

# **Minutes of the Littlemore Parish Council Finance and General-Purpose Committee meeting held at Edith Kempson House on Thursday 27<sup>th</sup> March 2025**

**Present:** Chris Smowton (Chair), Maggie Willis (MW) and Dorian Hancock (DH).

**In attendance:** Tim Cann (Deputy Clerk)

**Members of the Public:** 0

**Meeting opened:** 19.00

**CONFIRMED**

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## **FG 183/24 Chair's Welcome**

The Chair welcomed everyone to the meeting.

## **FG 184/24 Apologies for absence**

Susie Aldridge – unwell, Sadiea Mustafa-Awan - unwell.

## **FG 185/24 Declarations of Interest**

MW declared an interest in the Village Hall grant request due to being a trustee.

## **FG 186/24 Minutes of Previous Meeting held on Thursday 27<sup>th</sup> February 2025**

It was RESOLVED the minutes are a correct record.

## **FG 187/24 Clerk's Report**

The Clerk gave the following updates,

- a. Clerk to send CCLA account details to chair – MW to action.
- b. Contractfinder – not actioned but a final review of document needed.
- c. CloudyIT address outstanding
- d. Reserves Report – outstanding
- e. Quarterly Audit Report – outstanding
- f. Small Grants – changes outstanding
- g. Littlemore Local article needed on grants and precept – CS to action
- h. CS has found that it is the owners of 37 Oxford Road who are responsibly for repairing the wall. – Clerk to email planning enforcement making them aware.
- i. VAT refund: HMRC telephoned on the 21<sup>st</sup> March confirming reference number and that payment is being forwarded. The next VAT return will be end of this financial year.
- j. Workshop lighting and safety test: MW to forward contact details to Clerk.
- k. NS&I Account: ongoing.
- l. Statement of Internal Control: Clerk to contact quarter four councillor.

## **FG 188/24 Bank Balances**

The Committee reviewed the balances as at 21<sup>st</sup> March 2025. It was RESOLVED that any large amount of funds in a noninterest bearing account be moved asap into higher interest-bearing account.

#### **FG 189/24 Receipts Report**

Acting Clerk to send receipts report for between 25<sup>th</sup> January and 21<sup>st</sup> February 2025,

#### **FG 190/24 Payments Report**

Approved a list of payments between 22<sup>nd</sup> February 2025 and 21<sup>st</sup> March 2025.

#### **FG 191/24 Payments Awaiting Approval**

It was RESOLVED to pay:

- Littlemore Community Centre - £132.00,
- Harlequin Play Equipment - £5,792.52,
- Littlemore Village Hall - £114.00 & £108.00,
- Protective clothing for groundsmen - £222.00

It was also noted that the water bowser and pressure washer, previously resolved to purchase has still not been actioned. Clerk to order.

MW informed the committee that there had been done to the seats since the last tender. New tender needed.

#### **FG 192/24 Budget Monitoring Report**

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

#### **FG 193/24 Reserves**

The committee reviewed the report.

#### **FG 194/24 Financial Regulations**

It was RESOLVED to defer to next meeting. A working group of MW, CS and Clerk to be set up to discuss differences.

#### **FG 195/24 Small Grants**

- i. Littlemore History Society requested £500.00. It was RESOLVED to award £500 as requested.
- ii. Littlemore Village Hall requested £500.00. It was RESOLVED to award £500.00 subject to confirmation the Village Hall has repair and renew lease.

#### **FG 196/24 Play Equipment Maintenance:**

After some discussion it was RESOLVED that the Clerk ensures this is on the Parks Committee agenda.

It was RESOLVED that the basket swing in the Oxford Road Recreation Ground is taken out of action ASAP.

It was RESOLVED

**FG 197/24 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 198/24 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.**

It was RESOLVED that £10,000 in reserves allocated to 'Staff Contingency' be reallocated to 'External Consultation'.

**FC 199/24 Date of Next Meeting**

Thursday 24<sup>th</sup> April 2025

Meeting closed 21.30

**Signed.....Chair**

**Date.....**

**Please note: Minutes become CONFIRMED following resolution at the following Committee Meeting.**