

**LITTLEMORE PARISH COUNCIL**

Minutes of a Meeting of Littlemore Parish Council Finance Committee held on Monday 24<sup>th</sup> September 2018 at 7.00pm at Edith Kempson House, Chapel Lane, Littlemore, OX4 4QB.

Present: Councillor Wicker (Finance Committee Chair)  
Councillors: L Comber, M Hutton, A Fisher.

Officers: Richard Wilkins (Clerk to Parish and R.F.O)

Meeting opened 1900hrs

**339/18 Chairs Welcome**

Cllr Wicker welcomed everyone to the meeting.

**340/14 Apologies for Absence**

Councillors J Tanner, M Willis, T Hill.

**341/18 Declarations of Interest**

No Declarations received.

**342/18 Acceptance of minutes for last meeting: Monday 20<sup>th</sup> August 2018**

Minutes of meeting were agreed and signed by Cllr Wicker.

**343/18 Information on Art Project**

Cllr Comber provided the Finance Committee with a report on the Littlemore Art Project commissioned in 2014, the report detailed the Cost of Project, Installation Cost and Additional Cost possible to Council. Cllr Comber continued by advising Council she has concerns about the contract signed and the money paid over in full with no structure to show for it.

Cllr Comber suggested to the Finance Committee that a recommendation be made to Full Council for the Proper Officer to request a formal investigation in to the project.

Proposed by: Cllr Macer Wicker  
Seconded by: Cllr Matthew Hutton

Unanimously agreed, recommendation will be presented to full Council on 9<sup>th</sup> October 2018

**344/18 Update on CiL and Section 106 Funds**

Clerk referred to document attached listing funds available and expenditures.

**345/18 Transactions on Invoices (All Accounts)**

Transactions on all Accounts between 16<sup>th</sup> August 2018 and 19<sup>th</sup> September 2018 were noted. (List Attached to hard copy of Minutes)

Signature .....

**346/18 Bank Balances**

Clerk presented Council with breakdown of bank balances and petty cash balance

Unity Trust	£21,964.46
Savings	£ 564.21
Lloyds Treasurers	£64,623.44
Lloyds Business	£ 0.00

**Total in Banks £87,052.11**

Cash £ 234.64

**Grand Total £87,286.75**

(Bank balances were correct as of 18<sup>th</sup> September 2018)

**347/18 External Audit Update**

Clerk informed Committee that the External Auditors submitted a list of 15 questions which were responded to. Currently awaiting the report back from Moore Stephens with Certificate of Compliance.

**348/18 Review Banking Structure**

Clerk provided Council with Verbal report on current banking arrangements to ensure compliance with FSCS regulations, the Parish Council currently have following banks;

- Unity Trust Bank (main account for all BACS payments, cheques etc)
- Lloyds Business (currently one Direct debit and holds reserves etc)
- Lloyds Treasurer (to remain opened to hold future CiL payments expected)
- Santander (Still attempting to close account down)
- National Savings (In process of closing)

**349/18 Review Direct Debits, Credit Accounts**

Clerk provided Council with verbal report on current Direct Debits and Credit Trade Accounts

**Direct Debits** – EE, Castle Water, Information Commission Office and Hitachi Capital


**Credit Account** – Viking Office Supplies

Clerk recommends that Council open Credit Accounts at brewers Decorator Centre and Travis Perkins to enable Maintenance teams to pick up products more easily with invoicing direct to Council.

Proposed by: Cllr M Wicker  
Seconded by: Cllr L Comber

Unanimously agreed.

Signature .....



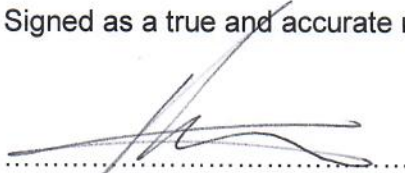
**350/18 Summary of Receipts and Payments**

Clerk provided Finance Committee with a breakdown of receipts and Payments for Cost Centres, document attached to minutes.

**351/18 Date of Next Meeting**

Monday 29<sup>th</sup> October 2018 – Edith Kempson House

Signed as a true and accurate record



Cllr Macer Wicker  
Chair Finance Committee  
Littlemore Parish Council  
Monday 29<sup>th</sup> October 2018

Signature .....