



## Minutes of the Meeting of the Finance Committee Held On Thursday 5<sup>th</sup> September 2019 at 8pm in the Community Office

**Present:**

**Councillors:**

Nicky Smallbone (NS)  
Ian Hill (IH)  
Matt Reid (MR)  
Nick Hancock (NH)  
Roger Beattie (RB)  
Tim Horton (8.30pm)

**Officer:**

Kristina Tynan (KT)

27/19 Apologies for absence

There were none.

28/19 Approval of Minutes

**Resolved:** To approve the Minutes from the Meeting on the 6<sup>th</sup> June 2019 which were received by Council on 9/7/2019

29/19 Matters Arising

**OneCom** – IH said that he has spoken to them about getting a faster broadband speed, but they would only offer this on a 5-year term. It was noted that there is a broadband scheme for the whole of Watlington being looked at, so it is best to wait for more information on this. No action needed

30/19 Declarations of Interest

To received notification of any declarations of interest.

**AGENDA ITEM 6.2** -It was noted that IH, NH and TH are members of the Town Hall Committee

31/19 Update on Existing Issues

1. **Rent Review of Sports Field** – IH reported that our Land Agent is still waiting for a reply from Jonas Carter. It was agreed that Ian Hill and Tim Horton have a meeting to discuss ways of moving this issue forward.

IH/TH

2. **Report on CCLA Meeting** – It was noted that this is not the right time to look at investing money and it was agreed that no action is needed at this time.

32/19 Budget

1. **Budget 2018/2019** – The figures were noted and are on the budget sheet attached to these minutes. There was an overspend on the budget of £11,254 which was due to the Co-op not paying the contribution of £8000 for this financial year, overspend on green maintenance of £3582.00.

We have now had written agreement for the Co-op to pay the £8000 2018/2019, but it has not yet been received into our account. TH and KT will continue to deal with this issue.

TH/KT

2. **Budget 2019/2020**

*Due to four members of this committee being on the Town Hall Committee it was agreed that this request be discussed at a Full Council Meeting.*

## Land Registration of the Town Hall

a) **Request from Town Hall Trust Body that the total cost of £834 be split between the Parish Council and the Trust Body.**

b) **Consideration of the amount of grant given to CAB**

Discussion took place on this and it was agreed to defer this to the next meeting. It was noted that the grant is usually given out in December.

c) **Consideration of allocating funds to legal expenses to defending the Watlington NP and expert advice regarding Air Quality issues**

NH had raised this issue and it was agreed that it is important to defend our NP. We may need to take expert advice on issues such as Air Quality, Traffic Management etc. NH had thought a figure of £20K may be needed.

The urgent issue at the moment, is to try and get an expert to give an opinion on the Air Quality data for the Inquiry. We had received an email from the Chair of the NPAB which states *'We have decided not ask WPC to pay for any legal advice or representation and that would have been the major expense. The known costs will be for all the stationery and printing of documents - copies of all the documents must be provided for all four parties plus two copies for WPC. In addition to this it may help the WPC case to engage an expert witness on the health impacts of air pollution'*

**RECOMMENDATION TO COUNCIL:** That Council uses money from Contingency for Legal Fees should it be needed to defend the Neighbourhood Plan in this financial year.

### 3. Budget 2020/2021

Initial discussion on items.

- a) Email addresses for all Councillors – MR to update and provide firm costings
- b) Defending our NP, Legal, Expert Witness costs etc.
- c) It was noted that Grass Cutting will be put out to tender for a start date of April 2020

We also need to ask all spending committees to give us their proposed budgets for next year.

### 4. Three Year Budget Forecast - Discussion

NH said that in principle this is a good idea. NH to speak to SvP who had previously been looking into this issue.

NH

### 33/19 Requests for Grants

a) First Steps Application – It was noted that this is a budget item.

**Resolved:** That this is put on the payment list for Full Council

### 34/19 General Financial Issues

1. **Bank account review** – On-going. NS and KT have looked into several companies but they do not do community accounts. They will continue to investigate. NH said he would investigate Shawbrook and report back.

NH/NS/KT

2. **Draft Financial Review Policy**

3. **Draft Investment Strategy**

4. **Grant Policy**

5. **Financial Regulations Review** – NH and NS to go through these.

NS/NH

On items 2 -4. all members to read and give comments back to NH within 2 weeks. All Committee members were emailed this information with their agendas.

ALL MEMBERS

### 6. **Upgrading of the Photocopier to have a booklet finisher**

This was discussed and it was noted that to have a new copier with a booklet finisher would cost approximately £30 pa than what we now pay. Printing costs for black and white and colour will be cheaper.

**Resolved:** That the Clerk orders this replacement copier which will then start a new contract with RICOH.

35/19 Staff Issues

1. **Training** – Group Training for all Councillors –Information was attached to the agenda. It is thought this is a good idea. KT to speak to OALC about training providers including the company we used in 2015.

36/19 Correspondence/Information

No correspondence needed discussion.

37/19 Any Other Business

**Invoices received** – RB asked if invoices were scanned to the computer. The Clerk replied no and said all information if inputted into SAGE. RB offered to come and scan invoices and this was agreed.

**Walkaround by the Operations Committee** – TH said this was such a useful exercise and it would be good to do this with all Council Members as a lot of places that are talked about have not been visited.

**Date of Next Meeting** – Thursday 28<sup>th</sup> November. It was thought that we could do with a meeting in October. The Clerk will look at potential dates and send out to Members.

38/19 Items for the Next Meeting

Financial regulations Review 2019/2020 - NS/NH

Three- year budget forecast – NH to report

Proposal of a Watlington Foundation – TH to prepare a paper for the November meeting.

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.30PM**