

Wheatley Parish Council Finance Committee Minutes

15th April 2019

Present: Cllrs R Bell (RB), P Gregory (PG), D Lamont (DL), T Newman (TN) (Chair), P Willmott (PW)

Officer: Michelle Legg, (Clerk)

Members of Public: 1

No	Item	Action
51.	APOLOGIES FOR ABSENCE- Cllrs Sercombe and Street	
52.	DECLARATIONS OF INTEREST – Cllr Gregory and Cllr Newman Howe Trust	
53.	MINUTES and ACTIONS FROM FINANCE COMMITTEE on 18 th February 2019 The minutes were signed as a true record of the meeting.	
54.	TO RECEIVE AN UPDATE from the Clerk <ul style="list-style-type: none">i) Contact has been made to arrange a meeting with Merry Bells Team and Village Archive on Wednesday 24th April at 11.30am.ii) Web designer has been working on the new website, which the Clerk hopes to be able to share link with councillors shortly.iii) Clerk will meet with book keeper at the end of April and hopes to have Draft Financial Statements available for May Parish Council meeting and Annual Parish Meeting.iv) Clerk has registered the council for paying tax digitally which should be available through our accounting softwarev) Newsletter advertiser booking forms circulated offering 10% discount for upfront/annual payments. This has been well received by advertisers and it is hoped that it will streamline payments for both parties.vi) Small Claim has been made against Centaur Chiropractic Ltd for outstanding newsletter invoices in 2018.	
55.	TO RECEIVE A BUDGET UPDATE FROM MAPLE TREE CENTRE Chris Sewell attended the committee to provide an update from Maple Tree Centre. £10,000 combined grants total from local parish councils (inc. £7,500 from WPC). Range of activities have increased as has catchment area for families attending. Fundraising events have and continue to increase. First payment from WPC will be made in the coming days.	
56.	TO CONSIDER GRANT APPLICATIONS FOR 2018-19 FROM: <ul style="list-style-type: none">i) Clean Slate (£100) – Cllr Lamont, proposed, seconded by Cllr Gregory to approve the grant. This was agreed by committee.ii) Howe Trust (£175) – Cllr Gregory and Cllr Newman did not take part in the debate on this grant. Cllr Willmott proposed, seconded by Cllr Bell that this is approved. This was agreed by the committee.iii) Oxfordshire Play Association/Wheatley Play & Activity Day (£1,000) – Cllr Gregory proposed, seconded by Cllr Lamont was agreed by the committee.iv) Wheatley FC (£500) – Cllr Bell proposed, seconded by Cllr Newman that this is approved. Two councillors agreed with this with one abstention.	
57.	TO REVIEW GRANT APPLICATION DOCUMENTATION FOR 2019-20 After implementing new forms and procedures in 2018 the Clerk has undertaken a review and has proposed some minor changes to aid applicants and the committee reviewing them. These were approved by the committee and will be implemented by the Clerk.	Clerk
58.	TO CONSIDER REALLOCATION OF SAVINGS FROM WHEATLEY NEWSLETTER This item will be discussed at a future meeting.	
59.	FINANCIAL MANAGEMENT AS OF 22/03/19 <ul style="list-style-type: none">ii) Bank Reconciliation & bank statement to be signed. Budget sheets shared	

iii) Balances:

Current Account	£20,745.50
Tracker	£107,669.43
Treasury	£61,451.36
TOTAL	£189,866.29

60. **SCHEDULE OF PAYMENTS AUTHORISED** - were approved. **Clerk**

61. **CORRESPONDENCE RECEIVED AND ANY ISSUES REQUIRING URGENT ATTENTION**

- i) Swift Price Increases (B&W to .669p, Colour 6.078p per copy) - noted
- ii) Oxford Green Belt Network subscription £15 – **Clerk authorised to renew** **Clerk**
- iii) Dog bin emptying charge increase by 16p to 89p per bin/week - noted
- iv) Internal Auditor visit 23rd May - **noted**
- v) AGAR documentation received from Moore Stephens- **noted**
- vi) JPAG revisions and new version of Practitioners Guide – **Clerk advised** **Cllrs**
committee to read the document
- vii) Request for use of Church Rd Rec for May Day celebrations – **granted.**
- viii) Finance Committee is losing two valued members of the committee and will need to be replaced - noted

Date of next meeting 17th June 2019