



Minutes of the Meeting of the Finance Committee Held on Thursday 30th September 2021 at 8pm in the Town Hall

Present:

Councillors:

Tim Horton (TH) - Chair
Ian Hill (IH)
Steve Bolingbroke (SB)
Matt Reid (MR)
Roger Beattie (RB)

Officer:

Kristina Tynan (KT)

- 42/21 Apologies for absence
There were none.
- 43/21 Approval of Minutes
Resolved: That the Minutes from the Meeting on the 29th July 2021 which were received by Council on 14/9/2021 be agreed and signed by the Chairman
- 44/21 Matters Arising
There were none other than agenda items.
- 45/21 Declarations of Interest
There were none other than agenda items.
- 46/21 Allotments Water Upgrade
A revised quotation of the works has been received and discussed and Full Council had agreed up to £3000 to spend towards this upgrade approx. £6K. It was noted that FvM is giving a County Councillor grant of £500 towards this scheme. The Allotment Committee are also holding a chutney bake sale in October to raise funds towards this. It was also noted that originally 3 quotes had been received after which their preferred contractor was agreed. After discussion the following was agreed:
RECOMMENDATION TO COUNCIL: That Council allocate up to £500 of additional funds so that this scheme can be completed in this financial year.
- 47/21 Consideration of purchasing an additional one or two SID's and Solar Panels
RECOMMENDATION TO COUNCIL – That Council purchase 1 SID and two extra solar panels from the General Reserve Fund at a cost of up £3K.
- 48/21 Budget
1. Update to 31/8/2021
The update to the Budget was accepted and is shown at the bottom of these minutes. It was noted that energy costs may increase and be more than was budgeted for. It was noted that the Mansle Gardens hedge will be replaced and £1000 from earmarked will be vired to do this and the remaining amount will be found within the current budget.

2. Initial Discussion on Budget 2022/2023

TH reported that Watlington are in 6th place on the precept table and have been for a number of years. It was noted that with getting new houses the precept will increase. SB noted that not all the budget was spent last year with about £20,000 going into Reserves. He said that in his view we should consider decreasing the precept in 2022/23. TH said that we may need to employ more consultants to move on with the chosen projects. There needs to be a strategic view of staff costs for this year. MR stated that some of our residents may feel more pressure on their money with increasing bills etc and we must be responsible to our community.

Operations will be proposing a scheme for a new path in Mansle Gardens within this budget.

49/21 Audit

1. External Audit Conclusion

RECOMMENDATION TO COUNCIL: That this report be accepted.

2. Appointment for Internal Auditor for 2021/2022

It was noted that Denise Allnut has been our internal auditor for 2 years. Previously we had Roger Symes who had been our IA for 15 years.

RECOMMENDATION TO COUNCIL: That we appoint Denise Allnut as our Internal Auditor for 2021/22.

50/21 Sports Pavilion

1. **Pavilion Accounts and Budget Update 2021/2022** – This was sent to all members and noted.

2. Email from Keith Woolfson re WTFC rent and bills

The following issues raised by KW were discussed:

A) It is only now in mid-September that we are finally getting full use of the pavilion (hall, kitchen): before this it was effectively out of bounds due to Covid as well as the actions of other parties beyond our control that rendered the hall unusable by anyone. We have not had the benefit of any income streams from the bar or kitchen to date. It might be fair to pay a half-rent for that whole period for example (as we still benefitted from changing rooms and storage, but not the public/hospitality side of the building)

RECOMMENDATION TO COUNCIL: That the rent that WTFC and WCC pay for the Sports Field be paid out of the COVID 19 grant for 2021/22

B) WTFC never claimed for replacement items that had to be thrown away as a result of the disastrous floods we had in the ceiling in January: Kit bags, kit garments, noticeboard, clock - all ruined by mould. This alone amounts to about £70.

Resolved: That WPC do not pay £70 for this damage

C) WTFC had to pay a £195 bill to fix the fence on the access road at short notice last month I know this has been passed to finance to debate, but WTFC should have been refunded straight away for sorting this out and plugging the gap at short notice

It was noted that this was in August when the Office was closed. KW had sent an email to the PSFC and had no response so as it was a safety issue, he arranged for this work to be done. The Clerk had a quote for this work and it was due to be done that week, but KW was unaware of this. It was noted there must be a clear line of contact and if the Clerk is not available the Chair of Finance should be contacted regarding urgent issues and if not available the Chair of the Council. KW will be informed of this for clarification for any future issues.

Resolved: That WPC pay WTFC £195 for the works carried out.

3. **Pavilion Management** – SB had circulated a paper prior to the meeting which relates to the motion he will be putting on the Full Council agenda.

4. Any other Pavilion Issues

Floodlights – It was noted that these were to be replaced by WTFC as they are dangerous. KT to email KW to see what is happening with them. They are now longer usable.

Youth Club – They will restart on Thursday 7th October.

51/21 Other Financial Issues

1. **Car Park Hill Road** – TH reported that we have received £9K from the Co-op which relates to previous financial years. The Clerk has put these into the earmarked reserves. They have not paid any bills relating to this year to date. We have received £1500 from our local businesses. There was a brief discussion on possible resurfacing and EV charging points.

2. **CIL Money from SODC** – Do we take the money from SODC – need to let them know by 30/9/2021
Resolved: That we do not receive CIL money at this point.

The next stage we can take payments will be April 2022 and it is hoped that at this stage some of the projects will be at a stage that this money will be needed.

3. **Staff Reviews and Remit for Staff Pay (No update from OALC as yet) Issues** - TH reported that he and Matt Reid will conduct the Clerks review and other staff will be done by MR and KT. These are to be done this month.

4. **Earmarked Funds Review** – An updated sheet had been sent to members. There was a brief discussion, and this will further be discussed at the next meeting. It was agreed that we will look at finding a way to identify accruals at the year-end separately to ‘unspent’ so that we have better visibility of what surplus there is.

52/21 Sports Field Rent Review -Update SB

SB reported that a meeting had taken place with Richard Drew, Land Agent for Beechwood Estates. AM and KT were also present. He said it was a good introductory meeting and RD will speak to Beechwood Estates and get back to us in the next few weeks.

53/21 Any Other Business

Finance Committee – TH suggested that Property should be added to the remit of this committee as it would be the right committee. We should look at revising the terms of reference.

Items for the Future Meetings

1. Preferred Contactors List
2. Tendering Process
3. Financial Regulations Review
4. Committee Terms of Reference

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 10PM

WATLINGTON PARISH COUNCIL BUDGET FOR 2020- 2021	Budget	Actual to	Variance to
	2021/2022	31/08/2021	Budget
CENTRAL SERVICES			
Clerks Salary Gross	25500	10287	-15213
Assistant Clerk	6800	2769	-4031
Admin Assistant 2/Cover Bob/office cover	2000	138	-1862
Employer's NI	4200	1579	-2621
Staff Pensions Employer	1600	648	-952
Water Supply Office and Paddock	450	0	-450
Electricity Office and Paddock	700	235	-465
Fire Prevention/PAT test (Jan)	130	0	-130
Gas - Community Office +Boiler Ann Chec	800	306	-494
Office - Telephone + Broadband	800	197	-603
Business Rates - Comm/Office	6600	2375	-4225
Postage and Petty Cash	300	135	-165
Copier Service	1100	366	-734
Stationery/Printing	750	161	-589
Publications	70	0	-70
Com Support, Website Office 365, Zoom	1350	532	-818
Advertising	27	0	-27
Audit Fee Internal and External	1500	1050	-450
Insurances WPC excl Pavilion	3880	4060	180
Subscriptions incl Survey Monkey	800	911	111
Travel & Training	300	32	-268
Entertaining	150	0	-150
Community Office Maintenance	400	323	-77
Miscellaneous	100	50	-50
CAB	200	0	-200
Youth Club	3000	0	-3000
Bus Grant	400	200	-200
Grants for Community (WIB)	400	75	-325
Grant for Churchyard	850	425	-425
Miscellaneous Bank Charges	100	39	-61
Xmas Trees	350	0	-350
Contingency /Earmarked/Pav	1000	0	-1000
Sub-Total	66607	26894	-39713
<i>Income</i>			
Interest/Loyalty Rewards	200	7	-193
Cuxham Field	800	200	-600
Wayleave	8	0	-8
Income Community Office	100	198	98
Sale of Photocopies	100	0	-100
Misc Income + Bus Cont	0	0	0
sub-total	1208	405	-803

Total for Central Services	65399	26489	-38910
PLANNING AND NP IMPLEMENTATION	3000	0	-3000
WEST ROOM			
West Room Service Charge	500	0	-500
West Room Kitchen Repayment	631	0	-631
West room costs	50	0	-50
sub-total	1181	0	-1181
Income			
Income West Room	300	30	-270
Total	881	-30	-911
BUDGETS OPERATIONS COMMITTEE RESPONSIBLE FOR			
ALLOTMENTS			
Rents	-2200	0	2200
Payments	850	381	-469
Allotment Fundraising Water Upgrade		-275	-275
To Earmarked	0	0	0
Total	-1350	106	1731
PAVILION & SPORTS FIELD			
Sports Field Rent	5000	0	-5000
Outside Repairs WPC/to Earmarked	1000	0	-1000
Legal fees/Insurance	3000	1000	-2000
Sports Field Hedge Cutting/Maintenance	0	0	0
Cleaning (Match funded)	1000	194	-806
Pavilion Sinking Fund	1000	0	-1000
Total	11000	1194	-8806
CAR PARK			
Car Park Business Rates	3000	2680	-320
Car Park Resurfacing Sink Fund TO EM	1500	0	-1500
Caretaker services	2350		-2350
Car Park Lighting (Annual Payment)	1050	0	-1050
Car Park Grundon bin	1200	501	-699
Maintenance, Green+hedges+lining	1000		-1000
Car Park Other	100	167	67
Total expenditure	10200	3348	-6852
Car Park Trader Income	-7300	-1500	5800
Car Park Other Income (refund /Bus Rates)	0	0	0
Car Park income	-7300	-1500	5800
Transferred to General C Park Earmark +/-			

Car Park total	2900	1848	-1052
PUBLIC CONVENIENCES			

Pub Convenience Maintenance/Supplies	1000	440	-560
Amount to be put in Earmarked Res	3300	5911	2611
Total expenditure	7500	8213	713
SODC Pub Convenience grant	-7500	-8213	-713
Public Convenience total	0	0	0
GREEN SPACE MAINTENANCE			
Grass cutting & ground maintenance	12000	6251	-5749
Tree/Footpath and Hedge Maintenance	1600	150	-1450
Annual Tree Management Cost CwT	890	1360	470
WEG Insurance	350	0	-350
Paddock Contingency	300	0	678
Caretaker services (Recreation Ground)	2380	978	-1890
Caretaker services (Paddock)	1176	490	-686
Operations contingency (woodchip)(Bowl)	3500	0	-3500
SID Maintenance	1000	0	-1000
sub-total	23196	9229	-13967
Income			
Public Charities Grant /Paddock contr/WM	1400	0	-1400
OCC Grass Cutting Grant	528	528	0
Income sub-total	1928	528	-1400
Green Space Maintenance Total	21268	8701	-12567
MINOR WORKS SAFETY AND CLEANING			
Caretaker services (Street cleaning)	7000	2851	-4149
Dog Bin Emptying	720	871	151
Minor Works/sundries	500	953	453
Bollard Repair/Replace (10 oak bought)	600	0	-600
Bollard Income	0	0	0
Weekend Caretaker	650	266	-384
Recycling Bins/Litter/Dog Sack Dispenser	250	0	-250
Total	9720	4941	-4779
Play and Equipment Maintenance			
Play Equip Main (Rec & Pad)inc 1/2pipe/bowl	1000	166	-834
Play Area Other Inspection/Mem/Ditch	0	285	285
Total	1000	451	-549
SPECIAL /PLANNING/LEGAL /ELECTION			
Legal and Election Fees/ Earmarked	4000	0	-4000
OFFICE EQUIPMENT	2000	0	-2000

CHILDRENS CENTRE	5000	0	-5000
Road Signing/Traffic Monitoring	400	0	-400
Carbon Reduction Projects Grant	1000	0	-1000
Muga project (earmarked)	2000	0	-2000
Performance Space Project (earmarked)	2000	0	-2000
New Boiler for Pavilion	0	0	0
Speed Device (CIL Funding)	0	0	0
Tree Management Programme	3100	0	-3100
Transfer from General Reserve	-5000	0	5000
Total	16000	0	-16000
TOWN HALL grant	8200	2291	-5909

Summary Budget To 31/8/2021	Budget	Actual	Variance to
	2021/2022	31/8/2021	Budget
<i>Central services</i>	65399	26489	-38910
<i>Planning & NP Implementation</i>	3000	0	-3000
<i>Allotments</i>	-1350	106	1456
<i>Pavilion & Sports Field</i>	11000	1194	-9806
<i>West Room</i>	881	-30	-911
<i>Car Park</i>	2900	1848	-1052
<i>Public Conveniences</i>	0	0	0
<i>Green Space Maintenance</i>	21268	8701	-12567
<i>Minor Works, Safety and Cleaning</i>	9720	4941	-4779
<i>Assets/ Play Equipment</i>	1000	451	-549
<i>Special/Planning/Election/Legal</i>	16000	0	-16000
<i>Town Hall</i>	8200	2291	-5909
<i>Contingency</i>			0
TOTAL NET EXPENDITURE	138018	45992	-92026