

Littlemore Parish Council
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Members of Finance & General Purposes Committee: Cllrs Susie Aldridge, Tiago Corais, Sadiea Mustafa-Awan, Sue Stewart and Maggie Willis.

You are hereby summoned to attend a Finance & General Purposes Committee Meeting to be held at Littlemore Village Hall, Railway Lane, Littlemore OX4 4QB on Thursday 27th October 2022 at **6.30pm [Note the earlier than usual start-time]** for the purpose of transacting the following business. Members of the public and press are invited to attend.

Sue Stewart, Chairwoman, Finance & General Purposes Committee

Agenda

Public Forum – the first ten minutes are available for the public to speak or ask a question on relevant Parish Council matters on the following Agenda. The public are welcome to stay and observe the rest of the meeting.

FG 77/22 Chairwoman's Welcome

FG 78/22 Apologies for absence

Apologies received by the Assistant Clerk will be recorded and it will be for Full Council to decide whether or not to approve a member's reason for absence.

FG 79/22 Declarations of Interest

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

- i) Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it
- ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

FG 80/22 Minutes of previous Finance and General Purposes Committee meeting (Annex A)

To receive and approve as correct record the minutes of the Finance and General Purposes Committee meeting held on Thursday 29th September 2022.

FG 81/22 Receipts Report (Annex B)

To receive a list of Receipts for all accounts for the month of October.

FG 82/22 Payments Report (Annex C)

To ratify a list of Payments for all accounts between 25th September and 22nd October 2022.

FG 83/22 Reserves Report (Annex D)

To receive a report of the Balances in all general, restricted and earmarked reserves at 22nd October 2022.

FG 84/22 Bank Balances (Annex E)

To receive a report detailing the bank balances on all accounts at 22nd October 2022.

FG 85/22 Payments awaiting approval

To approve the payments below:

- £238.80, Seiretto Ltd, domain registration renewal for two years
- £66.00 x 2, Oxfordshire Association of Local Councils, budgeting training for Cllrs Aldridge and Willis
- £66.00, Oxfordshire Association of Local Councils, internal controls training for Cllr Willis
- £90.00, Daily Information Ltd, Clerk/RFO job advertisement
- £528.00, KOMPAN Ltd, annual inspection of play equipment and any others that arrive in time to be placed before the meeting.

FG 86/22 Budget Monitoring Report (Confidential Annex F)

To receive a report detailing receipts and payments against budget at 22nd October 2022. The report omits a few payments for which the RFO does not yet possess appropriate supporting paperwork, including four monthly water direct debit payments totalling £39.06.

FG 87/22 Internal Audit 2021-22 (Annex G)

To consider a programme for dealing with the recommendations in the report of the Internal Auditor for 2021-22.

FG 88/22 Review of Internal Systems of Control (Annex H)

To consider Cllr Aldridge's report following her review of the Council's Internal Systems of Control.

FG 89/22 Risk Assessment (Annex I)

To review the Council's financial risk assessment.

FG 90/22 Budget 2023-24 (Annexes Ja and Jb, and Confidential Annex Jc)

To consider a first draft of the budget for 2023-24.

FG 91/22 Bank Mandates

To receive a progress report on changing the bank mandates for all existing accounts and to consider whether to propose to Full Council any further changes to any of the bank mandates.

FG 92/22 Finance Report

Responsible Financial Officer to provide financial report to committee.

FG 93/22 Review of Investment Strategy (Annex K)

To consider a report from the Responsible Financial Officer.

FG 94/22 Asset Register (Annex L)

To review the Council's Asset Register.

FG 95/22 Financial Regulations

To consider whether to recommend to Full Council any amendments to Financial Regulations.

FG 96/22 Major spending

To consider any proposals for spending between £2,000 and £7,500, and any recommendations to Full Council for spending over £7,500.

FG 97/22 Virements

To consider whether to recommend to Full Council any virements.

FG 98/22 Dates of next two meetings

To confirm the dates of the next two meetings.

FG 99/22 Agenda items for next meeting

Motions to be submitted to Assistant Clerk at least seven working days before next meeting.