

Littlemore Parish Council
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Members of Finance & General Purposes Committee: Cllrs Susie Aldridge, Peter George, 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 27th July 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 43/23 Chair's Welcome

FG 44/23 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 45/23 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 46/23 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 29th June 2023, which you can find on the Council's website here: [Finance](#).

FG 47/23 Report of the Chair of the Estates and Maintenance Sub-Committee

To receive a report from the Chair of the Estates and Maintenance Sub-Committee.

FG 48/23 Report of the Chair of the Grants Sub-Committee

To receive a report from the Chair of the Grants Sub-Committee.

FG 49/23 Terms of Reference (Annex A)

To review the terms of reference of the committee, including the RFO's recommendations that the committee:

- a) adds a new point: "To establish sub-committees, if it wishes, choose their members, appoint their chairmen and approve their terms of reference".
- b) Delete the penultimate sentence and add a another new point: "To hold a meeting every month unless it decides otherwise."

FG 50/23 Sub-Committees (Annex B)

To review the membership and terms of reference of the committee's sub-committees.

FG 51/23 Receipts Report

To note the only receipt since the last meeting: monthly interest of £1,531.22 on the Council's Public Sector Deposit Fund account.

FG 52/23 Payments Report (Annex C)

To ratify a list of payments for all accounts between 18th June and 22nd July 2023.

FG 53/23 Bank Balances (Annex D)

To receive a report detailing the bank balances on all accounts at 22nd July 2023.

FG 54/23 Reserves Report (Annex E – to follow)

To receive a report of the balances in all general, restricted and earmarked reserves at 22nd July 2023.

FG 55/23 Budget Monitoring Report (Confidential Annex F – to follow)

To receive a report detailing receipts and payments against budget at 22nd July 2023.

FG 56/23 Payments awaiting approval

To approve the payments below:

- £2.70, Cloudy Group Ltd, part-month additional Microsoft 365 Business Basic licence for new councillor
- £280.50, The Village Hall Littlemore, hire for meetings Q1 and any others that arrive in time to be placed before the meeting.

FG 57/23 Credit account

To set the limit for the new credit account with Farol Ltd.

FG 58/23 Travel expenses

To agree whether councillors should be entitled to claim travel expenses on the same basis as staff, but only in their case for travel to and from places outside the parish boundary – in line with the City Council's policy for city councillors.

FG 59/23 Audit

To receive an update on the progress of the audit for 2022-23.

FG 60/23 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 61/23 Financial Risk Assessment (Annex G – to follow)

To review further the Council's financial risk assessment.

FG 62/23 Asset Register (Annex H)

To review the Council's Asset Register.

FG 63/23 Section 106 (Annex I)

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

FG 64/23 Community Infrastructure Levy (Annex J)

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

FG 65/23 Review of Investment Strategy (Annex K)

To consider a report from the Responsible Financial Officer.

FG 66/23 Bank Mandates

To consider whether to recommend to Full Council any changes to the bank mandates for existing accounts.

FG 67/23 Financial Regulations

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

FG 68/23 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 69/23 Virements

To consider whether to recommend to Full Council any virements.

FG 70/23 Date of next meeting

To confirm the provisional date of the next meeting.

FG 71/23 Agenda items for next meeting

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