

LITTLEMORE PARISH COUNCIL

Minutes of the Finance Committee Thursday 25th January 2018

at Edith Kempson House, Chapel Lane, Littlemore, OX4 4QB

Clerk: Richard Wilkins - The Oxford Academy, Sandy Lane West Littlemore, Oxford, OX4 6JZ

Tel: 07377 682216 Email: clerk@littlemoreparishcouncil.gov.uk

Attendees	Cllr Lynda Comber (LC) Cllr Tina Hill (TH), Cllr Anita Fisher Richard Wilkins (Clerk)
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Ref	Item	Notes	Action																														
30/18	Welcome	Meeting opened 1900hrs Chair of Finance Committee Cllr Hancock has sent in apologies, it was agreed that Cllr Lynda Comber would chair meeting.	For Info																														
31/18	Apologies	Cllr Dorian Hancock	For Info																														
32/18	Declarations	No declarations of interest were received.	For Info																														
33/18	CIL and S106 Funds	Clerk informed Committee that no further CIL payments have been received and that a separate record for each amount of CIL payments will be made available at next finance meeting. Clerk informed Committee due to fault with Clerks laptop he was unable to provide a update on S106 funds remaining, Clerk advised that payment of £1,750 for improvements to sports pavilion has now been received.	For Info Clerk																														
34/18	Transactions on Invoices & Payments in	<p><u>Treasurers Account</u></p> <table> <tr> <td>Invoices, Wages (paid out)</td> <td>£ Incl. VAT</td> </tr> <tr> <td>Wages (25 Dec 17 - 5 Jan 18)</td> <td>£296.80</td> </tr> <tr> <td>Wages (25 Dec 17 - 5 Jan 18)</td> <td>£277.20</td> </tr> <tr> <td>Council Phone</td> <td>£62.02</td> </tr> <tr> <td>Poppy Wreath</td> <td>£20.00</td> </tr> <tr> <td>TOTAL -</td> <td>£656.02</td> </tr> <tr> <td>INCOME :-</td> <td></td> </tr> <tr> <td>Oxford City Council 106 Money</td> <td>£1,750.00</td> </tr> <tr> <td>TOTAL</td> <td>£1,750.00</td> </tr> </table> <p><u>Unity Trust Account</u></p> <table> <tr> <td>Invoices, Wages,(paid out)</td> <td>£ Incl. VAT</td> </tr> <tr> <td>OALC End Year Training</td> <td>£48.00</td> </tr> <tr> <td>Fine Print Services Ltd Edition 418</td> <td>£179.00</td> </tr> <tr> <td>Donnington Hospital Trust Oxford Road Rent</td> <td>£875.00</td> </tr> <tr> <td>DM Payroll Services Ltd Payroll Services Qtr 3</td> <td>£75.00</td> </tr> <tr> <td>Executive Fire - Fire Alarm Repair</td> <td>£324.00</td> </tr> </table>	Invoices, Wages (paid out)	£ Incl. VAT	Wages (25 Dec 17 - 5 Jan 18)	£296.80	Wages (25 Dec 17 - 5 Jan 18)	£277.20	Council Phone	£62.02	Poppy Wreath	£20.00	TOTAL -	£656.02	INCOME :-		Oxford City Council 106 Money	£1,750.00	TOTAL	£1,750.00	Invoices, Wages,(paid out)	£ Incl. VAT	OALC End Year Training	£48.00	Fine Print Services Ltd Edition 418	£179.00	Donnington Hospital Trust Oxford Road Rent	£875.00	DM Payroll Services Ltd Payroll Services Qtr 3	£75.00	Executive Fire - Fire Alarm Repair	£324.00	For Info Clerk
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		<p>Viking Direct Filing Cabinet £118.58 Viking Direct Stationary £92.45 Viking Direct Notebook £7.79 Big Mower Company Mower Annual Service £326.90 HMRC (Inland Revenue) Employee Tax & NI (Dec 17) £212.40 Newman Place (Littlemore Church)Community Grant £5,000.00 Wages (8 Jan - 19 Jan) £296.80 Wages (8 Jan - 19 Jan) £277.00 Wages Editor (Feb/Mar) £244.00 R Wilkins Mileage £18.00 R Wilkins Microsoft Office – January £11.28</p> <p>TOTAL £8,106.24</p>	
35/18	Bank Balances	<p>Bank balance as at Tuesday 23rd January 2018</p> <p>Treasurers Account £72,325.06 National Savings Bank £564.21 Unity Trust £53,587.45 Petty Cash £371.49</p> <p>Total All Accounts £126,848.21</p>	
36/18	Parish Council Tax	<p>Clerk provided a full explanation of calculations from Adrian Wood (Technical Officer Financial Services, Oxford City Council) for Parish Council Tax</p> <p>Full break down off Parish Council Tax sheet is attached separately to minutes and copies are available from Clerk.</p> <p>Cllr Comber thanked the Clerk for the excellent work done on the Precept and for the good work with Oxford City Council.</p>	For Info Clerk
37/18	Tenders	<p>Clerk advise that Motor Insurance policy was due for renewal on 20th February 2018 and that two quotes have been received for consideration</p> <p>Quote 1) Mathews Comfort Quote 2) Came & Company</p> <p>It was unanimously agreed to accept the quote from Came & Company for annual cost of £665.95.</p>	
38/18	Date Next Meeting	Thursday 22 nd February 2018	

Signed as a true and accurate record

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Cllr Dorian Hancock