



Minutes of the Meeting of the Finance Committee Held on Thursday 31st October 2019 at 8pm in the Community Office

Present:

Councillors:

Nicky Smallbone (NS)
Ian Hill (IH)
Matt Reid (MR)
Roger Beattie (RB)
Tim Horton (TH)

Officer:

Kristina Tynan (KT)

39/10

Apologies for absence
Nick Hancock (NH)

40/19

Approval of Minutes

Resolved: To approve the Minutes from the Meeting on the 5th September 2019 which were received by Council on 9/7/2019

41/19

Matters Arising

Car Park Contributions (Minute 32/19 refers) – It was noted that we have now received payment from the Co-op for 2018/2019. TH said that he thought that we should have a strengthened contract between WPC and the Co-op. It was agreed that we look at doing this in the New Year. TH/KT will draft this.

42/10

Declarations of Interest

There were no declarations of interest notified

Update on Existing Issues

43/19

Rent Review of Sports Field – IH said that he had spoken with our Land Agent and she is still waiting to hear from Jonas Carter. She has sent a letter requesting some action. KT reported that she had emailed 137 Parish Councils to see if they lease a sports field and if so what the size and annual payment is. This information is in the process of being collated.

Councillor Training – If this is to take place, we will need to organise a date.

44/19

Grants Requests

1. **Request from Watlington Art Weeks** – KT to send them a grant application form to fill in. It was agreed to ask WBA if they noticed an increase in trade when the Art Weeks was held in May 2019.

Budget

1. **Budget 2019/2020** – 6 months update will be emailed out.

The current updated budget is attached to these minutes. There was discussion held on this and the current budget position was noted. It was noted that some budget items should be merged eg Computer Support and Website.

a) **Consideration of the amount of grant given to CAB** – It had been discussed at the last meeting and after consideration now that CAB no longer holds sessions in Watlington the committee felt it was time to reduce the amount given which currently is £1000pa. It was noted that most Parish Councils give substantially less, and we have a lot of demands on our budget.

RECOMMENDATION TO COUNCIL: That we reduce the annual grant given to CAB to £200.

b) **CIL update and information needed to be put on our website** – The amount of CIL we currently have is £19,025.67. An annual report must be put on our website to account for CIL receipts and payments. The office will do this. It was also agreed that we have a meeting with the CIL officer at SODC to confirm what projects CIL money could be used for.

b) **Any other issues.**

TOE Grant for Footpath 13 – We have just received notification that we are awarded the requested grant for these works. A small report will be put in the Watlington Parish Council article to the Watlington Times.

Earmarked Funds – Discussion took place on which items should be earmarked in not spent in this financial year. Several budget items were agreed to be earmarked eg MUGA, Performance Space if not spent. This will be further discussed at the November meeting.

Representation on Watlington Business Association – Following the resignation of Steph Van de Pette it was suggested that we need to nominate another representative.

RECOMMENDATION TO COUNCIL: That Matt Reid be the WPC representative on the Watlington Business Association.

2. Budget 2020/2021

Initial discussion on items.

a) **Email addresses for all Councillors** – MR to update and provide firm costings. This issue was discussed and at the present time it was thought it would not be worth doing.

b) **NPAB and Legal costs** – It was noted that currently it has been agreed that if we need to have legal representation we will use our reserves. No legal costs have been incurred to date.

c) Budget requests from Committees

The following new 'projects' had been received and there was initial discussion on these. The Clerk will prepare a draft budget for 2020/2021 and the amounts to be allocated will be discussed at the next meeting. It was noted that the committee need some more detailed information on the Conservation Re-appraisal and what it entails and who would be doing it.

Project	Total Cost estimate	Comment
Speed Device	£5,000	Could be a single device transferable between a number of posts
Funding for 20mph limit	£4,000	Pyrtton Lane only (9/4/19)

		£2,600 of this is for public consultation and traffic order which (we understand) would not be very different whether it covered just Pyrton Lane or all the routes through town
Climate Actions for Watlington	£3,000	Climate Action Group estimate for a specific WCAG website and training for a energy audit surveyor
New Posts for Recreation Car Park	£700	18 posts including replacement and new posts
Improvement of facilities for dog waste		No costs yet
Performance Space	£30,000	Estimate for full project based on conversation with possible suppliers. Grants will need to be sought
MUGA	£200,000	Estimate for full project based on conversation with possible suppliers. Grants will need to be sought.
Possible Replacement Equipment for the I-Play and removal of the item.	£20,000	Notional figure – depends on what we decide on
Church Lane – New Wall		No costs yet – possibly minimal
Drinking fountain	£500 £3,500	Depending on type
Conservation Area Re-appraisal	£3000.00	Need some more detailed information
Community Awards 2020		
Christmas Common Traffic Calming		Still waiting for OCC cost estimates. Need to check if CIL money can be used.
Pyrton Lane Traffic Calming	£6000 to £10,000	Pyrton Lane Traffic Group request. Need to check if CIL money can be used.

3. **Three Year Budget Forecast** – NS has sent this out. No discussion took place on this.

4. **Precept 2020/2021** – It was noted that currently inflation is 2.3% (RPI) and the initial thought is that the precept should not be raised above this. IH raised the suggestion of whether a Climate Emergency addition would be permitted and acceptable to residents. This to be further discussed at the next meeting.

46/19

General Financial Issues

1. **Bank account review** – On-going

47/19

Staff Issues

1. **Training** – Group Training for all Councillors - If this is to take place a date will need to be agreed. At the moment there is a lot of pressure on Councillors' time.

48/19

Proposal of a Watlington Foundation – TH provided a paper on this and there was some discussion. It was felt that this is not a Finance Council issue.

RECOMMENDATION TO STRATEGY COMMITTEE – That this be an agenda item for the January 2020 Strategy Committee meeting. An audit of existing charities in Watlington would be needed.

49/19

Correspondence/Information

1. Moore – Report from External Auditor – **Noted.**
2. Pension Regulator - Redeclaration needed by September 2020- **Noted.**
3. OALC – Local Government Audit update – For information- **Noted**

4. SODC Capital Grant Scheme – This is now open. Max amount per application is £75,000-
Noted

5. SODC – Community Enablement Team – **A meeting is being arranged with SODC. IH and NS will attend this.**

50/19

Any Other Business

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 10PM

Items for the Next Meeting on items not included in the Minutes

Financial regulations Review 2019/2020 - IH/NS /KT to review

Draft Financial Review Policy- NS/NH

Draft Investment Strategy NS/NH

Grant Policy - NS/NH