



Minutes of the Meeting of the Finance Committee Held on Tuesday 24th November 2015 at 8.00pm In the Community Office

Present:

Councillors:

Tony Williamson (TW) - Chairman
Matt Reid (MR)
Ian Hill (IH)
Tom Bindoff (TB)

Officer:

Kristina Tynan (KT)

51/15 Apologies for absence
Roger Beattie.

52/15 Chairman's Remarks
There were none.

53/15 To approve the Minutes from the Meeting on the 29th September which were received by Council on 13/10/2015
Resolved: That these minutes were a correct record of this meeting and that they be signed by the Chairman.

54/15 Matters Arising
BACS Procedure – This is now in place and TW is now a signatory on the accounts. It was agreed that MR become a signatory if we are allowed to have more than 3 signatories. KT will look into this.

55/15 Declarations of Interest
Churchyard Grant Application – TW declared a non-prejudicial interest in this item but said he would not take part in any discussion or vote on this issue.

56/15 Budget and Reserves and Financial Issues for discussion
1. Budget 2016/2017
This was discussed on a line by line basis and the requests for committee were taken into consideration. The provisional first draft budget is shown at the end of these minutes.

Notes

a) **Neighbourhood Plan** – No amount has yet been put in the budget. Awaiting comments from the NP Steering Committee from their meeting on the 30/11/2015. It was noted that Rachel Gill will need to have her contract extended for at least another year and they will need to see what consultations will need to be done.

b) **Children's Centre** - £1500 allocated.

c) **33 High Street** – No budget allocation as if transferred money would come from OCC.

d) **Buses** - £1000

e) **Pavilion and Sports Field** – A budget request had been received from the PSFC Committee. The committee had a lot of discussion on this issue and it was thought that the WPC are putting too much resource into this and it was time that the sections made a bigger contribution to some costs. It was agreed to ask the PSFC to have a special meeting before December Full Council to discuss the budget 2016/2017 and to take the views of the Finance Committee into consideration which looked at some items being match funded by 50% for WTFC and WCC as they can generate

income which MR stated. MR said he would try to hold a meeting with the sections to discuss this prior to the PSFC meeting.

f) **Grass Cutting** – This has been increased by £2000 to deal with work which OCC previously did.

g) **Street Cleansing Grant from SODC** – SODC will give us 6 months payment for 2016/2017 and then will cease all payments. This is shown in the provisional budget.

h) **Precept for 2016/2017** – SODC are no longer giving out top-up grants to Parish Councils so even before we look at real budget increases, we will have to increase the Precept by £3129 just to maintain last years total budget.

A number of precept scenarios were looked at and it was thought that we will need to have a significant increase on the precept this year. An increase of 15% would equate to an extra £1 per month on Band D residents.

The final decision on the precept will need to be made at the January Full Council Meeting and SODC will need to be informed on the 13th January 2016.

2. **Questionnaire on Budget views from residents** – IH reported that he has analysed the responses from residents which at this date numbers 24 only which is very disappointing. IH said the information is therefore not robust enough for it to be taken into account.

3. **Car Park Contributions** – Update on payments. Most businesses in Watlington have now paid their contribution. The Co-op have not yet made any payments. KT will chase this up.

4. **Churchyard Grant Request** – After discussion the following was agreed:

RECOMMENDATION TO COUNCIL: That Council allocate a grant of £850 for 2016/2017 towards the Churchyard maintenance.

5. **Grant request from CAB for 2015/2016**

Recommendation to Council: That we pay this year's allocated grant of £1000 to CAB.

6. **Fuel Quotes** – *email from KW was attached to the agenda for discussion.*

After discussion it was:

Resolved: That we should follow the recommendation of Keith Woolfson to place all the gas and electricity accounts with SSE. This would reduce administration costs. The estimated electricity and gas costs for the year would be approximately £3833, potentially saving the Council over £1200 a year. The term of contact would be until March 2019.

KW was thanked for his detailed work in looking at the Council's fuel bills.

7. **Review of Financial Regulations for 2015/2016**- *this was attached to the agenda.*

RECOMMENDATION TO COUNCIL: That Council accept the Financial Regulations for 2015/2016 with one change on paragraph 3:4 that the limit that the Clerk may incur expenditure on behalf of Council which is necessary to carry out any repair replacement which is of such extreme urgency that it must be done at once, to increase this amount from £500 to £2000.

57/15 Staff Issues

1. **Staff Reviews** – These have now all been done and IH will write them up and report back to the next meeting.

2. **Review of Staffing Needs**- MR said he will look into this issue. It was noted that Rachel Gill is taking on a specific task of doing the admin for the NP and is in the office two days a week. Chris Wiltshire is also in the office on different days of the week for two days also. KT said this made it easier if she needs to take a day off. KT also said that she is still owed 4 weeks holiday for 2015. It was thought that when the NP comes to an end it may be appropriate to engage a new part-time person to clerk for the Town Hall and CCT Trustee Bodies and to assist and deputise for KT.

3. **Pensions** – TW reported that Watlington will need to do its Auto Enrolment and that pensions

will need to be offered to staff in April 2017. He said that we will need to look seriously at this in 2016.

58/15 Other Financial Issues

1. **Business Rates** – MR said he had contacted SODC about reducing this and the answer, as we have received before is that they will not reduce if the organisation has 3 rateable sites. He said that he would do some further investigation.

2. **Accounting procedure of the pavilion bar** – MR said that the sports sections are still working on this and on the voting rights of the sections.

59/15 General Issues

a) **Police office in Community Office** – Letter sent but no response received to date.

b) **EcotecWorld** – MR said he has done some base research and will continue to work on this issue.

c) **Broadband Provider** – On- going. IH/MR will look into this.

60/15 Correspondence

1. **SODC** – Council Tax Top Up Grant – This will cease in October 2016 – **This was noted.**

2. **SODC Precepts 2016/2017** – This was attached to the agenda. **The Clerk has negotiated a date of 13/1/2016 for WPC to notify the precept amount.**

3. South News – has been emailed to Councillors – **Noted.**

4. OCC – County Council Budget 2016/2017 – this was attached to the agenda. - **Noted.**

61/15. Items for Next Meeting.

Pensions – March 2016

62/15 Any Other Business

Finance Meeting before January 2016 Full Council Meeting – The Clerk will email out the date for this meeting which will be on the Budget and Precept only with a Recommendation to Full Council 12/1/2015

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 10PM

WATLINGTON PARISH COUNCIL	Budget	Budget Actual	Projected End of	1st DRAFT Budget
BUDGET FOR 2015- 2016	2015/2016	16/09/2015	Year 2016	2016/2017
CENTRAL SERVICES				
Clerks Salary Gross	24385	11123	22246	23385
Admin Assistant Gross	4040	2025	4040	4040
Admin Assistant 2	500	0	500	500
Employer's NI	3500	1676	3400	3500
Staff Pensions	400	0	0	400
Water Supply Office and Paddock	165	56	120	165
Electricity Office and Paddock	750	472	800	800
Fire Prevention	100	0	100	100
Gas - Community Office	800	344	700	800
Office - Telephone	850	445	850	850
Business Rates - Comm/Office	6100	3816	6360	6227
Window Cleaning	0	0	0	0
Postage and Petty Cash	650	270	600	650
Copier Service	750	316	750	750
Stationery/Printing	1000	488	1000	1000
Publications	50	0	50	50
Computer Support	550	488	550	550
Office Equipment (New Computers etc)	0	0	0	0
Advertising	20	0	0	20
Audit Fee	1600	1491	1491	1600
Insurances WPC	3400	3321	3321	3400
Subscriptions	500	507	507	520
Travel & Training	900	197	900	500
Entertaining	200	0	120	200
Community Office Maintenance	300	100	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 (Budget not spent to Reserves)	3000	0	1000	3000
Bus Grant to GoRide (Agreed Reserves)	1198	507	1198	1000
Miscellaneous	0	0	0	0
Xmas Trees	120	120	120	120
Web Site & Broadband	600	111	600	600
Contingency	0	0	0	0
Sub-Total	57628	27872	52823	56227
Income				
Interest	35	32	40	40
Cuxham Field	800	400	800	800
Wayleave	8	8	8	8
Income Community Office	300	255	300	300
Sale of Photocopies	200	314	375	200

Key

Changes

Committee Recommendations

??

??

Misc Income	10	0	0	10	
sub-total	1353	1010	1523	1358	
Total for Central Services	56275	26863	51300	54869	
PLANNING	100	0	0	0	
ALLOTMENTS					
Rents	-1100	-1161	-1173	-1180	
Payments	300	242	350	350	
Total	-800	-919	-823	-830	
PAVILION & SPORTS FIELD					
Sports Field Rent	5000	2500	5000	2500	50:50
Outside Repairs WPC 1/3 New Bin/Plants	300	97	300	300	
Legal fees/Insurance	1000	1000	1000	500	50:50
Sports Field Hedge Cutting/Maintenance	250	0	150	250	
Graffiti Cleaning Off (Agreed by FC)		350	350		
Sinking Fund to earmarked Cleaning (Match funded)	1000	526	1000	1000	50:50
Total	7550	4473	7800	5800	
WEST ROOM					
West Room Service Charge	500	0	500	500	
West Room Kitchen Repayment	631	0	631	631	
West room costs	20	0	20	20	
Income West Room	-1250	-280	-1000	-1000	
Total	-99	-280	151	151	
CAR PARK					
Car Park Business Rates	5200	3096	5160	5356	
Car Park Resurfacing Sink Fund TO EM	1500	0	1500	1500	
Caretaker services	2120	1060	2120	2162	
Car Park Lighting	1200	996	996	1050	
Car Park Grundon bin	600	374	650	700	
Maintenance, Green maintenance hedges	1500	582	1300	1500	
Car Park Lining	0	495	495	0	
Total expenditure	12120	6603	12221	12268	
Car Park Trader Income	-10000	-1000	-10000	-10000	
Car Park Other Income	-130	-65	-130	-130	
Car Park income	-10130	-1065	-10130	-10130	
Transferred to General C Park Earmarked					
Car Park total	1990	5538	2091	2138	
PUBLIC CONVENIENCES					
Caretaker services	1310	655	1310	1336	
Public Toilets Contracts	2000	1274	2000	2000	
Pub Convenience Maintenance	1000	697	1000	1000	
Public Conveniences Improvements					
Total expenditure	4310	2626	4310	4336	

SODC Pub Convenience grant	-7147	0	-7147	-7250	
Amount to be put in Earmarked Res	-2837	0	-2837	-2914	
Public Convenience total	0	2626	0	0	
GREEN SPACE MAINTENANCE					
Grass cutting & ground maintenance	9800		9800	12000	
Grass Cutting inc HG		1877			
Mansle Gardens Main		82			
Marlbrook Maint					
Play Area Grass Cutting in Rec		976			
War Memorial and tubs and H Baskets		228			
Paddock Main		2901			
Tree and Hedge Maintenance	2500	1140	2500	2500	
Tree Audit	0	0	0	0	
WEG Insurance	300	0	300	350	
Paddock Contingency	100	72	100	100	
Caretaker services (Recreation Ground)	2120	1060	2120	2162	
Caretaker services (Paddock)	1060	530	1060	1081	
Operations contingency	2500	0	2500	2500	
Public Charities Grant	-1500	0	-1500	-1500	
Green Space Maintenance Total	16880	8866	16880	19193	
MINOR WORKS SAFETY AND CLEANING					
Caretaker services (Street cleaning)	6210	3105	6210	6334	
Dog Bin Emptying	400	324	450	400	
Black/Recycling Sacks	50	0	50	50	
Street Cleansing Grant	-5750	-2908	-5750	-2940.43	Confirmed SODC
Minor Works	800	644	800	800	
Bollard Repair/Replace	500	0	500	500	
Bollard Income	0	0	0	0	
Weekend Caretaker	600	300	600	612	
Total	2810	1465	2860	5756	
Play and Equipment Maintenance					
Play Equip Main (Rec & Paddock)	1600	16	500	1600	
Playbark		1158	1158		
Paddock New Play Equipment		50	50	2000	
Porta Loo		56	56		
Play Equipment Grants	0	0	0		
Total	1600	1280	1764	3600	
SPECIAL /PLANNING/LEGAL /ELECTION					
Legal and Election Fees	1000	2274	4000		???
NEIGHBOURHOOD PLAN	0	0	1000		???
OFFICE EQUIPMENT	0	0	0	0	???
CHILDRENS CENTRE	0	0	0	1500	???
Road Signing/Traffic Monitoring	500		300	300	???
Total	1500	2274	5300	1800	

TOWN HALL grant	7000	364	7000	7000
Summary	Note: no figures have been put in for NP			
<i>Central services</i>	56275	26863	51300	54869
<i>Planning</i>	100	0	0	0
<i>Allotments</i>	-800	-919	-823	-830
<i>Pavilion & Sports Field</i>	7550	4473	7800	5800
<i>West Room</i>	-99	-280	151	151
<i>Car Park</i>	1990	5538	2091	2138
<i>Public Conveniences</i>	0	2626	0	0
<i>Green Space Maintenance</i>	16880	8866	16880	19193
<i>Minor Works, Safety and Cleaning</i>	2810	1465	2860	5756
<i>Assets/ Play Equipment</i>	1600	1280	1764	3600
<i>Neighbourhood Plan/Election/Legal</i>	1500	2274	5300	1800
<i>Town Hall</i>	7000	364	7000	7000
<i>Contingency</i>				
TOTAL NET EXPENDITURE	94806	52548	94323	99478
<i>Precept</i>	89360.00	89360.00	89360.00	
<i>SODC Top Up Grant (Prov at Jan 15)</i>	3748.00	3129.00	3129.00	0.00
<i>Precept and SODC Top Up Grant</i>	93108	92489	92489	
deficit (-) or surplus(+)	-1698	39941	-1834	0

PAVILION AND SPORTS FIELD COMMITTEE	2015/2016 Budget		Actual Budget	Draft
			Excl VAT	Budget
Pavilion and Sports Field	EXPENDITURE	2015/2016	21/08/2015	2016/2017
Pavilion Security + Phone		1500	279	1500
Pavilion Insurance (wpc)		1000	1000	1032
Water for Pavilion		700	273	700
Electricity for Pavilion		1550	1079	1600
Gas for Pavilion and Boiler Main		2600	773	3000
Building Maintenance/supplies		1000	368	750
Sports Field Rent(wpc)		5000	5000	5000
Repairs to Outside of Pavilion (WPC)		500	525	500
Business Rates PSFC		350	237	360
Cleaning		1000	500	1000
PFS Licence to May 2015		0	9	160
Premises/Bar License		185	0	0
TV License 1/3rd Cost		146	150	50
Planned Maintenance (earmarked)				500
		15531	10192	16152
Pavilion Hire	INCOME	3100	565	2000
WTFC and WCC		4670	2100	5000
Youth Club		1500	0	750
Scouts		1200	0	0
WPC Sports Field Contribution		5000	5000	5000
WPC Insurance Contribution		1000	1000	1032
WPC Repairs to Outside of Pavilion		500	525	500
Cleaning		1000	500	1000
Total		17970	9690	15282
<i>Income minus expenditure</i>		2439	-502	-870

PSFC have asked
WPC to consider this

Bank Balance

21/10/2015 £ 1,211.36