



Minutes of the Meeting of the Finance Committee Held on Thursday 7th March 2019 at 8pm in the Community Office

Present:

Councillors:

Nicky Smallbone (NS) - Chair
Stephanie Van de Pette (SVP) – Vice-Chair
Ian Hill (IH)
Matt Reid (MR)

Officer:

Kristina Tynan (KT)

01/19 Apologies for absence

Roger Beattie.

02/19 To approve the Minutes from the meetings on 27th November and 17th December 2018 which were received by Council on 11/12/2018 and the 15/1/2019 respectively.

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

03/19 Matters Arising

There were none other than agenda items.

04/19 Declarations of Interest

There were none notified.

05/19 Update on Existing Issues

1 Financial Regulations for 2018/2019 – KT will check if there are any outstanding actions that need addressing.

2 Rent Review of Sports Field

IH had drafted a letter to Jonas Carter, which has been sent to our Agent for comments. This will be sent in the next few days.

3 Watlington Young Peoples Fund

A letter and transfer agreement document had been received from Carolyn Martin (Trustee) which states that they believe the Watlington Young People's Fund (WYPF) should be transferred to Watlington Parish Council to be held as a separate fund.

RECOMMENDATION TO COUNCIL: That Council sign the agreement to transfer the Watlington Young People's Fund to Watlington Parish Council and to agree to only spend the funds to help secure a long term dedicated building for the use of Young People or if not used for this purpose within five years from the transfer date, to only spend on charitable purposes following advice from residents of the Parish.

4 Grant Making Policy and Application Form

It was noted that this has been approved at Full Council

06/19 Budget

1 **Budget 2018/2019** – the Clerk is currently working on updating this. It will be Year End on 31/3/2019.

6.2 **Budget 2019/2020**

Funding of the Welcome to Watlington Leaflet – The Communication Group has asked that the committee discuss engaging a professional designer and printer to produce this and allocate £1000 to this project.

After discussion the following was agreed:

RECOMMENDATION TO COUNCIL: That we give a copy of the Watlington Times with a Welcome to Watlington Flyer (draft below) to all new houses built in our Parish.



07/19 Requests for Grants

WBA Watlington Business Association – Oxfordshire Art Week grant request.

Full Council at the meeting of 12th February delegated this to Finance Committee to make a decision as Full Council was not quorate to resolve it.

Resolved: That WPC awards £250 towards the Art Weeks promotional material.

08/19 General Financial Issues

1 **Bank account review**

It was noted that there will be a meeting on the 29th April with Mark Davies from CCLA.

2. **Discussion of purchasing an Electric Vehicle for the Watlington Caretaker**

It was noted that the SSE Resilience Fund have grants available.

Resolved: That this is progressed and that we try to get funding.

3. **Community and Volunteer Awards- 8th June 2-10**

The Watlington Club have offered to host the event and to date 40 organisations have been approached to see if they want to have a stall to promote their groups. 16 have requested a stall to date. The format will be that groups can encourage people to join them with the Award Ceremony taking place after. The event would take place between 9-12pm. There will be a number of awards, final categories will be confirmed shortly. Residents/businesses etc will need to nominate people.

RECOMMENDATION TO COUNCIL: That Council agrees to support the Watlington Community & Volunteer Awards in conjunction with Watlington Club and to contribute £200 to the funding of the event on the 8th June.

09/19 Staff Issues

1 **Annual Staff Reviews** – These have now taken place
One staff member has asked to have First Aid training.

2 **Training**

It was thought it would be a good idea to have another Defibrillator Training Event for the community in Sept/October.

It was also thought that having a group training session for the new Council after May would be a good idea.

10/19 Correspondence/Information

1 **Clean Slate** – request for support for funding.

2 **Home Start** – request for funding.

3 **Sue Ryder**- request for a donation.

It was noted that none of the groups fit with our criteria for awarding grants.

Resolved: That we write back to the groups above saying that we cannot help them with funding.

11/19 Any Other Business

Cricket Club Issues – It was noted that they have sent an email raising issues such as container insurance, tea urn, CCTV etc. The Clerk will respond and will send a copy to Finance Members.

Icknield Community College – Work experience – We will be having a student for work experience 29th April – 3rd May 2019 to help our Watlington Caretaker. OxLep have visited today to make sure all the necessary checks, forms and insurance are place. These were all in order.

12/19 Items for the Next Meeting

1 Draft investment strategy - SvP

2 Draft reserves policy - SvP

3 Three- year budget forecast – SvP

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.25PM