

Minutes of the Finance Committee of Old Marston Parish Council Meeting held on the 12th April 2017 at 5:00pm in the Meeting Room of the Church Hall.

Present:

Parish Council

Pat Hall (PH) – Chairman Angie Tiwari (AT) – Vice-Chairman

Mick Cadd (MC) Nils Bartleet (NB)

Tim Cann (Clerk)

Members of the Public: 0

FIN17/04/01 No Councillors declared any prejudicial interests and no one intended to record the proceedings of the meeting.

FIN17/04/02 Apologies for Absence:

Tony Greenfield – Unwell

FIN17/04/03 Public Participation: None.

FIN17/04/04 It was **RESOLVED** to accept the minutes of the previous meeting held on the 21st December 2016.

FIN17/04/05 Matters arising omitting those for which an agenda heading follows: None

FIN17/04/06 Annual Risk Assessment: PH read through the Risk Assessment and Management document which was sent out with the agenda. PH asked about “Council Records – Electronic”, it states stored separately could this be in a fireproof container such as a safe. Clerk to contact Keyfit to get access to the Council’s safe. It was then **RESOLVED** to recommend the Council accepts the Risk assessment and management document.

FIN17/04/07 Budget v Expenditure & Income: The Clerk ran through the figures explaining overspends of £50 or more:-

- a. Play Area Maintenance :** overspend £1,142.37 due to emergency pollarding of willow behind old pavilion in Boult Lane and cutting down of leaning tree in Boult Lane Recreation Ground.
- b. Insurance:** overspend of £97.28 due to increasing the cover on the old pavilion as it is a new for old policy and therefore under insured.
- c. Pest Control:** overspend of £860.40 due to adding the Mortimer Hall Recreation Ground to the contract after the budget had been set.
- d. Unbanked cheques:** The Oxford City Council had yet to present the CiL cheque for the new pavilion of £6,499.53 and St John Ambulance and OMMLAA had yet to present their cheques for £300 each

AT asked why there was no income from the Allotments. The Clerk explained that as Mr Manson, OMMLAA treasurer, had passed away suddenly, they had to find another treasurer, and it was currently in the process of being paid.

The Clerk informed the Committee that, as part of the training he is doing it and timing it may be necessary to have the budget v expenditure reports to the Council on a monthly basis. This is firstly, because the first quarter ends in June, the Clerk does not receive the bank statement covering June

Signed by the Chairman.

until mid-July, after the Council meeting, there is no meeting in August so the first quarter does not get reported to Council until the September meeting.

There was general concern over the financial sustainability of the new pavilion. NB asked if this could be on the Council agenda. MC advised that the Pavilion Committee had met and is looking into the occupancy licence and will be reporting back to Council at the next meeting.

FIN17/04/08 Direct Debits: The Clerk advised the meeting that he was looking at trying to make regular payments by Direct Debit such as the quarterly telephone bill, Cemetery water bill, the Clerks pension payments. It was RESOLVED to recommend to Council as much as possible was made by Direct Debit if at all possible.

FIN17/04/09 Anything of an urgent nature which has come to the Clerk's attention since the agenda was set: Nothing reported.

FIN17/04/10 Information Sharing: Nothing shared.

Meeting ended: 18:09

Date of Next Meeting: TBA

Signed by the Chairman.