



Minutes of the Meeting of the Finance Committee Held On Thursday 27th November 2018 at 8pm in the Community Office

Present:

Councillors:

Nicky Smallbone (NS) - Chair
Stephanie Van de Pette (SVP) – Vice-Chair
Tony Williamson (TW)
Ian Hill (IH)
Matt Reid (MR)
Fergus Lapage (FL)
Roger Beattie (RB)

Officer:

Kristina Tynan (KT)

27/18 Apologies for absence
None

28/18 Approval of Minutes

To approve the Minutes from the Meeting on the 27th September and the Special Meeting on the 1st October 2018 which were received by Council on 9/10/2018

One amendment was agreed (Minute 19/18 refers) 'Youth Club Earmarked Fund' to be changed to 'Young People Fund'.

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

29/18 Matters Arising

There were none other than agenda items.

30/18 Declarations of Interest

There were none notified.

31/18 Update on Existing Issues

1 Financial Regulations for 2018/2019

The Clerk said that the actions needed have been started and she will update Members at the next meeting.

2 Rent Review of Sports Field

To note there has been no progress on this with Jonas Carter. KT will try to contact Peter Canavan who is not working with this firm.

After discussion it was:

Resolved: That we send another letter to Richard Drew on this issue. IH/KT will action this.

3 Watlington Young Peoples Fund - To note current status regarding the fund.

NS and IH have had a meeting with Carol Martin and it was agreed letter was agreed to be sent to her on this issue. WPC would keep the same account and just change signatories.

4 Comet Bus Service

Chalgrove Parish Council have indicated in principle a willingness to contribute to this service.

32/18 Budget

1 Budget 2018/2019 and Year End provisional estimates.

The current financial position was noted. KT said she has been cautious in her estimates which have also been looked at with the Chair. At present it looks like we may go slightly over budget.

2 Budget 2019/2020 and Precept

The following requests were noted:

Town Hall Trust Body for a grant of £8,000.

Election costs, MUGA and WPC strategic plan items

The Operation Committee's request:

- Allotment payments to be increased from £350 to £850;
- £500 for the Footpath 13 project;
- £500 towards recycling bins;
- £2,000 towards a Performance Space in the Paddock
- Asking to earmark this year's carpet money and put in £2,000 in the budget for this.
- Churchyard request for grant for next year.

After much discussion it was:

Resolved: That the Clerk put together a budget for 2019/2020 and that a special meeting be held on Monday 17th December to agree the Recommendation to Full Council in January for the Budget and Precept 2019/2020

33/18 Requests for approval to spend

To approve the following requests for spend outside of this year's budget

- Arnold Baker 11th edition purchase - £129.99
It was noted that only 3 items have been updated in this version and that we have the 10th edition and if we need guidance on these issues the Clerk can obtain it from OALC.
Resolved: That we do not purchase the 11th edition.
- Christmas Market display - £100.00
This will now cost less than expected and KT will account for it within one of the cost centres.
- Vision ICT WNDP hosting quote- £125.00
This will come out of our current website budget.

34/18 General Financial Issues

1 CIL money

To discuss strategy's recommendations for the allocation of CIL funds
These were noted.

2 Public toilets rates announcement

To discuss implications of Government announcement on rates relief for public conveniences.

It was noted that we will not have to pay these from 2020.

3 Bank account review

To discuss current banking arrangements. It was agreed that SvP and KT contact OALC to get advice on these from their Financial Advisor

4 Updating grant making policy

To recommend to adoption of an updated grant making policy. It was noted that a form will need to be drafted.

RECOMMENDATION TO STRATEGY COMMITTEE – That the Committee discuss this at their next meeting.

5 Draft reserves policy

To discuss the draft reserves policy – To be an agenda item at the next meeting.

6 Audit Return

To recommend approval to Full Council of the Annual Return now that Moore Stephen have given their audit approval

RECOMMENDATION TO COUNCIL: That the External Audit report be accepted by Council and that there no issues have been raised that need action. (Report attached to these minutes)

7 Review of Internal Audit

To discuss internal audit procedure

RECOMMENDATION TO COUNCIL: To agree the following statement:

‘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’.

35/18 Staff Issues

1 Annual Staff Reviews

To discuss the Clerk, Assistant Clerk, Admin Assistant and Watlington Caretaker job descriptions

KT will go through these and add relevant information prior to the annual staff reviews.

2 To agree the format of the Annual Staff Reviews for 2018/2019

Resolved: That the format of the annual staff reviews is agreed.

SvP has personalised for each job.

36/18 Correspondence/Information

1 Letter from Pension Regulator – Minimum contributions will increase from 6th April 2019 – This was noted.

2 WBA Request for £500 towards Christmas lights in the town this year.

Resolved: That there is no money in the budget for this year, but we put in a provisional sum for 2019/2020.

3 NALC LO1-18 – Financial Assistance to the Church – Legal note – This was noted.

4 **CAB South and Vale** – Application for a grant 2018/2019. TW stated that CAB helped 82 families in Watlington which is stated in their last annual report. It was noted that this is in the current budget and it was agreed that this be put on the list of payments.

37/18 Any Other Business

There was no other business raised.

38/18 Items for the Next Meeting

1. Three-year budget forecast – SvP
2. Draft investment strategy – SvP
3. Draft Reserves Policy - SvP

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 10PM

THERE WILL BE A MEETING ON THE BUDGET AND PRECEPT ITEMS ONLY

ON MONDAY 17TH DECEMBER 2018 AT 7.30PM