

Minutes of the Littlemore Parish Council Finance and General Purpose Committee meeting held at Edith Kempson House on Thursday 27th February 2025

Present: Chris Snowton (Chair), Susie Aldridge (SA), and Maggie Willis.

In attendance: Morgan James (Clerk), Tim Cann (Deputy Clerk)

Members of the Public: 0

Meeting opened: 19.06

CONFIRMED

FG 166/24 Chair's Welcome

The Chair welcomed everyone to the meeting.

FG 167/24 Apologies for absence

Dorian Hancock (DoH) (illness), Sadiea Mustafa-Awan (SMA) (work commitment).

FG 168/24 Declarations of Interest

MW said she would recuse herself for discussion of the Village Hall grant request.

FG 169/24 Minutes of Previous Meeting

The Committee approved as a correct record the minutes of the F&GPC meeting held on Thursday 30th January 2025.

The Committee discussed the outstanding invoice to Littlemore Community Centre and instructed account signatories to approve it.

Action: Clerk to send CCLA account number to Chair, Chair to contact CCLA regarding access.

Clerk to contact Littlemore Community Centre to request updated invoice.

FG 170/24 Clerk's Report

The Clerk gave the following updates,

- i. Parks and Environment Committee Tender: The Clerk has had issues with the ContractFinder site, finding it time-consuming and unintuitive. The Clerk hopes to complete uploading the tender to the site by the next parks meeting
Action: Deputy Clerk to support Clerk with site, Clerk to call Amersham Parish Council for advice.
- ii. Workshop lighting and safety test – MW to contact Calvin Pennant and Alder Security
Clerk to circulate specification with Committee
- iii. Skipton building society account – submitted yesterday, will be in touch by start of next week
- iv. Reserves expenditure – deleted erroneous figure and corrected S106 amount on spreadsheet
- v. VAT refund – Clerk and Deputy Clerk have met and Deputy Clerk has submitted this for Year to Date and previous Financial Year.

FG 171/24 Bank Balances

The Committee reviewed the balances as at 21st February 2025.

The Committee instructed the Deputy Clerk to gain access to the NS&I account and requested that Cllrs Chris Smowton (Chair) and Maggie Willis (Deputy Chair) be added as signatories if the account cannot be closed. The money in the account is to be moved to the LPC Unity Trust current account.

Action: Deputy Clerk to action NS&I access.

Clerk to transfer £5,000 to Unity Trust Savings Account.

FG 172/24 Receipts Report

Noted the following receipts between 25th January and 21st February 2025,

- i. £1,539.25 – CCLA Interest – 4/2/25
- ii. £2,000 – LPC Internal Transfer – 15/2/25
- iii. £22,276.68 – Oxford City Council Section 106 - 18/2/25

FG 173/24 Payments Report

Approved a list of payments between 25th January and 21st February 2025.

FG 174/24 Payments Awaiting Approval

To consider a list of payments awaiting approval.

Approved seiretto, oalc and BJP

Approved CloudyIT

Action: Clerk to change address on Cloudy invoices

Approved LRFC grant request for £500

Deferred Village Hall grant application to Full Council due to time and to avoid conflict of interest

FG 175/24 Budget Monitoring Report

The committee noted the Expenditure v Budget and Income v Budget reports.

FG 176/24 Reserves

Noted LPC's reserves, and changes earlier in meeting

Action: Clerk to circulate updated version.

FG 177/24 Statement of Internal Controls

To consider selecting a delegated person for quarterly financial checks and resolve any necessary actions.

Committee used a random number generator to select the following councillors for each quarterly financial check

Sorcha Lanham (Q1), Anna Railton (Q2), Lynne Davies (Q3), Alex Singleton (Q4)

Action: Clerk to inform Councillors

FG 178/24 Financial Regulations

To consider revised Financial Regulations using the National Association of Local Councils model and resolve any necessary actions.

Deputy Clerk confirmed that OALC advice is that NALC version is final version. Chair and MW have considered draft and will bring final draft to Full Council.

FG 179/24 Small Grants

To consider the timing of Small Grants over the coming Financial Year.

Removed quarterly stipulation, can be submitted any time during the year active immediately. Upheld existing guidelines regarding multiple requests during a financial year requiring report.

Action: Clerk to update website and add item on updating grants process to next F&GPC agenda.

LL to carry reminder of Grants process twice a year, and information on precept as necessary.

FG 180/24 Park and Play Equipment Maintenance

To consider weed and moss control around Council parks and play equipment.

Committee agreed in principle to engage Jon to spray council play equipment twice per month, subject to guarantee that the spray is to required industry standards and pending further information on equipment costs.

Committee agreed to defer discussion on whether this would be during existing cover hours or additional hours.

FG 181/24 Items of an urgent nature brought to the Clerk's attention, since the agenda was set. The Clerk must be informed before the start of the meeting for any item to be considered.

Agreed to pay Play inspection Co invoice, subject to Clerk crosschecking figures.

Oxford Road wall and trees – need clarity on land ownership.

Action: Clerk to contact OALC for advice. Chair to talk to landowner of 37 Oxford Road.

FC 182/24 Date of Next Meeting

Thursday 27th March 2025

Meeting closed 21.16

Signed.....Chairman

Date.....

Please note: Minutes become CONFIRMED following resolution at the following Full Council Meeting.