

Minutes of the Meeting of the Finance Committee Held on Tuesday 20th September at 8.00pm in the Community Office

Present:

Councillors:

Tim Horton – Vice-Chair
Ted Backhouse
Barry Adby
Harvey Batten

Officer:

Kristina Tynan

22/11 Apologies for absence

Tony Williamson, Rhian Woods, Ian Hill, Charles Rowton-Lee

23/11 Chairman's Remarks

Tim Horton said how shocked we were to hear the news about Barbara Williamson. We wish her a speedy recovery and our thoughts are with her and Tony.

23/11 Minutes from the Meeting on the 31st May 2011 were received by Council on 14/6/2011

Resolved: That these minutes were agreed as a correct record and that they be signed by the Chairman.

24/11 Matters Arising

There were none other than agenda items.

25/11 Declarations of Interest

There were none.

26/11 Budget Update for 2011/2012

The budget update was gone through item by item and it was agreed that all items seemed to currently be in line with the time of year and that there were no areas of concern. It was noted that the CAB and Youth Club grant have not yet been paid and we have not received a bill from SODC for the car park lighting for 2010/2011.

The amount which will be in earmarked reserves for the Public Conveniences at the end of March 2012 was discussed and it was thought that perhaps this money could be used towards some refurbishment. Discussion also took place about the further 20 years to run on the agreement with SODC and that perhaps this should be subject to RPI.

It was agreed that the Operations Committee be asked to look at the cost and increase of our energy costs and see if this will affect the budget.

Resolved: That the Clerk contact CAB and Youth Club and request a copy of their latest accounts

CAB and Youth Club grants to be an agenda item for the next meeting.

The budget update is attached to these minutes.

27/11 Car Park Budget/Contribution

Watlington Business Association have agreed that all businesses should pay £100 pa for 2011/2012. The Clerk to invoice all businesses this amount. It was also noted that the WBA have kindly agreed to collect in payments from the WBA members. There was a suggestion that perhaps payment could in future be made by BACS or standing order. An update on the Car Park finances etc will be sent out with the invoice for information. The Clerk has been chasing the Co-op up about the agreement and payment.

28/11 Staff Annual Reviews - Procedure

Discussion took place on setting a procedure for 3 employees, full time and part time. It was noted that salaries are a big part of our budget. It was agreed that our staff are a very valuable commodity to the community. We need to look at giving them professional enhancement with a view to seeing what our needs as an organisation are in conjunction with the individuals. We should ask them to reflect on positives and need and what they may like to do to enhance their jobs. We can then draw up objectives for key staff for the next financial year and have a sharper focus to staff appraisals. The booklet 'How to be a good employee' should be read by all members.

It was agreed that the Clerk to review herself and her staff to see what they would like to do to see improvement in their work and their happiness. The Clerk to see if there is any advice available from OALC. It was thought this should then be discussed by the Strategy Committee. It was noted that we will be having a Committee Review in January.

29/11 Correspondence

- 1.Oxfordshire Association of the Blind – request for grant – **Office has dealt with**
- 2.Oxfordshire Carer's Forum – **Office has dealt with.**

30/11 Review of Financial Regulations 2011

Agreed to Defer to the next meeting.

31/11 Items for Next Meeting.

External Audit Report
Internal Audit Review
Budget Review and Budget 2012/13
Review of Financial Regulations
Grants to Youth Club and CAB

32/11 Any Other Business

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.20PM

