



## Minutes of the Meeting of the Finance Committee held On Thursday 6<sup>th</sup> June 2019 at 8pm in the Community Office

**Present:**

**Councillors:**

Nicky Smallbone (NS)  
Ian Hill (IH)  
Matt Reid (MR)  
Nick Hancock (NH)  
Roger Beattie (RB)

**Officer:**

Kristina Tynan (KT)

13/19 Election of Chairman

Roger Beattie nominated Nicky Smallbone and Ian Hill seconded. There were no other nominations  
**Resolved Unanimously:** That Nicky Smallbone be elected as Chairman.

14/19 Election of Vice-Chairman

Ian Hill nominated Nick Hancock and Roger Beattie seconded. There were no other nominations  
**Resolved Unanimously:** That Nick Hancock be elected as Vice-Chairman.

15/19 Apologies for absence

Stephanie Van de Pette, Tim Horton.

16/19 To approve the Minutes from the Meeting on the 7<sup>th</sup> March 2019 which were received by Council on 9/4/2019

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

17/19 Matters Arising

There were none other than agenda items.

18/19 Declarations of Interest

There were none notified.

19/19 Update on Existing Issues

1. **Rent Review of Sports Field** - Update by IH on any progress with Jonas Carter. We sent a letter requesting to meet Beechwood to discuss future requirements for sport and recreation in the town and they have responded stating that Beechwood Estates will not meet with us until the rent review is agreed. (letter in correspondence).

IH stated that there is no progress to report. Jonas Carter have produced no evidence regarding rent comparables for the review and Savills's, our Land Agent, has requested this several times. Savills's have sent them comparable figures, but Jonas Carter have not responded to her as yet. NS said she will talk to someone in Watlington who may be able to help.

**Resolved:** That we find out comparable rents from other local parishes who rent cricket fields to other Parish Councils. KT to action this.

2. **Watlington Young Peoples Fund** - To note current status regarding the fund. NS, IH and KT have signed all the forms and had them certified at the bank. Carol Martin is now dealing with transfer to the Parish Council.

3. **Electrical Vehicle for Watlington and SSE Resilience Funding** – The application has been submitted. We await their decision.

4. **Work Experience Student from ICC** – To note this went very well and the student enjoyed his work with our Caretaker. The college have written to thank us for this and to ask if we would do this again next year. It was agreed that we would be happy to consider doing this next year.

#### 20/19 Budget

1. **Budget and Audit 2018/2019** – This is currently being worked on by the Clerk and the Internal Auditor.

*Budget Items to consider:*

**Car Park Income** – It was noted that this is severely under budget. This is due to the Co-op not paying anything for 2018/2019. In 2017/2018 they paid £6000 out of the £8000 paid in **previous years. This therefore needs to be dealt with urgently. There was a meeting with Robert Arthur from the Co-op in July 2018 in which he said he would come back to us. He** has since left. The Clerk has sent several emails to Heather Bates, Head of Property Management for the Co-op but she has not recently responded. After discussion it was:

**Resolved:** That Tim Horton and the Clerk try to get an urgent meeting with the Co-op to see if this issue can be resolved in some way.

#### 2. **Budget 2019/2020**

a) **Email addresses for all Councillors** – MR to update and provide a costing for doing this with Bongo IT.

MR reported that we will be able to set up '. gov.uk' email accounts for all councillors and potentially also for co-opted members. If members leave the Council their email account would revert to the Parish Council and archived and would be removed from the councillor's computer. MR will find out how the emails would be backed up and the level of security they would have. He will also check if it is held on a European server. It was noted that the cost would be per email account and would cost in the region of £500-£600.

b) **New Computer for Office** – quote has been received – MR had requested this. The Clerk said that at present she is happy with the computer, it is just the poor broadband connection that makes it slow to do things. MR checked the speed and it is very poor. IH to speak to our current provider One-Com on this and as to what speed we should be getting.

#### 21/19 Requests for Grants – None received.

MR stated we will be getting in an application for First Steps Chalgrove and Watlington. KT will email them our application form.

#### 22/19 General Financial Issues

##### 1. **Bank account review**

NS said she had been into Handelsbanken in Henley as they do community accounts however we would come under the Abingdon branch and not the Henley one. She will check with the Abingdon branch. KT said she would look into First Direct to see if they do any community accounts without charges.

##### 2. **Report on the meeting on the 29<sup>th</sup> April with Mark Davies from CCLA** – NS/MR (2 factsheets attached)

There was some discussion on this, and it was agreed to defer this to the next meeting. NS/IH and NH will meet and go through the detail on the factsheets.

3. **Draft Financial Review Policy** (this was attached to the agenda)  
it was agreed to defer this to the next meeting.

4. **Draft Investment Strategy** (this was attached to the agenda)  
it was agreed to defer this to the next meeting. NS/IH and NH will meet and go through the detail.

23/19 Staff Issues

**Training** – Group Training for all Councillors

It was agreed that this would be a good idea. NS said that the training in 2015 with the new Council at the time was very useful.

The training was done by Dominic Stapleton from LGRC (Local Government Resource Centre) who had been recommended by OALC. The Clerk will contact them as regards dates, content and a price.

24/19 Correspondence/Information

1. BT Line rental will go up from 1<sup>st</sup> July 2019 from £25.90 per month to £27.50 per month

2. Carter Jonas – Sports Field Rent Review – Discussed above.

All correspondence was noted.

25/19 Any Other Business

**WPC Grant Policy** – It was agreed that this needs some amending. NS and NH will bring a review to discuss at the next meeting.

**Decorating Changing Rooms in the Pavilion** – The Football Club have said that they will re-decorate the Football changing rooms however there has been a leak in the past which may have affected the ceiling. The Clerk will ask our Caretaker and Bob West to investigate the condition of the ceiling in the first instance. NS said that they may also request some funding.

26/19 Items for the Next Meeting

Financial regulations review 2019/2020

Three-year budget forecast – SvP/NH/NS – It was noted that this will need to be on a rolling quarterly basis.

WPC Grant Policy review- NH/NS

Items deferred from this meeting will be added.

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.15PM**