

LITTLEMORE PARISH COUNCIL

The Oxford Academy, Sandy Lane West,
Littlemore, Oxford, OX4 6JZ

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

To: Finance Committee Members

You are hereby summoned to attend Finance Committee Meeting of **Littlemore Parish Council** to be held at **Edith Kempson House, Chapel Lane, Littlemore, OX4 4QB** on **Monday 20th May 2019** commencing at **7.00pm** for purpose of transacting the following business. Members of public and press are invited to attend

Richard Wilkins

Richard Wilkins

Clerk to Council

Date: 15th May 2019

AGENDA

Public Forum – the first ten minutes are available for the public to express a view or ask a question on relevant Parish Council matters on the following Agenda.

The Public are welcome to stay and observe the rest of meeting.

195/19 Welcome

196/19 Elect Chairman to Finance Committee

197/19 Apologies for Absence

Councillors to accept reason of absence

198/19 Declarations of Interest.

To receive any declarations of disclosable pecuniary interest or other interests which members may have in terms of the items under consideration.

(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting during the transaction of that item of business).

199/19 Acceptance of minute for last meeting: Wednesday 3rd April 2019

200/19 Receipt Report – Annex A

To note Receipt report for dates 30th March 2019 – 14th May 2019.

201/19 Expenditure Report – Annex B

To note Expenditure report for dates 30th March 2019 – 14th May 2019..

202/19 Bank Balances – Annex C

To note the Balances on all accounts on 15th May 2019.

203/19 Mobile Phone Contract Renewal

To note RPI increase on mobile phone contract. Increase £1.32 per month.

204/19 Finance Report

Verbal report from R.F.O on finances for budgetary year.

205/19 Review Direct Debits

Council to review all direct debits for products/services to Parish Council

206/19 Review Annual Internal Audit

To review annual internal audit report conducted 25th April 2019

207/19 Date of Next Meeting

Request for meetings to be moved to Thursday evenings to be discussed.

LITTLEMORE PARISH COUNCIL

Minutes of a Meeting of Littlemore Parish Council Finance Committee held on **Monday 3rd April 2019** at 7.00pm at The Oxford Academy, Sandy Lane West, Littlemore, Oxford, OX4 6JZ.

Present: Councillor Macer Wicker (Finance Committee Chair)
Councillors: Anita Fisher, Maggie Willis.

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

Meeting opened 1908hrs.

124/19 Chairman's Welcome

Cllr Wicker welcomed everyone to the meeting.

125/19 Apologies for Absence

Cllr Lynda Comber (Unwell).
Cllr John Tanner (City Council Commitment)

126/19 Declarations of Interest

No declarations received. Cllr Wicker reminded Cllrs that they can declare interest at any part of the meeting.

127/19 Acceptance of Minutes for Last Meeting

Minutes for meeting held on Monday 28th January 2019 were agreed. Minutes signed by Cllr Wicker.

128/19 Receipt Report – Annex A

RESOLVED to note the receipt report for 23rd January 2019 to 29th March 2019.

129/19 Expenditure Report – Annex B

RESOLVED to note the expenditure report for 23rd January 2019 to 29th March 2019.

130/19 Bank Balances – Annex C

RESOLVED to note the report detailing Bank Balances on 29th March 2019.

131/19 ICO Renewal Fee

RESOLVED to note the ICO Renewal Fee of £35.00 via direct debit.

132/19 SLCC Leadership in Action 2019

Clerk notified committee of costs for a 2-day conference rate and daily rates plus hotel, discussion took place.

Signature.....

2 Day conference at rate of £520 (including VAT) was proposed

Proposed by: Cllr M Wicker

Seconded by: Cllr M Willis

Unanimously agreed

133/19 Increase on Mobile Phone Contract

Committee noted the increase of £1.32 per month on contract cost.

Clerk notified Committee that contract is due for renewal and currently looking at prices and will be returned in May 2019.

134/19 Membership to Community First Oxfordshire

Clerk notified Committee of request received to join as members to Community First at cost of £70. Following discussion it was agreed not to join.

135/19 Finance Report

Clerk provided following report

- Quarterly internal checks have been completed, with only April to complete. Accounts are currently manually reconciled manual due to Scribe Accounts (demonstration given)
- End of Year process will now be completed, currently arranging date for Internal Audit.
- Precept now paid in, request that £22,253.03 be transferred from Unity Trust to Llyods Treasurers to ensure only precept spent and all reserves in one account. This was agreed to take to full Council.

136/19 Date of Next Meeting

Monday 29th April 2019 – Edith Kempson House (TBC)

Meeting Closed 2015hrs

Signed as a true and accurate record

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Cllr
Chair Finance Committee
Littlemore Parish Council
Monday 20th May 2019

Signature.....

LITTLEMORE PARISH COUNCIL

Annex A - Receipt Report

14 May 2019 (2019/20)

Code	Date	Minute	Bank	Receipt No	Description	Customer	Net	VAT	Total
Precept	02/04/2019		Unity Trust		1st Half Precept	Oxford City Council	48,289.68	0.00	48,289.68
Income	17/04/2019		Unity Trust		HP Promotion Cashback	HP	120.00	0.00	120.00
Income	24/04/2019		Unity Trust		CIL Payment	Oxford City Council	4,308.59	0.00	4,308.59
					Total		52,718.27	0.00	52,718.27

Annex B - Expenditure Report

14 May 2019 (2019/20)

Date	Type	Bank	Description	Supplier	Net	VAT	Total
04/04/2019	DD	Unity Trust	ICO Registration Fee	ICO	35.00	0.00	35.00
05/04/2019	DD	Unity Trust	Laptop Care Plan	PC World	9.30	0.00	9.30
12/04/2019	DD	Unity Trust	Council Mobile Phone	EE	54.76	8.55	63.31
17/04/2019	DD	Unity Trust	Water Services	Castle Water	27.45	0.00	27.45
15/04/2019	BACS	Unity Trust	Wages	Littlemore Parish Council	2,652.31	0.00	2,652.31
15/04/2019	BACS	Unity Trust	ULS Gas	Nolans Fuel Oils Ltd	409.70	20.49	430.19
15/04/2019	BACS	Unity Trust	Printer Toner	Viking	214.92	42.98	257.90
15/04/2019	BACS	Unity Trust	Stationary	Viking	34.06	6.81	40.87
15/04/2019	BACS	Unity Trust	Email Accounts Hosting	Vision ICT	216.00	43.20	259.20
15/04/2019	BACS	Unity Trust	OALC Subscription 2019/20	OALC	839.44	167.89	1,007.33
15/04/2019	BACS	Unity Trust	Littlemore Local Print	Fine Print	245.00	0.00	245.00
15/04/2019	BACS	Unity Trust	Meeting Room Hire	The Oxford Academy	30.00	0.00	30.00
15/04/2019	BACS	Unity Trust	Mower Lease	Hitachi	100.00	20.00	120.00
07/05/2019	BACS	Unity Trust	Laptop Care Plan	PC World	9.30	0.00	9.30
13/05/2019	BACS	Unity Trust	Council Mobile Phone	EE	54.76	8.55	63.31
Grand Total					4,932.00	318.47	5,250.47

Littlemore Parsh Council
BANK ACCOUNTS

Unity Trust	£68,015.00
Savings	£564.21
Lloyds Treasurers	£64,041.54
LLOYDS BUSINESS	£0.00
Total in Banks	£132,620.75
Cash	£538.96
GRAND TOTAL (Banks and Cash)	£133,159.71