

# Wheatley Parish Council

## Finance Committee

**Monday 22<sup>nd</sup> May in Merry Bells Coffee Room at 7.30pm**

Present: Cllrs A Davies, T Davies, Newman, Wilmott, Hood, Gregory, Willmott, Lamont  
(arrived at 7.40pm approx.)

Clerk: Michelle Legg.

Also present John Fox

### **No Item**

#### **1. ELECTION of Chairman**

The Chairman called for nominations for the role of Chairman.

Cllr Newman- proposed by Cllr Gregory seconded Cllr Hood. All voted in favour of the nomination and Cllr Newman took the chair.

Cllr Hood thanked Cllr Gregory for his Chairmanship of the previous F&GP committee.

#### **2. ELECTION of Vice Chair**

The Chairman called for nominations for the role of Vice-Chairman.

Cllr T Davies- proposed by Cllr Wilmott, seconded by Cllr Hood. 6 voted in favour, 1 abstention. Vote carried and Cllr T Davies was duly elected as Vice-Chair.

#### **3. APOLOGIES for Absence – Cllr Stephens, Cllr Coleridge**

#### **4. DECLARATIONS of Interest**

Cllr A Davies & Willmott any items relating to Wheatley Playing Fields Trust.

#### **5. TO AGREE Terms of Reference AND IMPLEMENTATION PLAN of new Financial Regulations-**

Cllr Newman raised key areas to be covered. Cllr T Davies asked for a strategic plan to be included and Cllr Lamont raised the point of including risk management.

Agreement followed that the following areas be included in the terms of reference: Setting and controlling budget, setting precept, monitoring income and expenditure, completing the Annual Return and a strategic fiscal plan.

Delegated powers - request for delegated powers up to the value of £5,000 for single items with a caveat that any spend can be passed to Full Council for agreement if any two councillors agree and make the request.

#### **6. MINUTES of the previous F&GP meeting held 15<sup>th</sup> April – previously circulated** Agreed and signed by Cllr Newman.

#### **7. UPDATE from the meeting held on 15<sup>th</sup> April**

202 – Passed to Open Spaces Committee, although Finance committee will expect the request for spend to come to the committee. Clerk shared information on Public Works Loan.

204 - Working group met and are making progress.

205 - Wheatley Archives still outstanding. Cllr Newman to take this up with Merry Bells Committee.  
206 – Ongoing with support from Open Space Committee. Clerk is challenging contractors where work has not been completed.  
207 Equipment purchased to clean bus shelters.  
208 - Clarified that the Maple Tree should report quarterly to the Finance Committee.  
209 - Ongoing 1 quote for painting received from Taylors, awaiting office equipment quote. Cllr Wilmott updated computer/laptop options.  
Budget for laptop and docking station £1,000. Proposed by Cllr T Davies and Lamont  
All voted in favour.  
210 chased several times with LGPS both general email and direct with Sally Fox.  
Clerk to continue to chase.  
CIL money agreed to automatically receive payment from SODC.  
217 To be added to next PC meeting.

**8. GRANTS, LICENSES AND SUBSCRIPTIONS**

**i) CPRE £36.00** – agreed, Clerk to action.

**ii) Wheatley Park prize giving 2017** £250 approved. Clerk to respond.

**9. TO RECEIVE AN UPDATE FROM WNP relating to its Budget**

John Fox attended from WNP to discuss budgets. Currently underspent while being supported by only one company. The public consultation is under way and Highways England (one of the three statutory bodies) have already come back to say they have no further comments to make.

Planned expenditure will cover new leaflet, exhibition and drop box. Allocated funds for final print.

JF advised that raising awareness of the plan would be key to a successful consultation.

Cllr Newman confirmed that there is a fund within SODC to help facilitate communities to deliver their plans.

Cllr T Davies asked Mr Fox if the WNP budget contained enough for adequately advertising the referendum. This prompted the question of how much was spent on the Queen's Birthday celebration as this was a good example of extensive advertising of an event in the village.

Cllr Lamont asked about figures for website and FB. Committee member has been tracking this and a counter is on the website.

**10. TO RECEIVE DRAFT END OF YEAR ACCOUNTS AND DRAFT ANNUAL RETURN**

i) End of Year Accounts - SAGE accounting reports used to complete the end of year accounts which has proven to be a more efficient method.

Agreed to bring these to Full Council on 5<sup>th</sup> June.

ii) Annual Return - Cllr Newman & Clerk have worked on the draft submission which has been shared with the Committee. Using SAGE reports has made this less onerous.

Motion to approve the reports and return was proposed by Cllr Gregory, seconded by Cllr Hood. All voted in favour.

Internal Auditor is arriving on Tuesday 27<sup>th</sup> June 2017.

**11. TO APPROVE INSURANCE QUOTE FOR 2017/18** – Clerk had previously shared briefing note relating to three quotes.

Proposal to accept Zurich quote made by Cllr Gregory, seconded by Cllr Hood. All voted in favour.

## 12. FINANCIAL MANAGEMENT

### i) Budget for 2017/18

Cllr Newman updated the committee on the observations and suggestions made by himself, other Cllrs and the Clerk, which includes setting up and utilising SAGE reports, inputting budget figures into SAGE and to make improvements to the reporting structures.

Income & Expenditure reports to be shown against precept for 'business as usual' transactions along with a narrative.

Extraordinary spend to be taken out of reserves or grant/project codes.

Clerk informed committee that the anticipated CIL money is actually £6750 and will be sent later in the week from SODC.

### ii) Balance

After the cheques below have been paid the balances on the council's accounts as at 22<sup>nd</sup> May 2017 will be as follows:

Community	£12,390.85
Tracker	£122,994.45
Treasury	£61,069.8

New reports (as i) will show total balances for each type of account and reserves. With previous month and movement.

### iii) Reconciled bank statement signed by Cllr Hood.

## 13. SCHEDULE OF PAYMENTS AUTHORISED

Reviewed. Discussion took place that these are to be reported as an appendix item for future meetings.

Cheque no.	Payee	Payment details	Amount
	<b>Cheques paid</b>		
106836	The Merry Bells	Rent 25 <sup>th</sup> Mar – 24 <sup>th</sup> June 17	1163.75
106837	Berinsfield Community Business	March Grass Cutting	608.33
106838	SSE Southern Electric	Electricity 7 Jan – 5 Apr 17	37.15
106839	Thame Glass	Replacement window Park Hill Bus Stop	194.40
106840	Swift Business Services	Photocopying 19.01.17 - 13.04.17	48.60
106841	P. Willmott	Phone cable expenses	14.83
106842	Green Scythe	Grass Cutting Rec areas 23.03.17	244.80
106843	P. Gregory	Small Orange Website Host Expenses	49.00
106844	M.J.Vaughton	WNP Land Registry downloads	54.00
106845	A. Johnson	WNP Stationery/mileage expenses	77.14
106846	J. Fox	WNP Printer Consumables/mileage	80.30
106847	A. Cooper	WNP Photos/time/petrol/mem.stick	100.00
106848	United Reform Church	WNP Donation for hall Hire 19.04.17	20.00
106849	Groundwork UK	Repayment of remaining WNP grant	1604.00
106850	Parish Online	Online mapping 26.04.17 – 25.04.18	158.40
106851	M. Aitken	Gardening of Memorial Gardens	108.00
106852	Community First Oxfordshire	Subscription 2017-18	70.00
106853	Wheatley Windmill Pres. Society	Grant Aid 2017-18	500.00

106854	Void - incorrect amount written	-	-
106855, 856, 858,860,862 ,864	ML/SW/JF/AR/HMRC/OCC	April 17 salary/wages/PAYE/NIC/Pension	4030.44
106857	Void - incorrect amount written	-	-
106859	M. Legg	Cleaning equipmt/padlocks/graffiti spray	99.75
106861	J. Funge	Mileage/petrol for mower expenses	20.59
106863	Merry Bells	Gas payment 11/12/16-12/04/17	48.64
106865	Wheatley Cleaners	Office Cleaning	45.00
106866	Bailey Street Scene Ltd	Seat for Church Rd/Friday Ln Bus Stop	852.00
106867	G.Zasuwa	Window Cleaning	5.00
106868	R. Gordon	Photocopying of emerging WNP	75.20
106869	Mainstream Digital	Call charges 03.04.17 – 28.04.17	3.89
106870	Swift Business Services	Photocopier annual network support	125.69
106871	Berinsfield Community Business	Grass Cutting April 17	621.70
106872	United Reform Church	WNP Hall of URC Hire 02.05.07	20.00
DD	EE Broadband	Broadband 26.04.17	20.87
	Barclays	Commission Charge 13.04.17 – 12.04.17	56.46
		<b>Total</b>	<b>£11157.93</b>
	<b>Cheques to Pay</b>		
	ML/SW/JF/AR/HMRC/OCC	May 17 salary/wages/PAYE/NIC/Pension	3700
		<b>Total</b>	<b>£3700</b>

#### 14 INCOME RECEIVED

Income details	Apr 17	May 17
Newsletter Advertising	940	425
Queens 90 <sup>th</sup> Birthday Mugs		70
Treasury Bill Interest	11.23	
OCC Grass Cutting (rcd 27 <sup>th</sup> April 2017)	1775.02	
Precept (Apr – Sept 17 £56,352.50)	9392.08	9392.08
<b>Total</b>	<b>£12,118.33</b>	<b>£9852.08</b>

#### 15. CORRESPONDENCE RECEIVED

i) Letter of Thanks from Caroline Dalton on behalf of the Wheatley Windmill Preservation Society.

#### 16. ITEMS FOR INFORMATION

17. **DATE OF NEXT MEETING** – scheduled for Mon 26<sup>th</sup> June. This is before the Internal Auditor arrives, Clerk to pencil in an alternative and circulate meeting request.