

# Wheatley Parish Council

## Finance Committee Minutes

Monday 19th October in Merry Bells Coffee Room at 7.30pm

**Present:** Cllrs P Gregory (PG), Lamont (DL), Newman (TN) (Chair), P Willmott (PW)

No	Item	Action
31.	<b>APOLOGIES for Absence</b> - Cllr Bell	
32.	<b>DECLARATIONS of Interest</b> Cllr Lamont - Wheatley Playing Field Trust Cllr Willmott - Wheatley Playing Field Trust	
33.	<b>MINUTES OF THE PREVIOUS FINANCE COMMITTEE</b> i) 19 <sup>th</sup> June 2017– previously circulated and signed by the chair as a true record of the meeting. ii) 26 <sup>th</sup> July 2017 – schedule of payments previously circulated.	
34.	<b>UPDATES/ACTIONS FROM PREVIOUS FINANCE COMMITTEE</b> i) 19 <sup>th</sup> June 2017– Wheatley Archives. A proposal was made by TN, seconded by PW to approve a grant of £750 whilst the parish council would support the groups in finding alternative funding. <b>Clerk to inform Wheatley Archives and to arrange cheque</b>	<b>Clerk</b>
35.	<b>TO RECEIVE AN UPDATE FROM THE CLERK</b> i) External auditor update – awaiting sign off the accounts. Clerk and TN have responded to additional requests for information. ii) Procurement card in use, statements will be presented to the committee iii) Cheque signed outside of standing orders due to unavailability of cheque signatories at Parish Council meeting 02.10.17 Chair to request RH reconvene the standing order group to amend the financial regs. iv) HMRC no longer accepting cheques an online payment will be made and receipts presented to the committee.	<b>TN</b>
36.	<b>TO RECEIVE A BUDGET UPDATE FROM WHEATLEY NEIGHBOURHOOD PLAN</b> Budget circulated with agenda, reviewed. No issues were raised.	
37.	<b>TO RECEIVE A BUDGET UPDATE FROM THE MAPLE TREE CENTRE</b> Councillors agreed to pay the second instalment of the grant as agreed. <b>Clerk to action.</b>	<b>Clerk</b>
38.	<b>TO REVIEW GRANT APPLICATIONS</b> All grants presented were considered and the following actions were unanimously agreed: i) Wheatley Archives agreed as above ii) Be Free Young Carers –decline no support had been identified in the village. iii) St Mary's Churchyard – approved for this year, but to be asked to submit a full grant application next year. v) Christmas Fair - TN proposed, seconded by DL that £615 would be granted to cover lighting and bin, Cllrs will be adding their own support to the event and the tree will be installed prior to the event. Clerk confirmed that Gurm had offered to supply the power. Cable protectors will be required. New Lights to be purchased.	

vi) Soldiers of Woodstock –decline but as no direct support to the village to

**39. TO DISCUSS A PROPOSED PLANNING APPLICATION FOR THE NEW PAVILION AT HOLTON PLAYING FIELDS**

TN gave an update that outline costs and plans have been gathered for the new pavilion. He asked for the committee to approve an application to SODC planning providing application costs are within the clerks discretionary spend. All voted in agreement.

**The Pavilion project team to complete the application.**

**Clerk & Project team**

**40. TO DISCUSS VEHICLE ACTIVATED SIGNS (VAS)**

i) Maintenance of existing VAS. TN proposed, seconded by PW to pay on- site maintenance charges, **Clerk to arrange payment.**

**Clerk**

ii) 4<sup>th</sup> VAS – London Rd. TN asked clerk to find out costs for the new location.

**Clerk to investigate all suppliers**

**Clerk**

**41. TO DISCUSS 3<sup>RD</sup> NOTICEBOARD - FOR THE TRIANGLE**

Clerk confirmed that planning permission has already been granted. All voted in favour to purchase a new board. **Clerk to action**

**Clerk**

**42. TO BEGIN THE BUDGET PROCESS FOR 2018-19**

A discussion took place on how best to approach the budget review. TN proposed that all committees be asked to review and submit their budget proposals for 2018-19. Planning to review CIL money income requirements.

All were in agreement in the new approach. **Clerk to arrange meeting with chairs of committees.**

**Clerk**

**43. TO DISCUSS THE REPAIR OR REMOVAL OF SPINNER FROM CULLUM RD REC**

A briefing note had already been circulated with outlining the current situation.

PW proposed that the item is removed as a matter of urgency and pass the responsibility to OSC to replace/repair

**Clerk to action**

**Clerk  
Clerk**

**44. TO DISCUSS IMPROVEMENTS TO FINANCIAL REGULATIONS**

Cheque and signing – discussed as above

**45. TO DISCUSS FUTURE PROJECTS WITHIN THE VILLAGE**

**TN**

TN shared information on the grants available to the parish council and for this to be circulated, as he is keen to support improved recreation facilities at Littleworth Playing Fields

TN also suggested Farm Close Road play equipment.

Clerk to confirm with S106 officer the grant process.

**46. FINANCIAL MANAGEMENT**

*i.) Budget for Qt 2 2017/18 – circulated with the agenda*

*All were happy with the budget to date although the following queries were highlighted.*

*a) miscoding for Holton gate should be Holton Pavilion repairs*

*b) miscode for fire alarms should be Holton Pavilion repairs*

*c) Indicative cost for Robert Eden and clerk to investigate a stage payment*

*d) Clerk/TN to meet to streamline budgets – confirmed as 31.10.17*

**Clerk  
Clerk/TN**

**ii) Balance**

Account	Balance as at 09.10.17	Balance as at 13.06.17	Receipts Since 13.06.17	Notes	Payments authorised since 13.06.17	Notes
Current Account (Community)	£17,375.20	£11,469.32	£10,000.00	Transfer from Business Premium Account (Tracker) 27.06.17	£33,838.78	see attached schedule of payments
			£10,000.00	Transfer from Business Premium Account (Tracker) 27.07.17		
			£10,000.00	Transfer from Business Premium Account (Tracker) 09.10.17		
			£122.61	VAT refund 08.08.17		
			£5,525.00	Newsletter advertising		
			£300.00	Anon Donation (FCR dropped kerb)		
			£62.00	Allotment payments 2017/18		
			£12.00	Newsletter subscription 2017/18		
		<b>Total</b>	<b>£36,021.61</b>			
Business Premium Account (Track)	£145,103.15	£118,750.65	£8.17	Treasury deposit interest 24.07.17	£10,000.00	Transfer to Current Account 27.06.17
			£8.44	Treasury deposit interest 25.09.17	£10,000.00	Transfer to Current Account 27.07.17
			£56,352.50	2nd half precept 2017/18 07.09.18	£10,000.00	Transfer to Current Account 09.10.17
		<b>Total</b>	<b>£56,369.11</b>		<b>£30,000.00</b>	
	<b>Balance as at 25.09.17</b>					
Reserves (Treasury)	£61,069.71					

**21.39pm TN proposed and PW seconded suspending Standing Orders**

*iii) Reconciled bank statement signed by Cllr Newman*

**21:40pm Standing orders resumed**

**47. SCHEDULE OF PAYMENTS AUTHORISED** circulated with agenda and no issues were raised

**48. CORRESPONDENCE RECEIVED –**

CIL payment confirmed for the first 6 months of the financial year.

A report is required detailing the funds received and what they have been spent on.

**Clerk to action**

**Clerk**

**49. ITEMS FOR INFORMATION –**

Whilst agreement for tree work is approved the hedges at the entrances to St Marys close continue to cause an issue.

**Clerk to raise this with Outdoor workers/contractor.**

**Clerk**

**50. DATE OF NEXT MEETING – Monday 18th December**