



**DRAFT MINUTES**  
**FINANCE AND GENERAL PURPOSES COMMITTEE MEETING**

Monday 14<sup>th</sup> October 2019, 20:05pm  
Day Care Centre, Haddenham Village Hall

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**Present:** Cllrs: Mrs. Aston, Mr. O'Hanlon (Chair), Mr. Sharp, Mr. Truesdale, and Mr. Young.  
Clerk: Ms. Gilbert  
Assistant Clerk: Ms. Griffiths  
2 members of public.

**F20 20 CO-OPTION TO THE COMMITTEE**

It was PROPOSED and AGREED to co-opt Mr Brown on to the Finance and General Purposes Committee and he then joined the meeting.

**F20 21 APOLOGIES**

There were no apologies as all members were present.

**F20 22 DECLARATIONS OF INTEREST**

None.

**PUBLIC PARTICPATION**

One member of the public sought clarification on whether the Parish Council would be including funding in the precept for the next phase of parking restrictions in the village.

*Mr. O'Hanlon confirmed that the budget was included in 2019-20 and would carry through to 2020-21, and that a Local Area Forum grant application had been made for 2020-21 to cover 50% of the cost.*

**F20 23 MINUTES**

The minutes of the meeting held on 15<sup>th</sup> July 2019 were AGREED as a true record and signed.

One member of public left the meeting and another member of public joined the meeting at this point.

**F20 24 FINANCES**

(i) The bank reconciliations were received for quarter ending 30<sup>th</sup> September 2019 and it was noted that a credit for the receipt of the second precept payment is unreconciled, if not received the accounts will need to be amended. Mr. O'Hanlon will check the reconciliations against the bank statements after the meeting.

(ii) The accounts for quarter ending 30<sup>th</sup> September 2019 were received (see appendix).

(iii) The budgets for financial year 2019-20 were reviewed and the following changes AGREED for recommendation to the Council:

Increase legal and professional fees to £6,000

Increase Information technology to £7,000 (Clerk will check the detail of new monthly commitments)

Increase street light maintenance to £11,000

It was noted that at year end 2018-19 there was an over accrual of outsourced maintenance of £8,200 which would give some spare funds in the current year

The devolved budget is underspent due to fewer Rights of way cuts needed.

Street light energy is increasing in cost but is on a contract, so this needs checking.

There was a request for the report pages to be numbered to make following the discussion easier,

which the Clerk agreed to do.

- (iv) The Business Plan for 2020-21 was updated on the basis of the plan for 2019-20. It was good to see that some items had been completed, however many are ongoing long-term objectives. The Climate Emergency resolution and an election in 2020 will need to be added.
- (v) The general purposes budget the financial year 2020-21 for precept setting was reviewed and an initial draft agreed.

#### **F20 25 AUDIT**

It was noted that the Internal Auditor will be carrying out an interim audit on 21<sup>st</sup> October 2019.

#### **F20 26 INSURANCE**

- (i) It was noted that the Parish Council's insurance policy is due to be renewed under the 3-year deal set up last year.
- (ii) The asset register was reviewed for insurance purposes. Nothing additional needed to be added.

#### **F20 27 GRANT APPLICATIONS**

- (i) It was AGREED to recommend awarding a grant of £350 to the Sixty Plus Club.
- (ii) It was AGREED to recommend making a donation of £100 to the Poppy Appeal to fund the Parish Council's wreath.

#### **F20 28 FINANCE REGULATIONS**

It was AGREED to recommend adopting the NALC recommended updates to the Parish Council's Financial Regulations.

#### **F20 29 TERMS OF REFERENCE**

- (i) The Terms of Reference for the Finance and General Purposes Committee were AGREED for recommendation to the Council with the addition of responsibilities for communications.
- (ii) It was AGREED to defer consideration of the Terms of Reference for the Climate Emergency Working Group.

#### **F20 30 WOODWAYS PAVILION DOORS**

It was noted that the new Pavilion doors have been installed and that the Playing Field Management Committee (PFMC) had raised several concerns over the installation and the doors themselves. The Committee thanked the Clerk for dealing with the PFMC's concerns and the challenging way in which they were communicated.

#### **F20 31 TENNIS CLUB LEASE**

The Clerk will meet with the Tennis Club to discuss arrangements for a renewal of the lease of the courts at Woodways to include the additional land for the extension. It may be necessary to vary the terms of the existing lease in line with the VAT advice that has been received. The need for a lease was questioned as it would only be needed for LTA funding which wasn't available for the current project, so could possibly be avoided. This will be considered with the Tennis Club

#### **F20 32 NEW HOMES BONUS MICROGRANT**

The application from Chearsley and Haddenham Under Fives for a New Homes Bonus Grant for a new noticeboard was recommended for APPROVAL by the Council.

#### **F20 33 INVESTMENTS**

As the Council is no longer deemed a 'small local authority' by the Financial Services Compensation Scheme (FSCS), it is not eligible for deposit protection under the FSCS. It was therefore AGREED to deposit the majority of the Council's reserves into the CCLA Public Sector Deposit Fund (PSDF). The PSDF was set up after the banking crisis at the request of the LGA as a low risk investment account for councils. The fund

is AAmmf rated and operates by lending money to numerous well rated banks, therefore spreading the risk of funds being lost from any individual bank if they were to collapse. It was AGREED that some funds shall be kept in the Council's current account and savings account to facilitate the day-to-day operating of the Council. The Clerk will arrange to open a CCLA for the Parish Council. The Investment Strategy for 2019-20 will be updated to reflect this for adoption by Council.

**F20 34 VILLAGE HALL**

- (i) The VAT advisor is preparing a report containing information relevant to future lease arrangements. It is anticipated that this will be completed around the middle of November.
  
- (ii) It was AGREED to adopt the Terms of Reference for the Village Hall Refurbishment Working Group with the inclusion of specifying that an agenda will be sent out one day before the meeting.

**F20 35 TRANSFER OF LAND AT HADDENHAM AIRFIELD**

It was noted that the football club are now playing football on the pitches. The legal process of transferring ownership of the land from CALA homes is still in progress with the solicitors.

**F20 36 S106 FUNDING**

- (i) An updated S106 projects allocation report was received.
  
- (ii) It was AGREED that the Village Hall and refurbishment of the play areas within the village will be the projects included in the S106 agreement for planning application 19/02145/APP, land south of Lower Road.
  
- (iii) It was AGREED that the Village Hall and refurbishment of the play areas within the village will be the projects included in the S106 agreement for planning application 18/03704/APP, Chiltern House, Thame Road.

**F20 37 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA**

Work has been carried out to the witchert wall along the Stockwell Footpath, however, the tiles to cap the wall have not been replaced, exposing the wall to damage caused by the weather. No payments will be made until the tiles have been restored.

**F20 38 DATE OF NEXT MEETING**

Monday 16<sup>th</sup> December 2019.

**CONFIDENTIAL ITEMS**

None.

**CLOSURE OF THE MEETING**

The meeting closed at 10.06pm.

Signed: \_\_\_\_\_ DRAFT \_\_\_\_\_  
Chair

Date: 16<sup>th</sup> December 2019

Appendix: Q2 2019-20 Finance Report, budget review and draft precept for 2020-21

HADDENHAM PARISH COUNCIL  
INCOME & EXPENDITURE FOR THE QUARTER ENDING 30TH SEPTEMBER 2019  
DRAFT 6

	Precept Proposal 2019/20	Budget 2019/20	Annual Budget 2019/20 v Precept Proposal 2019/20	Actual Q1	Actual Q2	Actual YTD 2019/20	Budget YTD 2019/20	Variance to Budget	Latest Projection FY 2019/20	2019/20 Projection Variance to Budget	Precept Proposal 2020/1	Precept Proposal 2020/1 v 2019/20	Change from budget 2019/20	Actual Q2 2018/9	Change vs same period last year
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
<b>GENERAL ADMIN</b>															
<b>EXPENDITURE</b>															
Payroll management	625	530	95	104	104	207	265	58	530	-	150	57	475	137	34
Travel	258	250	8	25	3	28	125	97	250	-	260	232	3	24	1
Stationery	412	400	12	136	125	261	200	61	400	-	410	149	2	77	58
Postage	40	40	-	-	7	7	20	13	40	-	45	38	5	14	14
Phone / Internet	700	800	100	195	209	404	400	4	800	-	820	416	120	195	-
Office rent / room hire	4,500	4,500	-	1,211	1,049	2,260	2,250	10	4,500	-	4,590	2,330	90	968	243
Photocopier	800	800	-	150	168	318	400	82	800	-	820	502	20	202	52
Insurance	4,419	4,419	-	1,465	1,029	2,494	2,210	284	4,419	-	4,868	2,374	449	2,036	571
Training	2,500	2,500	-	42	83	125	1,250	1,125	2,500	-	4,000	3,875	1,500	6	48
Audit	1,175	2,500	1,325	625	1,039	1,664	1,250	414	2,500	-	2,550	886	1,375	294	331
Legal & Other Professional	3,000	6,000	3,000	-	3,400	3,400	3,400	-	3,000	3,000	7,000	3,600	4,000	1,355	1,355
Chairman's Allowance	150	150	-	-	11	11	75	64	150	-	150	139	-	6	6
Subscriptions	1,500	1,500	-	874	204	1,077	750	327	1,500	-	1,530	453	30	313	560
Grants and donations (\$137)	14,500	14,500	-	-	-	-	-	-	14,500	-	18,500	18,500	4,000	5,584	5,584
APM	155	155	-	673	-	673	78	595	673	518	690	17	535	155	517
Books and Publications	50	50	-	-	-	-	25	25	50	-	50	50	-	-	-
Election Costs	-	-	-	-	-	-	-	-	-	-	3,000	3,000	3,000	-	-
Capital Asset Fund	2,000	2,000	-	-	865	865	1,000	135	2,000	-	2,040	1,175	40	391	391
Misc.	401	401	-	362	349	711	201	510	401	-	410	301	9	362	724
Bank Charges	60	60	-	30	30	60	30	30	120	60	60	-	-	30	-
Information Technology	8,000	7,000	1,000	2,671	2,262	4,933	4,933	-	4,000	3,000	2,500	2,433	5,500	-	2,671
Other S137	100	100	-	-	-	-	50	50	100	-	100	100	-	-	-
Business Rates	-	768	768	187	192	379	384	5	768	-	780	401	780	-	187
	<b>45,345</b>	<b>49,423</b>	<b>4,079</b>	<b>8,747</b>	<b>11,127</b>	<b>19,874</b>	<b>19,294</b>	<b>580</b>	<b>44,001</b>	<b>5,422</b>	<b>55,323</b>	<b>35,449</b>	<b>9,978</b>	<b>11,413</b>	<b>2,667</b>
<b>INCOME</b>															
Precept	357,470	357,470	-	89,368	89,368	178,735	178,735	-	357,470	-	402,593	223,858	45,123	82,538	6,830
Interest	2,000	2,000	-	6	6	12	1,000	989	2,000	-	2,000	1,989	-	8	2
Miscellaneous	-	-	-	1,200	5,008	6,208	-	6,208	6,208	6,208	-	6,208	-	-	1,200
Grants Received	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>359,470</b>	<b>359,470</b>	<b>-</b>	<b>90,573</b>	<b>94,381</b>	<b>184,954</b>	<b>179,735</b>	<b>5,219</b>	<b>365,678</b>	<b>6,208</b>	<b>404,593</b>	<b>219,639</b>	<b>45,123</b>	<b>82,545</b>	<b>8,028</b>
<b>NET</b>	<b>314,125</b>	<b>310,047</b>	<b>4,079</b>	<b>81,826</b>	<b>83,253</b>	<b>165,080</b>	<b>160,441</b>	<b>4,639</b>	<b>321,677</b>	<b>11,630</b>	<b>349,270</b>	<b>184,191</b>	<b>35,145</b>	<b>71,132</b>	<b>10,694</b>