

Littlemore Parish Council  
Sandford Lodge  
24 Lawn Upton Close  
Littlemore  
OXFORD  
OX4 4QF

Tel: 07377 682216

Email: [clerk@littlemoreparishcouncil.gov.uk](mailto:clerk@littlemoreparishcouncil.gov.uk)

**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 24<sup>th</sup> November 2022 at **7pm** for the purpose of transacting the following business. Members of the public and press are invited to attend.

**Sue Stewart, Chair, 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 100/22 Chair's Welcome**

### **FG 101/22 Apologies for absence**

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

### **FG 102/22 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 103/22 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 27<sup>th</sup> October 2022.

### **FG 104/22 Receipts Report (Annex B)**

To receive a list of Receipts for all accounts between 22<sup>nd</sup> October and 20<sup>th</sup> November 2022.

**FG 105/22 Payments Report (Annex C)**

To ratify a list of Payments for all accounts between 22<sup>nd</sup> October and 20<sup>th</sup> November 2022.

**FG 106/22 Reserves Report (Annex D)**

To receive a report of the Balances in all general, restricted and earmarked reserves at 20<sup>th</sup> November 2022.

**FG 107/22 Bank Balances (Annex E)**

To receive a report detailing the bank balances on all accounts at 20<sup>th</sup> November 2022.

**FG 108/22 Payments awaiting approval**

To approve the two payments below:

- £66.00, Oxfordshire Association of Local Councils, Councillor Fundamentals training for Cllr Hancock
  - £34.20, Microshade Business Consultants Ltd, hosting Rialtas finance package.
- and any others that arrive in time to be placed before the meeting.

**FG 109/22 Budget Monitoring Report (Confidential Annex F)**

To receive a report detailing receipts and payments against budget at 20<sup>th</sup> November 2022.

**FG 110/22 Internal Audit 2021-22 (Annex G)**

To receive an update on the programme of work to deal with the recommendations in the report of the Internal Auditor for 2021-22.

**FG 111/22 Review of Internal Systems of Control (Annex H to follow)**

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

**FG 112/22 Risk Assessment (Annex I)**

To review further the Council's financial risk assessment.

**FG 113/22 Budget 2023-24 (Annex J) and Medium-Term Financial Model (Annex K)**

To approve a draft budget for 2023-24 to submit to Full Council and to consider a Medium-Term Financial Model put forward by the RFO.

**FG 114/22 Section 106 (Annex L)**

To consider a report on unspent money allocated to the Council by developers for specific purposes.

**FG 115/22 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 116/22 Finance Report**

Responsible Financial Officer to provide financial report to committee.

**FG 117/22 Review of Investment Strategy (Annex M)**

To consider a report from the Responsible Financial Officer.

**FG 118/22 Asset Register**

To receive an update on the review of the Council's Asset Register.

**FG 119/22 Financial Regulations**

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

**FG 120/22 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 121/22 Virements**

To consider whether to recommend to Full Council any virements.

**FG 122/22 Date of next meeting**

To confirm the date of the next meeting.

**FG 123/22 Agenda items for next meeting**

Motions to be submitted to the Chair at least seven working days before the next meeting.