



## Minutes of the Finance Committee Held on Thursday 24<sup>th</sup> March 2022 at 7pm in the Parish Office

**Present:**

**Councillors:**

Tim Horton (TH) - Chair  
Steve Bolingbroke (SB)  
Matt Reid (MR)

**Officer:**

Kristina Tynan (KT)

13/22 Apologies for absence

Roger Beattie, Ian Hill.

14/22 Approval of Minutes from 27<sup>th</sup> January and 3<sup>rd</sup> March 2022 which were received by Council on 8/2/2022 and 8/3/2022

**Resolved:** That the Minutes from the Meeting on the 27<sup>th</sup> January 2022 and 3<sup>rd</sup> March 2022 which were received by Council on 8/2/2022 and 8/3/2022 be agreed as a correct record.

15/22 Matters Arising

**CIL** (Minute 11/22 refers) – SODC have been notified that we wish to take all CIL money owed.

**Tree Work Tender** (Minutes 05/22 3 refers) – It was noted that there was an incorrect report in the Henley Standard which stated that CWT would be paid the money not the tree contractor. The Clerk has asked that this be reported correctly.

16/22 Chairman's Remarks

TH said that he will not continue on this committee after the Annual Meeting of the Parish Council as he will be absent for 3 months next winter and want to reduce his commitments. He thanked all the committee for the work they have put in during his term as Chairman.

16/22 Declarations of Interest

There were none notified.

17/22 Financial Issues

1. **Risk Register Review** – IH/MR – Deferred to the next meeting.

2. **Budget 2021/2022-**

It was noted that there will be an underspend this year and the Clerk will send this as soon as the Year End is completed. The accruals, reserves and sinking funds will also be adjusted.

3. **Pavilion Budget Issue 2022/2023**

SB stated that there had been a double counting of income in these accounts which needs to be rectified. This means the WPC will need to contribute an extra £5K making the cost to the Parish £8096.12 instead of £3096.12. It was noted that this will give the WPC a deficit budget of £5K. Options could be to spend £5K less, this was not thought possible, agree to have a deficit budget or request an additional subsidy for the pavilion from general reserves. It was agreed to note that there will be a transfer to general reserves of approx. £11K following the year end and this can be better identified at the next Finance meeting.

4. **Staff Reviews and Remit for Staff Pay** (update from OALC attached) – There was some initial discussion on this and TH and MR to further discuss the Clerk’s salary. This will be an item for the next meeting.

5. **To approve the spend of £6K from the Car Park sinking fund.** The current funds stands at £35,237.00  
**RECOMMENDATION TO COUNCIL:** That Council approve £6K on the car park sinking fund to be used for the EV charging points in this location.

6. **Preferred Contactors List** – The list provided from the office was useful. There was discussion that it would be good to have a process that the Clerk can instruct contractors on this list without having to get 3 quotes all the time.

**RECOMMENDATION:** That for areas of general maintenance the Clerk is allowed to appoint as per our Financial Regulations 4.1 ‘the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2,000’.

7. **Tendering Process** -This is set out in our Financial Regulations, but it is thought it could be ambiguous. It was agreed that the Clerk look to see if there are any training courses for parish councils on this.

8. **To agree to put CIL funds in our Unity Bank Account**

**Resolved:** That the forthcoming CIL funds to be put in our Unity Trust Account.

9. **Rec Master Plan**

SB reported that we asked for 3 quotes from architects, one declined and the other two quoted. The committee endorsed the appointment of David Parker Architects for this project.

#### 18/22 Grant Requests

1. **Riverside Counselling** – they support mental health and wellbeing of adults and young people in South Oxfordshire

It was agreed to send a supportive letter but that we do not give them a grant.

2. Grant Request for Under 5’s Project and Queen’s Jubilee – Margaret Noon had sent the following proposal  
**Under 5 Project**

##### **Intent**

- To educate and provide opportunities for the youngest sector of the community to understand and contribute to the protection of the planet.
- In Oxfordshire’s Year of Communication and Interaction, to support parents and Early Years educators in recognising and developing effective strategies for language comprehension and a life- long love of reading.

##### **Implementation**

- Support and enhance existing activities and practices such as Forest School and Rainbow waste management teaching.
- Develop opportunities for the active participation of children in the relevant WPC Environmental projects such as wildflower planting.
- Provide training and guidance for parents on developing effective strategies for sharing books and developing language and literacy skills.
- Provide suitable resources
- Engage Library staff and parents in the implementation of the strategy

##### **Funding**

The project relies mainly on book resources (£250) and practical materials (cost dependent on the environmental projects). I am therefore requesting financial support of £500 as a start -up.



### Queens Platinum Jubilee

MN requested that WPC give a small gift to the children, as at the last commemorative event. She asked that a Wildflower Rewilding Seed MIX @ a cost of 95p each, be given as a suitable inexpensive and appropriate memento (these can be branded). This would be given to about 300 children at the Primary school, First Steps, Rainbow Nursery and Mustard Seeds

After discussion it was:

**Resolved:** To allocate up to £850 for both Under 5's Project and the Queens Platinum Jubilee commemoration gift and this to be taken out of the Environmental Grant budget for 2021/2022.

#### 19/22 Sports Field Rent Review -Update SB

SB said there was no update, and he would further contact Richard Drew

#### 20/22 Correspondence

There was no correspondence that needed discussion.

#### 21/22 Any Other Business

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 8.50PM**