



Minutes of the Meeting of the Finance Committee Held on Tuesday 29th September 2015 at 8.00pm In the Community Office

Present:

Councillors:

Ian Hill (IH)
Matt Reid (MR)
Tony Williamson (TW)
Roger Beattie (RB)
Tom Bindoff (TB)

Officer:

Kristina Tynan (KT)

39/15 Apologies for absence

There were none.

40/15 Chairman's Remarks

There were none.

41/15 To approve the Minutes from the Meeting on the 21st July 2015 which were received by Council on 8/9/015

One amendment to the minutes was agreed: Minute 32/15 item 4 page 14. That the 'Town Hall Committee' should be changed to 'Town Hall Trust Body'.

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

42/15 Matters Arising

There were none other than agenda items.

43/15 Declarations of Interest

There were none.

44/15 Budget and Reserves and Financial Issues for discussion

1. Budget 2015/2016 – Review.

The committee accepted the updated budget figures which are shown at the end of these minutes

2. Budget Preparation 2016/2017 – IH to update on SODC Street Cleansing Payments following SODC meeting (22/9/15)

IH reported on the SODC Scrutiny Meeting he had attended on 22/9/2015 and which he spoke at. He stated that SODC have been paying us and also BIFFA to clean the streets. In reality BIFFA come twice a week to Watlington and because we have already cleaned the streets, they then leave without doing anything. We are one of twelve parishes that signed up to this scheme back in 1992. SODC used to contract their street cleaning on a place by place basis but now the contract includes all places with no specific list of jobs. They cannot change the BIFFA contract so are now suggesting not paying the parishes to do this work. Didcot Town Council did not sign up to this scheme back in 1992 and they are suggesting that this money should not be given to the Parishes who did sign up. The Scrutiny Committee were not keen of the proposal as a whole and agreed that this issue should be re-looked at and will come back to the Scrutiny Committee in a few weeks. IH said that we need to consider implications for our budget next year. IH said that Radio Oxford have picked up this issue.

Another issue arising which may also have implications on our budget is the **Children's Centre**. We may be asked for a 3K contribution along with Chinnor to help towards the Watlington and Chalgrove Children's Centre. IH had a meeting with Helen Rints this morning to discuss this issue and at present there is a budget of £100,000 of which £25,000 goes to pay a full time person to run it. Some of the money comes from the Health Service budget and this proportion would continue just not the money that OCC puts into it.

MR suggested that we should engage our community and sound out the public's view on this issue.

3. Neighbourhood Plan –Budget

The current position given out prior to the meeting by KT was noted.

3i) **Question from Terry Jackson-** *'During the period for which the NP was frozen, it doesn't seem right that the NP budget pays for the work she was doing for the WPC and not the NP between May and August. Could this period be added onto her contract for the benefit of the NPF?'*

This was discussed and KT stated that RG only did a few days' work for WPC once she had completed all the outstanding actions and printing and filing on all the material to bring everything completely up to date. It was then the summer holidays which RG did not work. It was noted that RG will work for both the NP Steering Committee and the NP Forum.

Resolved: That RG be paid out the NP Budget not the WPC Budget.

4. To recommend approval to FC of the Annual Return now that BDO have given their audit approval – External Audit Sheet is attached to these minutes.

RECOMMENDATION TO COUNCIL: To approve the External Audit and to note that there were no matters/issue that BDO need to bring to Council's attention.

5. **Car Park Contributions** – TW stated that there is a signed agreement with the Co-op from 2009 which included Heads of Terms. At the end of a 5 year period the amount should be increased by the RPI (which is 9.07%). He stated that the letter we received from the Co-op did not refer to the Heads of Terms.

TW drafted a letter to the Co-op on this issue which was approved by IH and was sent by the Clerk to the Solicitor for the Co-op.

KT reported that the trader's contribution is coming in steadily.

45/15 Staff Issues

1. **Staff Reviews** – KT and RG have been reviewed by TW and IH. Still need to do BT and CW. IH will write up notes on the reviews when they have all been completed.

2. **Review of Staffing Needs** – A group (TW, MR, TB and IH) was identified at the last meeting to meet and discuss this issue. TW will set up a meeting.

3. **Pensions** – RB reported that OALC have sent advice on this today and TW will look at this and report back to the next meeting.

46/15 Other Financial Issues

1. **BACS procedure** – The procedure is laid out in our Financial Regulations. KT is waiting to receive a Waiver form which needs to be completed before we can do BACS from Barclays.

2. **Treatment of CIL monies.** - KT has sent an email to OCC asking what 106 money is available but has received no response to date.

3. **Business Rates** – MR is investigating ways that our Business rates could be reduced. TW reported that we have looked into this in the past and as the WPC have 3 rateable properties they are not eligible for any reductions. MR will further investigate and report back to the next meeting.

4. **Sport Club Barriers/Dug Outs – Asking the WPC to purchase/Own and add to Asset Register and our Insurance.**

RECOMMENDATION TO COUNCIL: That subject to the approval of Beechwood Estates WPC will purchase, own and insure the remaining barriers and the dug-outs.

5. Accounting procedure of the pavilion bar – TW stated that WPC need to be able to see annual accounts and the proper procedure for the bar which is provided in a WPC property. MR said that this is being looked into by the Sports Club, WTFC and CC and thinks it will be agreed very shortly. TW said that he hoped we could see this done by the next Finance meeting.

47/15 General Issues

- a) **Police office in Community Office – KT has sent a letter on this.**
- b) **EcotecWorld** – MR said he was investigating this issue and will continue to do so.
- c) **Broadband Provider for WPC** – IH/MR are looking into changing our current provider.

48/15 Correspondence

- 1. **SODC – Street Cleansing Payment** – Discussed above. Noted.

49/15 Items for Next Meeting.

There were no items noted.

50/15 Any Other Business

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.15PM