

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

Tel: 07377 682216

Email: clerk@littlemoreparishcouncil.gov.uk

Members of Finance & General Purposes Committee: Cllrs Susie Aldridge, Dorian Hancock, Sadiea Mustafa-Awan 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 25th May 2023 at 7pm** for the purpose of transacting the following business. Members of the public and press are invited to attend.

Dorian Hancock, 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 1/23 Chair's Welcome

FG 2/23 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 3/23 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 4/23 Minutes of previous Finance and General Purposes Committee meeting

To receive and approve as correct record the minutes of the Finance and General Purposes Committee meeting held on Thursday 27th April 2023, which you can view on the Council's website here: [Minutes](#).

FG 5/23 Terms of Reference (Annex Ai) (Annex Aii to follow)

To review the Committee's terms of reference and to review the powers to be delegated to any sub-committees.

FG 6/23 Receipts Report (Annex B)

To note a list of receipts since 1st April 2023.

FG 7/23 Payments Report (Annex C)

To ratify a list of payments for all accounts between 23rd April and 20th May 2023.

FG 8/23 Reserves Report (Annexes Di and Dii)

To receive a report regarding all general, restricted and earmarked reserves.

FG 9/23 Bank Balances (Annex E)

To receive a report detailing the bank balances on all accounts at 20th May 2023.

FG 10/23 Payments awaiting approval

To approve the payments below:

- £5,40, Cloudy Group Ltd, part-month additional Microsoft 365 Business Basic licence
 - £5,40, Cloudy Group Ltd, part-month additional Microsoft 365 Business Standard licence
 - £237.00, Society of Local Council Clerks, joining fee and annual membership subscription for new Clerk
 - £144.00, SLCC Enterprises Ltd, ILCA qualification fee for new Clerk
 - £144.00, SLCC Enterprises Ltd, FILCA qualification fee for new Clerk
 - £245.00, Fine Print (Services) Ltd, Littlemore Local 451
- and any others that arrive in time to be placed before the meeting.

FG 11/23 Audit

To receive an update on the progress of the audits for 2021-22 and 2022-23.

FG 12/23 Risk Assessment (Annex F – to follow)

To review further the Council's financial risk assessment.

FG 13/23 Asset Register (Annex G – to follow)

To review further the Council's Asset Register.

FG 14/23 Review of Internal Systems of Control

To be updated regarding the annual review of the Council's Internal Systems of Control for 2022-23 started by Cllr Hancock on Thursday 27th April.

FG 15/23 Section 106 (Annex H)

To consider progress on plans for the use of unspent money allocated to the Council by developers for specific purposes.

FG 16/23 Community Infrastructure Levy (Annex I)

To receive an update on possible future receipts by way of the Community Infrastructure Levy.

FG 17/23 Bank Mandates

To consider recommendations to Full Council regarding the bank mandates for all existing accounts.

FG 18/23 Review of Investment Strategy (Annex J)

To consider a report from the Responsible Financial Officer.

FG 19/23 Financial Regulations

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

FG 20/23 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 21/23 Virements

To consider whether to recommend to Full Council any virements.

FG 22/23 Date of next meeting

To confirm the provisional date of the next meeting.

FG 23/23 Agenda items for next meeting

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