

**Minutes of Old Marston Parish Council Finance, Staffing & Standards Committee
28th October 2016 at 16:00 in the Church Hall.**

Present:

Charlie Haynes (CH) (Chairman) Mick Cadd (MC) Pat Hall (PH)
Angie Tiwari (AT) Peter Williams (PW) Tim Cann (Clerk)

Public : 0

FIN16/10/01 – Intention to record the meeting: None.

FIN16/10/02 – Apologies: Nils Bartleet.

FIN16/10/03 – Requests from members of the public wishing to speak : None.

FIN16/10/04 – Minutes of the meeting of the 12th August 2016. AT advised that she had been omitted from the Councillors present. It was RESOLVED that once this had been corrected the minutes be accepted.

FIN16/10/05 – Matters arising: The Clerk informed the meeting that he had contacted the Oxford City Council who confirmed that a footpath could be seen as improving the infrastructure. They suggested that he contacted the Oxfordshire County Council to see if any funds available to fully finance the project.

FIN16/10/06 Separating the full expenditure & Pavilion from the budget and giving breakdown of precept elements. The Clerk went through the changes of:

- Separating the precept, RGS and Discretionary Grant,
- Separating the New Pavilion expenditure from the main budget v expenditure spreadsheet.

CH thought that there should be a budget expenditure for re-surfacing the carpark extension once the old pavilion had been removed. MC agreed.

It was RESOLVED to recommend to Council acceptance of the changes.

FIN16/10/07 – Budget v Expenditure – Quarter Two: July – September: The Clerk went through the overspends, income and new pavilion expenditure so far for the second quarter;

- Play area : Replacement – £3,083.80 which was the installation of the new footpath across Mortimer Hall Recreation ground,
- Play area: Maintenance – £13.00 for new keys to the padlock on the gate leading to the play equipment
- Annual Inspection – £139.00 which is just timing as this is a once a year expenditure by dividing the annual budget into quarters this will work itself out over the year
- Clerk – £129.24 the Clerk has signed up to the CiLCA course including monthly mentoring from the OALC
- Contracts: Pest Control – £117.60 is the addition of the Mortimer Hall Recreation ground to the contract after the budget was set

- Contracts: Recreation Maintenance – £386.70 is just the timing of receipt of invoices
- Contracts: Cemetery – £320.00 as with the recreation maintenance this is just the timing of receipt of invoices
- Contracts: Vert-draining – £1,161.64 is the timing as this is a once a year expenditure by dividing the annual budget into quarters this will work itself out over the year

FIN 16/10/08 – Quarterly Accounts Review feedback

As Councillor Nils Bartleet was unable to attend the Clerk advised the Committee that the half years accounts had been checked through by Nils and all was found to be in order and correct.

FIN16/10/09 – Grant Process – The Clerk went through the documents sent out with the agenda informing the Committee that all past applicants would receive a copy of the grants policy, criteria and application form.

PW asked if there was any organisation that could be added or if it should be advertised.

CH advised that it had never been promoted in the past and that applications could be received anytime during the year and they would be considered.

FIN16/10/10 – Asset Register update:

- a. The Clerk advised that he had now got the Council safe, although there was still the problem of not being able to gain access as the code did not seem to work. He will contact the local locksmith to see if access could be made.
- b. The Clerk confirmed that the asset register will need updating as Councillor Haynes had purchased the laptop he used while as chairman.
PW asked when had all the assets last been revalued.
CH advised that it had been done in 2010.
PW proposed doing a re-evaluation of all the Councils assets. CH seconded.

It was RESOLVED to recommend to Council that a complete re-evaluation of all the Council assets was done. All Agreed.

FIN16/10/11 – Business Reserve Account – PW proposed closing the Business Reserve Account with the NATWEST and using the Newbury Building Society Account as a reserve. CH seconded. All agreed.

It was RESOLVED to recommend to Council that the NATWEST Business Reserve Account be closed.

FIN16/10/12 – Information Sharing. None.

Ended: 16:37

Date of Next Meeting: TBC