

LITTLEMORE PARISH COUNCIL

Minutes of the Finance Committee

Thursday 22nd February 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 Dorian Hancock (Chair, Finance Committee), Cllr Lynda Comber (LC) Cllr Tina Hill (TH), Cllr Matthew Hutton, Richard Wilkins (Clerk – via voice call)
------------------	---

Ref	Item	Notes	Action										
57/18	Welcome	Meeting opened 1900hrs	For Info										
58/18	Apologies	Cllr Anita Fisher, Cllr John Tanner, Cllr David Henwood	For Info										
59/18	Declarations	Cllr Dorian Hancock declared interest in item ref 63/18 – Venue Hire and will leave meeting room. It was agreed that Cllr Matthew Hutton would chair meeting at this item ref only.	For Info										
	Acceptance Minutes of last meeting	Minutes were accepted as a true record to meeting held on Thursday 25 th January 2018.	For Info										
60/18	CIL and S106 Funds	Clerk informed committee that no further CIL payments have been received. Clerk informed committee that an update of S106 funds has been requested and will report back at next Finance meeting.	For Info Clerk										
61/18	Transactions on Invoices & Payments in	All Payments completed during 22 January – 19 February 2018 is registered at Annex A 22 January to 19 February payments Cllr Matthew Hutton raised concern about mobile cost, the Clerk notified that this costing had been agreed by Full Council before contract taken out. Cllr Matthew Hutton has requested that the Council look into cost of electrical charges from SSE, the Clerk advised this would be done in next couple of months. Transactions listed were accepted as true record by committee.	For Info Clerk										
62/18	Bank Balances	Bank balance as at Sunday 18 th February 2018 <table style="margin-left: 20px; border: none;"> <tr> <td>Treasurers Account</td> <td style="text-align: right;">£72,260.00</td> </tr> <tr> <td>National Savings Bank</td> <td style="text-align: right;">£564.21</td> </tr> <tr> <td>Unity Trust</td> <td style="text-align: right;">£41,921.77</td> </tr> <tr> <td>Petty Cash</td> <td style="text-align: right;">£184.08</td> </tr> <tr> <td> Total All Accounts.</td> <td style="text-align: right;"> £114,930.06</td> </tr> </table> The balances were accepted as true record by committee.	Treasurers Account	£72,260.00	National Savings Bank	£564.21	Unity Trust	£41,921.77	Petty Cash	£184.08	 Total All Accounts.	 £114,930.06	
Treasurers Account	£72,260.00												
National Savings Bank	£564.21												
Unity Trust	£41,921.77												
Petty Cash	£184.08												
 Total All Accounts.	 £114,930.06												
63/18	Tenders												

		<p>Cllr Dorian Hancock left meeting, Cllr Matthew Hutton took Chair for this item ref.</p> <p>The Clerk presented to Finance Committee 3 tenders for Venue Hire, the main points of these tenders covered the cost per hour to hold full Council meetings. (11 meetings for 4 hour each meeting)</p> <p>The three tenders that all meet the criteria sent out by Clerk were from</p> <ul style="list-style-type: none"> a) Littlemore Community Centre (who agreed to include the Council affiliation into its bid), cost of £15 per hour minus £50 affiliation fee Total= £610.00 b) The Village Hall, Littlemore. Cost of £15 per hour Total= £660.00 c) The Oxford Academy, Littlemore. Cost of £10 per hour Total= £440.00 <p>The Clerk advised the members of Finance Committee that budget for 2018/19 was £500.00</p> <p>Following discussion a recommendation was made to propose to Full Council that The Oxford Academy should be awarded the tender.</p> <p>Proposed by: Cllr Lynda Comber Seconded by: Cllr Tina Hill</p> <p>unanimously agreed.</p> <p>Cllr Dorian Hancock returned to meeting.</p>	
64/18	Date Next Meeting	Thursday 25 th March 2018	

Signed as a true and accurate record

.....
Cllr Dorian Hancock
Chair, Finance Committee
Littlemore Parish Council
Thursday 29th March 2018