

Minutes of the Meeting of the Finance Committee Held on Tuesday 17th September 2013 at 8.00pm in the Community Office

Present:

Councillors:

Tim Horton – Chairman
Tony Williamson
Barry Adby
Ian Hill

Officer:

Kristina Tynan

Members of the Public: 3

41/13 Apologies for absence
Roddy Orr, Harvey Batten

42/13 To approve the Minutes from the Meeting on the 25th June 2013 which were received by Council on 9th July and Minutes from the Meeting held on 23rd July which were received by Council at the meeting held also on the 23/7/2013

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

43/13 Matters Arising
Office outside decorating – This will start in two weeks.

44/13 Declarations of Interest

45/13 Budget/Reserves

1. **2012/2013 External Audit Report** – this was attached to the agenda, It was noted that the issue of fixed assets was raised as some assets have been disclosed at a nil value. KT to check this and report back to the next meeting.

KT and RO will be meeting up to discuss depreciation of assets.

2. **2013/2014 Budget Update** – This was updated to the 30/8/2013 and was for a 5 month period. It was noted that all figures were satisfactory for this time of year. At the meeting in October we will have 6 months information to look at. Regarding the Car Park the WPC always pays $\frac{1}{4}$ of the budget with the traders paying $\frac{3}{4}$ of the budget. Any unspent monies are put into the Car Park earmarked reserves budget.

3. **Budget 2014/2015** – A timetable was agreed for this and the precept figure: Precept needs to be notified to SODC by 10th January however as our Full Council meeting is on the 14th January TH stated that they are prepared for us to let them have it on the 15th January 2014.

Finance Meetings - Tuesday 19th November – MEETING CANCELLED
Monday 25th November 2013 8pm Community Office
Thursday 9th January 2014 8pm Community Office

Full Council Meeting Tuesday 14th January 2014

These dates will then fit in with the Committees that need to feedback information to the Finance Committee.

KT will email these dates to all Councillors

There is a SODC Precept briefing meeting at SODC on the 16th October and TH and KT will attend this. The meeting hopefully will inform us of the gap in Government funding and if/how SODC will grant aid. Last year we received £5000 which made up most of the difference of the £6,000 gap. Also we are not yet clear whether we will be able to increase the precept or if it will be capped.

4. Budget Pressures

Tree matters – TH asked that the Tree Wardens could estimate a sum for the budget which may be needed for the works.

Hedge Cutting needed in Sports Field- one quote has been received and we are awaiting two more and then the Operations Committee will be able to give a figure for the next year's budget. It was noted that a sum may also be needed for the hedge on the Shirburn Road side.

Neighbourhood Plan – TH hoped that we will have a clearer picture of what is going to be done in practical terms and hoped that there is some financial figure given for the next year's budget. It was noted that SODC do have some money which will be allocated to those who are doing a NP. It was agreed that SODC be contacted to see if we can get some information about allocation of these funds.

TH stated that he could see that at least 2 printed documents will need to be sent to all households in the parish at some point.

Town Hall Charity Body – TH stated that the trustees felt last year that they were underfunded by the WPC and it was noted that they need to put their bid in for next year's budget soon.

Reserves – TH said that we will need to form a policy for how we put in a reserve for future items needed.

Pavilion – It was noted that there seems to be a lot more activity at the pavilion and this may be an area that WPC will need to look into further supporting. A budget bid will be coming from the Pavilion committee.

Youth Club Grant – It was suggested that the Committee look into setting the grant and then take out the rent payment they pay at the Pavilion.

New Skateboarding Facility – It was noted that we are not expecting a request for this for the next year but we will need to get some clarification from the group on this. KT to contact them.

All Councillors to note the above when they are considering committee budgets for next year.

46/13 Staff Issues

1. **Staff reviews and designated responsibilities** – Update by Ian Hill -This will be taken in Confidential Session at the end of the meeting.

2. **Staff training** – BT wishes to attend a First Aid Course – KT to find out information on this and costs for the next meeting.

3. **Pensions** - TH

47/13 Other Financial Issues

1. **Car Park Contributions** – Update of Contributions made to date- These were noted. It was Suggested that we need to look at the Co-op and if an increase at RPI rate would be appropriate. TH will work on contacting Barclays Bank for a contribution.

2. **Office Equipment - Extra telephone-** This is still under review.

3. **Sports Club request – Floodlights** – information was attached to the agenda.

After discussion on this issue it was:

Resolved: That the Finance Committee would be prepared to purchase, own and put on the WPC asset list depending on the decision of the Pavilion and Sports Field Committee. It was noted that we will need to see where the funding is coming from and if there any limitations on funding. It was noted that if this did happen that the Sports Club would pay the insurance amount approx £50pa and that this would be added to the Annual Sports Club contribution. It was noted that the request would come to the Finance Committee if agreed by the Sports Club and Pavilion Committee on headed paper and with all supporting documentation.

4. **Purchase of the latest Charles Arnold Baker** – This was agreed.

5. **Bank Account update/changing accounts** – Nothing to report.

6. **Review of Financial Regulations for 2013/2014** – last year's regulations were attached to the agenda. It was agreed to remove paragraph 8.2 ,change 11.1 (b) (g) and (i) to read £60,000 not £50,000 (which then matches up with our Standing Orders).

RECOMMENDATION TO COUNCIL: That the attached Financial Regulations for 2013/2014 be agreed.

48/13 General Issues

Accounts for Payment List for Full Council Meetings – It was noted that these will now have Receipts included.

49/13 Correspondence

There was no correspondence to be discussed.

50/13 Items for Next Meeting.

Budget Update – 6 months review

Budget 2014/2015

51/13 Any Other Business

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.45PM AND WENT INTO CONFIDENTIAL SESSION TO DISCUSS STAFF ISSUES.

THE CLERK LEFT THE MEETING AT THIS TIME.

TIM HORTON WILL ISSUE A CONFIDENTIAL NOTE ON THIS TO ALL COUNCILLORS.

According to:

Confidential Items EXCLUSION OF THE PUBLIC

RESOLVED: THAT under Section 100(A)(4) of the Local Government Act 1972, the public

be excluded from the meeting for items of business of the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 7,8 and 9 of Part I of Schedule 12A to the Act.