



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

Present:

Councillors:

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

Officer:

Kristina Tynan (KT)

13/18 Apologies for absence
Roger Beattie.

14/18 Election of Vice-Chairman
MR nominated Stephanie Van de Pette and this was seconded by IH. There were no other nominations.

Resolved: That Stephanie Van de Pette be unanimously elected as Vice-Chair.

15/18 To approve the Minutes from the Meeting on the 28th June 2018 which were received by Council on 10/7/2018

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

16/18 Matters Arising
None

17/18 Declarations of Interest
There were none notified.

18/18 Budget

1. **Budget 2018/2019** – Attached to these minutes.

SVP said that she would review the format of these to make it clear what is income, expenditure and grant payments. FL also requested that we distinguish between revenue and capital.

The budget was discussed in detail and noted. SVP stated that the WPC have a number of buildings that are hired out and we should look to get more income and promote these more.

2. **Budget 2019/2020** – Initial discussion

Items notes which to be taken in consideration of the budget next year:

- MUGA £200,000 +
- Election costs circa. £2,000
- Strategic plan items, where appropriate

SVP said we should aim to obtain Power of Competence status after the election next year. It was noted that we should soon be receiving CIL money that will require a separate bank account.

3. **Three Year Budget Forecast**

SVP will draft this up for the next meeting.

19/18

General Issues

1. **Financial Regulations for 2018/2019** – These have now been agreed by Full Council. Discussion of these and actions needed to comply. Now these have been adopted there are a number of tasks that the Responsible Financial Officer (RFO) and Finance Committee need to undertake. KT and Rachel Gill will go through the list of requirements needed as discussed and action as appropriate. The Financial Regulations will now be put on the website.
2. **Rent Review of Sports Field** – There is no update on this. It was suggested that we contact Peter Canavan who is now working for Carter Jonas.
3. **Youth Club Earmarked Fund** – NS said that the youth club has requested that their funds be transferred to the Parish Council to be used for capital expenditure for to benefit the youth in the town. There is in the region of £28,000 in the account. Discussion took place on whether it should be in a separate account or earmarked for this.

RECOMMENDATION TO COUNCIL: That we agree to receive these funds from the Youth Club which are to be used for capital expenditure for the benefit of youth in the town.

4. **Comet Bus Service** – IH gave out figures and information on this service. He stated that a lot of people from Chalgrove are now using this service but Chalgrove Parish Council (CPC) do not subsidise the service. Approximately 50% of the passengers get on in Chalgrove. He said that he is minded to ask CPC to provide some subsidy.

Resolved: That we ask CPC to provide a subsidy for the Comet Service. IH/KT will draft a letter.

5. **Website** – KT said that the Vision ICT website contract ends in December. It was noted that the website is very slow and dated looking. Vision ICT have provided a quote for an upgraded version. SVP and KT to meet up and investigate this.

Resolved: To authorise up to £1,000 spend on an upgraded website from Vision ICT.

6. **Terms of Reference Review**

Draft Terms of Reference were discussed.

RECOMMENDATION TO COUNCIL: That the Finance Terms of Reference be agreed.

7. **Churchyard Grants** – This was referred to Finance from Full Council, following the letter in Clerks and Councils Direct on the fact that NALC and Charles Arnold Baker had differing views. TW had a question on this which KT will send to OALC.

20/18

Staff Issues

1. **Annual Staff Reviews** – Format of these as the ones last year were not very useful for our staff. SVP and NS to draft a new template.
2. **Pensions** – The SAGE programme now works with the NEST programme.

21/18

Correspondence

1. **Barclays Notice of Changes to Community Accounts** – It was noted that we will now have charges added to our account as we have passed the £100.000 threshold. It was thought we could ask SODC if our two six monthly payments could be paid into two different bank accounts. KT to speak to SODC.

Discussion also took place on our interest rates and whether we should look into changing banks or putting earmarked funds into a different account. SVP will speak to a financial advisor.

22/18

Any Other Business

Charlotte Coxe Trust – A recommendation is needed for Full Council for the 9th October. MR, IH and TW have drawn up a paper. It was agreed that we hold a Special Finance Meeting on Monday 1st October to discuss this item only.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 10PM