% on the total figure and 3% on the non-salary figure.
- ii. That the precept (being the Band D figure multiplied by the Taxbase of 1,197.2 should be increased from £84,462 to £86,105.00 for 2012/13, being an increase of 1% on the total figure and 3% on the non-salary figure.
- iii. To approve the attached Committee Budgets figures for 2012/2013

40/11 Audit Review

External Review – BDO have raised two items from the External Audit that of:

- Reinstatement of Fixed Assets
- Fixed Assets

The BDO 'Issues Arising Report' states that the Fixed Assets could be undervalued. This issue to be looked at by Strategy Committee under Fixed Asset Review. As regards the Reinstatement of Fixed Assets – BDO state that no further action is required.

Review of the Effectiveness of the Internal Audit

The main role of the Internal Auditor is to check all the financial and accountable records that the Clerk must keep. This is done soon after the end of the financial year and involves all the financial transactions and both the legal authority and procedural authority for such transactions - eg the signed minutes of all meetings. Once the Internal Auditor is satisfied with the accounts and records, the Clerk prepares the relatively brief submission to the External Auditor. During the year the Clerk occasionally seeks his advice - eg in transferring the Receipt and Payment accounts, operated through the year, into Accrual accounts needed for audit. Were the Clerk to leave or become temporarily unavailable, the Internal Auditor would assist a new or acting clerk.

41/11 Staff Annual Reviews – Update

The Clerk reported that she has spoken to Chris Wiltshire and Bob Thomas and Chris Wiltshire is happy with things as they are. Bob Thomas has said that he would like to take a refresher First Aid Course as his certification has run out. The Clerk is happy to attend any courses etc that would help with her job.

This item to be an agenda item for the next meeting

42/11 Review of Financial Regulations 2011

RECOMMENDATION TO COUNCIL: That the attached Financial Regulations for 2011/2012 be approved by Council.

43/11 Correspondence

1. The Chilterns Conservation Board – Asking for financial support 2012/2013 – **Deferred to the next meeting**

44/11 Items for Next Meeting.

Staff
Chilterns Conservation Board

45/11 Any Other Business

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 10.35PM