Minutes of Finance Committee Meeting
13th April 2022 (Zoom)

Present:
Glynn Alcock (Vice-Chairman)
John Pratt (Councillor)
Chris Trotman (Chairman)

Lara Jacques (Clerk)

1. Proposal to approve the minutes of the Finance Committee Meeting 7th February 2022
All in favour

2. Matters arising
None

3. Accounts Year Ending 31/03/22
- **a. First Draft of Cashbook and Statements**
- **b. Internal Audit Matters**

At the last PC meeting it was estimated according to the statements that there would be 52K carried forward. After viewing the year end reports it presents just under £50K carried forward. £15k in the current account and 34K in the investment account.

LJ will reallocate the traffic cones and upload the full cashbook to the drive.

JP stated that the work CT had carried out had been very helpful and much appreciated by all.

The approved cashbook will be uploaded to the website prior to the May AGM.

LJ has not received any further correspondence from the internal auditors following the initial submission.

4. S106
- **a. Pump track**
- **b. Baptist Church Young People's Facilities**
- **c. Village Hall applications X2**
- **d. Art fund bids**

GA updated the committee that he has still not heard from the S106 team. He has been chasing every few weeks but it is now at a point where he needs to request JH to investigate and expedite.

Regarding the pump track, IP or a colleague will be attending the next PC meeting to give an update. GA has not been updated with regards to whether the 100 donations has been successful as per the British Cycling donation requirements. The PC meeting will also allow residents to voice any concerns.

Regarding the Baptist Church –'Ngage youth club', the balance sheet has been submitted along with the application. The group financial position is ok but has suffered due to the pandemic. The request for support is up to 10k. There does not appear to be concern regarding any religious affiliation as the group is open to all.

The PC have a good and long term relationship with the Baptist church. GA stated there was no defined cut off for the S106 funds to be utilised and would be inclined to offer £5k now with a consideration for a further donation at a later date. All in agreement and GA will present to PC.

If the PC purchase the items, the donation would be £5k + VAT.

Regarding the Village Hall request for funding for a screen and projector. The committee stated the items would benefit not just the village hall and would be useful for many group to use. There was concern over insurance and warranty as to who this would lie with – the PC or the village hall. If the PC purchase the items the village hall would be expected to insure them.

The PC would need to be invoiced for the items there is no facility to pay by credit card – only bank transfer or cheque.

Regarding the other items requested by the village hall the committee were confident that the village hall positive financial situation would allow them to carry out the works to the garden area.

CT suggested that these recommendations are presented at PC for vote.

Regarding the art funding GA has received bids from Chris Townsend and is awaiting a further two which he will receive imminently.

5. S137 (2022-23 funds)

- **a. WOCT**
- **b. Tremendously wild**
- **c. Library service**

Regarding WOCT this is awaiting further financial information from PW.

It was decided that as Treemendously Wild are advertising as a business they would not be eligible for S137 donations under the specified criteria of being a charity or not for profit organisation. It was agreed that this application would not be pursued until the requirements are met.

CT will send a letter to the Library service to ascertain what funding is required and how much.

CT updated the committee that the last payment is due for the Wychwood Minis group as per the agreement of paying for a year of hall rental. The total amount due is £320. CT will raise this for vote at the PC meeting on the 20th April.

GA stated that there needs to be a system of requesting and tracking receipts for all items purchased under S137 donations. LJ will ensure that this is put in place for this financial year.

CT stated that JH is yet to hear what the funding could be for purchasing the Jubilee . This will be discussed at the PC meeting if the funding amount has been confirmed.

6. AOB

GS has suffered a serious injury to his arm and as such the purchase of Dog fouling signs will be postponed until he is able to deal.

Regarding the Village Green removal of plastic linings and landscaping which is required it was decided that rather than pay several thousand to have it removed now, it could be a request to add this on to the Caloo tennis court improvement work. CT will recommend this to PC.

CT is waiting for the Charity Commissioners to produce the final scheme. Once received the PC can then negotiate payments. Mariam Baraki will oversee this due to the conflict of interest.

An update regarding the proposed transfer of the Eco- triangle will hopefully be made by PW at the PC meeting. CT has spoken with the PC solicitors, Lee Chadwick to get an idea of costs but the PC are awaiting more information.

JP queried whether it was appropriate to continue to make virements to the cashbook as the PC has done so in previous years. The committee were in agreement that the current cashbook is the most transparent way of presenting the accounts and without any virements as it shows a true reflection of over and underspending as needed by the PC. Any further work on virements could be carried out at the request of the auditors.

The 'provisional' expense of circa £14k is due to the legal claims for Spitfire and cannot be avoided.

Salaries overspending is due to salary increases and overtime.

Meeting terminated 2010hrs.