

LITTLEMORE PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE and GENERAL PURPOSES COMMITTEE

held on Thursday 31st March 2022 at Littlemore Village Hall at 7.00pm

Present: Councillors: Sue Stewart (Chair), Maggie Willis, Susie Aldridge, Tiago Corais

Officers: Geoffrey Ferres (RFO), Daniela Harrison (Assistant Clerk)

The meeting opened at 19:00 hrs.

The Chair reported that Cllr David Henwood has resigned from the Finance and General Purposes Committee.

FG 111/21 Chairman's Welcome

The Chairman welcomed members to the meeting.

FG 112/21 Apologies for absence

Cllr Michael Evans had sent apologies for absence and the Committee agreed to recommend that Full Council accept his reason for absence.

FG 113/21 Declarations of Interest

Members were asked to declare any pecuniary and non-pecuniary declarations of interest, and the nature of that interest which they may have in any of the items under the consideration at this meeting. No declarations were made.

FG 114/21 Minutes from previous Finance and General Purposes Committee

The minutes from Thursday 24th February 2022 were agreed and signed as a true record.

FG 115/21 Receipt Report for All Accounts between 20th February 2022 and 26th March 2022

The Responsible Financial Officer (RFO) reported there had been no receipts to the Council's Unity Trust Bank current account for the period 20th February and 26th March 2022.

The RFO said there should have been an interest payment received for the Council's Lloyds Bank Business Instant Access account, but he has no access to that account. He asked that one of the signatories obtain a statement for it.

FG 116/21 Payments reports for All Accounts between 20th February 2022 and 20th March 2022 (Annex B)

The Committee noted a written report presented by the RFO listing payments from the Council's Unity Trust Bank current account for the period 20th February and 26th March 2022. The RFO reported that Oxford Direct Services had also taken another payment in error, and he was trying to get it returned.

The RFO reported that from a statement handed to him at the meeting he was now aware of one Business Card payment of £18.18, which was to cover key cutting.

Signature.....

FG 117/21 Reserves Report as of 26th March 2022 (Annex C and C1)

- a) The Committee noted a report of the balances in all general, restricted, and earmarked reserves (Annex C). The RFO reported only two earmarked reserves had been used since the last report, Grants and Council IT.
- b) The Committee agreed to consider forming a Working Party to investigate the best use Section 106 and Community Infrastructure Levy funds and ensure money is spent before the respective deadlines in 2024. The end of May 2022 has been set as a target to commence discussions around the use of these funds. Cllr Stewart recommended that discussions be deferred until the Council receives the report of the current Community Engagement Group survey. Agreed.
- c) Cllr Stewart proposed that the Committee recommend that Full Council delay any decision on electronic bus information signs until an overview is achieved on best use of Community Infrastructure Levy funds in line with proposals just agreed. Agreed.
- d) Cllr Stewart proposed that the Committee recommend that Full Council approve the use of up to £22,000 from the Community Infrastructure Levy reserve to cover the provision of nine new and replacement noticeboards, including their installation, and that F&GPC be delegated the authority to decide where they should be situated. Agreed.
- e) The Committee agreed to recommend that Full Council approve the proposals from the RFO regarding reserves for 2022-23 (Annex C1) with the following amendments:
 - The General Reserve be set at £83,500, not £75,000, for 2022-23
 - The Staffing Contingency be set at £5,000 for 2022-23
 - The Amenities Contingency be set at £2,000 for 2022-23
 - A Play Equipment Reserve of £15,000 be set aside for maintenance and improvements
 - A Tree Works Reserve of £5,000 be set aside for maintenance and planting
 - An Inflation Reserve of £3,000 be set aside to deal with the increase in inflation since the budget was approved
 - A Water Reserve of £1,000 be set aside to deal with a disputed bill.

FG 118/21 Bank Balances on All Accounts as of 26th March 2022 (Annex D)

The Committee noted a written report presented by the RFO listing balances on the Council's four accounts but warning there was only of these he could be sure was accurate and there were two which he was certain were not.

FG 119/21 Budget monitoring report to 26th March 2022 (Annex E)

The Committee noted a written report presented by the RFO.

FG 120/21 Investment Strategy (Annexes F, F1 and F2)

The Committee agreed to recommend that Full Council approve amended versions of the report and annexes presented by the RFO to the previous meeting.

FG 121/21 Bank Mandates

The Committee agreed to recommend to Full Council that the signatories for the National Savings Investment Account match those for the Lloyds Bank accounts.

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The Committee still needs another councillor to become a signatory for the Unity Trust Bank account before it can remove the RFO as a signatory. Because of this delay, the Committee agreed to grant a dispensation to permit the RFO to process his own salary and expenses.

FG 122/21 Finance Report

The RFO report continued difficulty in gaining access to some of the items the auditor requires.

FG 123/21 Virements

No virements were proposed.

FG 124/21 Terms of Reference

Deferred to the next meeting.

FG 125/21 Financial Regulations

No amendments were proposed.

FG 126/21 Date of Next Meeting

Thursday 28th April 2022

FG 127/21 Agenda Items for Next Meeting

Motions to be submitted to the RFO or Cllr Stewart at least seven working days before next meeting

The meeting closed at 20:00 hrs

Signed as a true and accurate record.

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Cllr Sue Stewart

Chair

Littlemore Parish Council

Signature.....