



## Minutes of the 'Zoom' Meeting of the Finance Committee Held on Thursday 24<sup>th</sup> September 2020 at 7pm

**Present:**

**Councillors:**

Nicky Smallbone (NS) - Chair  
Roger Beattie (RB)  
Matt Reid (MR)

**Officer:**

Kristina Tynan (KT)

26/20 Apologies for absence  
Ian Hill, Tim Horton.

27/20 Approval of Minutes

**Resolved:** That the Minutes from the Meeting held on the 30<sup>th</sup> June 2020, which were received by Council on 14<sup>th</sup> July 2020 be approved and signed by the Chairman when possible.

28/20 Matters Arising

There were no matters arising other than agenda items.

29/20 Declarations of Interest

There were no declarations of interest notified.

30/20 Update on Existing Issues

1. **Rent Review of Sports Field** –WPC have sent another letter to Jonas Carter and to the Beechwood Board.

2. **Bank account review**

**RECOMMENDATION TO COUNCIL:** That we open an additional High Street account with another Bank and put £80,000 into it. This is to ensure that our money is not all in one place.

3. **Staff Reveiws** – These will take place at an appropriate time perhaps in Spring 2021. It was noted that CW is now only doing 4 hours a month and it was agreed that we should look at some extra cover for the office.

31/20 Grants Requests

There have been no requests.

32/20 Budget

1. **Budget 2020/2021** – The update is attached to these minutes.

**Legal Costs** - It was noted that we have not been invoiced for CCT and rent review of the Sports Field and the cost due is unknown at this stage. There may also be further legal costs in relation to the Chalgrove Airfield application as this development would severely affect Watlington.

2. **Three Year Budget Forecast** – This has been put on hold due to the uncertainties in the present climate.

3. **Children's Centre** – They will be sending an update shortly and have advised us that they will be applying for a grant for this financial year.

### 33/20 Financial Issues

#### 1. **Car Park Hill Road**

a) To agree when invoices should be sent out to businesses for contributions  
It was noted that businesses in Watlington have been doing well during the current time.

**Resolved:** That invoices be sent out now.

b) **Co-op** – The Co-op had made no payments for 2019/2020. A meeting had been arranged with them but did not take place due to COVID 19. It was noted that the Co-op lorries regularly block Watcombe Road.

TH has been tasked to draft a letter to the Co-op and/or arrange a remote meeting.

c) **Car Park Business Rates** – These have been reduced and backdated to 2017. We will be receiving a refund for each year since 2017.

d) **Discussion on installing an Electric Vehicle Charging Point** – Awaiting information from SODC regarding usage/costs etc.

2. **Allotment Water Upgrade** – It was agreed that we do not upgrade the water system at the present time.

3. **CIL** – It was noted that the Operations Committee have requested that CIL money be used to fund the SID's and the Finance Committee agreed that this would be a project that would be an appropriate use of CIL funds.

4. **Sinking Funds** – TH had asked for this to be on the agenda. There was no discussion on this as the committee were uncertain of the relevant issue to be debated.

#### 5. **Transport Group**

##### **Recommendation:**

The Watlington Transport Group sought advice from Community Transport Association and they said we should obtain legal advice regarding the setting up of a Charitable Company by guarantee or ltd by share which would be a wide reaching group that would be for the benefit of Watlington – initially achieving a community minibus and ask that WPC pay for this initial advice through their solicitor

There was discussion on this and it was thought that there is a lot of information on the setting up of a Charitable Company by Guarantee or Ltd by Share on the Charity Commission website. The information being sought on this is similar to the information sought for the CCT and therefore it was agreed specific legal advice is not needed at this stage. The Finance Committee would ask that the Transport Group formulate a detailed proposal and business plan in the first instance.

**Resolved:** That the Recommendation is not agreed.

### 34/20 Review of Policies

1. **Risk Register Review** – IH is reviewing our current register. It was thought that Rob Smith may give advice of H&S issues. This will be discussed at the next meeting.

2. **Investment Policy** – The Clerk will produce a first draft for the next meeting. To note that Parish Councils can invest monies in NS&I products as it is part of the UK Treasury Department.

### 35/20 Staff Issues

1. **Holiday Entitlement Due** – Due to Covid 19 it was noted that the Clerk and the Caretaker have taken one weeks holiday this year. There was discussion on this, and the following was agreed:  
**RECOMMENDATION TO COUNCIL:** That the Clerk be paid for two weeks holiday and that she takes two weeks holiday before the New Year. That the Caretaker can carry over two weeks holiday to next year and that he takes two weeks holiday before the New Year.

2. **Salary Reviews** – Information from NALC had been circulated to Members.

**Resolved:** That all staff receive the updated salary on their specific scales as detailed by NALC and this be backdated to 1 April 2020.

36/20 Correspondence/Information

**WADAC** – They have come to the decision to close the Thursday Club in the West Room and state they are very grateful for all the help the Parish Council has given over the years. It was noted that they were one of the regular users of the West Room. Due to Covid 19 there have been no booking since March 2020.

37/20 Any Other Business

38/20 Items for the Next Meeting

CIL wish list -if projects have been requested  
Financial regulations Review 2020/2021 - IH/NS /KT to review  
Risk Register – IH

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 7.50PM**