

KIDLINGTON PARISH COUNCIL

Exeter Hall, Oxford Road, Kidlington, OX5 1AB

Email: clerk@kidlington-pc.gov.uk



Minutes of the Virtual Advisory Meeting of the Policy and Finance Committee held via Zoom on Thursday 10 June 2021 at 6.30pm

PRESENT: Cllr David Betts (Chair), Cllr David Robey, Cllr Neil Prestidge, Cllr Alison Street, , Cllr Alan Graham, Cllr Carolyn Sampson

IN ATTENDANCE: Rachel Faulkner - Clerk to the Council, Alyson Bateman - RFO

APOLOGIES: Cllr Ian Middleton

ABSENT: Cllr Katharine Tyson, Cllr Conrad Copeland

21/PF149 **Declarations of Interest:** None declared.

21/PF150 The minutes of the meeting of 22 April were approved to be signed at future physical meeting.

21/PF151 Matters arising from the Minutes:
Update on Meanwhile Project – County wide project to find tenants for empty shop units. The Clerk reported that fortunately Kidlington does not have many empty units. Cllr Betts had advised that the former M&Co has potential tenants. The project was asked to look at the Nat West bank and to work with the County Council to investigate the future use of Glebe House.
Cllr Graham requested potential re-siting of the Bench outside Glebe house to the corner of School Road and High Street.

21/PF152 The Committee received three Annual Financial reports:

1. Report by the RFO on the Final Outturn for the year ending 31 March 2021. There is an underspending of £25,519 which will contribute to the General Reserve.
2. The Committee received the final Internal Audit report for 2020/21 and noted that it was favourable with no points of action.
3. The Committee reviewed the Annual Governance and Accountability Return (AGAR) and **Recommended** it to Council for approval and signature.

21/PF153 The committee reviewed and accepted the Financial regulations which contained minor changes in relation to change of Banking arrangements.

21/PF154 The Committee reviewed the statement of Capital expenditure and Revenue reserves. And noted 4 Reserves which had been redistributed. The Clerk advised that further changes as a result of the underspending for the last financial year could be incorporated at future meetings and It was also **agreed** that a priority list of revenue and capital projects produced by Community Committee would be reviewed in September. It was also agreed that a list of projects, at no cost to the Parish council as financed by Section 106 grants, would be appended to the Capital and reserves list.

21/PF155 The Committee Agreed the application for Section 137 Grant funded Hall discount for the Royal British Legion.

21/PF156 The Committee discussed the extension of the leases to Kidlington Recreational Trust. The Trust manage KPC's sports fields and pavilions at Yarnton Road, Orchard Rec (Evans Lane), Ron Groves and Park Hill. The Trust have requested extensions of at least 20 years to enable them to apply for grants for improvements to the facilities. Members recommended that they would agree in principle but that the leases should have a full review to ensure they are suitable and have necessary break clauses.

21/PF157 The Committee **agreed** to engage HR consultant James Corrigan for a period of three years to advise on all HR related activity. Ensure contracts and policies are up to date and comply to current legislation.

21/PF158 The Committee agreed to continue to pay Councillors' allowances @ £900 per annum to those who wish to claim the allowance. Councillors not wishing to take the allowance must inform the RFO in writing.

21/PF159 The Committee's terms of reference were reviewed and agreed:

The **Policy and Finance Committee** is concerned with the Council's finances, management and policies.

- Development of policies that guide the services and activities of the Council
- Responses to major consultations from other bodies and representing the Parish's interests to other bodies
- Recommending the annual budget and precept to Council
- Monitoring the financial affairs of the Council
- Overseeing the internal management of the Council's affairs.

The **Community Committee** is concerned with the services and facilities provided by the Council for the community.

- Management, development and maintenance of Council buildings and open spaces
- Providing and managing services and facilities for the community
- Delivery and implementation of community-based projects
- Encouraging community involvement through promotion of activities and special projects

The **Planning Committee** reviews planning applications submitted from within the Parish to the Planning Authority, Cherwell District Council, for every kind of development proposal. Final decisions are made by District Council Officers under delegation or, if placed before them, the District Council Planning Committee.

- To make recommendations representing the interests of the Kidlington Community as a whole to Cherwell District Council on planning applications received

21/PF160 The Deed of surrender from CDC for their office at Exeter Hall was noted and agreed to be signed by the Chairman and Vice Chairman.

21/PF161 The Chairman of the P&F committee signed the bank reconciliations for 31 March 2021 in accordance with the Financial Regulations.

21/PF162 The date of next meeting was confirmed as Thursday 9 September 2021 at 6.30pm

The meeting closed at 8.30pm