

# Notes of the inquorate meeting of Littlemore Parish Council Finance and General-Purpose Committee held at Edith Kempson House on Thursday 30<sup>th</sup> October 2025.

**Present:** Parish Councillors Chris Smowton and Maggie Willis.

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

**Members of the Public:** 1

**Meeting opened:** 19.00

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## **FG 60/25 Chair's Welcome**

The Chair advised that, although no decisions could be made due to being inquorate, it would still be worth running through the agenda.

## **FG 61/25 Apologies for absence**

Cllr Aldridge and Hancock – unwell.

## **FG 62/25 Declarations of Interest**

NONE.

## **FG 63/25 Minutes of Previous Meeting held on Thursday 25<sup>th</sup> September 2025**

Resolution to approve the minutes was deferred.

## **FG 64/25 Clerk's Report**

- ODS invoices are higher as every quarter it includes rental of the bin.
- NS&I Account – changing details in progress.
- Titan play equipment – Clerk to chase Harlequin.
- Bus Fliers – Clerk to get printed asap.
- British Gas & Castle Water – Clerk still unable to gain online access.
- Online bus information payment – Clerk to check if invoice has been sent.

## **FG 65/25 Bank Balances**

The Committee reviewed the balances as of 30<sup>th</sup> September 2025

Unity Trust Current Account	42,910.81
Unity Trust Deposit Account	594.83
Lloyds Community Account	£404.26
CCLA	600,964.98
Lloyds Business Card	
National Savings & Investments	583.78
	£645,458.66

## **FG 66/25 Receipts Report**

The meeting noted the following receipts up to 21<sup>st</sup> October 2025

- Oxford City Council (2<sup>nd</sup> half-year precept) £42,804.37

### **FG 67/25 Payments Report**

It was RESOLVED to approve the following list of payments:

• Paul Russell (Internal Auditor)	295.00
• OALC (Training)	42.00
• HMRC (Tax & NI)	1,299.18
• Moore (External Auditor)	1,071.00
• Unity Trust (Service Charge – DD)	9.00
• 28 <sup>th</sup> Oxford Scout Group (Loan of Marquee)	50.00
• ODS (Waste Management)	77.27
• CloudyIT (It Support) - DD	161.64
• EE (Clerk Mobile September – DD)	34.16
• British Gas (Electric – DD)	67.69
• Castle Water (Water – DD)	23.68
• Internal Transfer from Current (T2) to Deposit A/c	10,000.00

### **FG 68/25 Payments Awaiting Approval**

It was RESOLVED to pay:

• Argos (Grounds staff tablet)	199.00
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### **FG 69/25 Budget Monitoring Report**

The committee noted the Expenditure v Budget and Income v Budget reports. It also went through the draft 2025/26 budget.

### **FG 70/25 Reserves**

The committee reviewed the report with various additions and amendments.

### **FG 71/25 Grants**

It was RESOLVED that the Clerk to send out reminders to those who have previously applied for grants that the process is open.

**FC 72/25 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.**

- **NONE.**

### **FC 73/25 Date of Next Meeting: Thursday 27<sup>th</sup> November 2025**

Meeting closed: 20:50

**Signed:**

**Cllr Chris Smowton. Chair.**

**Date:**

## **Minutes of the Littlemore Parish Council Finance and General-Purpose Committee meeting held at Edith Kempson House on Thursday 25<sup>th</sup> September 2025.**

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

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

**Members of the Public:** 0

**Meeting opened:** 19.00

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### **FG 47/25 Chair's Welcome**

The Chair welcomed everyone to the meeting.

### **FG 48/25 Apologies for absence**

Cllr Hancock – unwell.

### **FG 49/25 Declarations of Interest**

NONE.

### **FG 50/25 Minutes of Previous Meeting held on Thursday 31<sup>st</sup> July 2025**

It was RESOLVED the minutes are a correct record.

### **FG 51/25 Clerk's Report**

- Clerk to chase harlequin re Titan.
- Clerk to get 5,000 A5 bus fliers printed.
- Tractor wheel needed repairing, groundmen have obtained the part and Brian has fitted.

### **FG 52/25 Bank Balances**

The Committee reviewed the balances as of 27<sup>th</sup> September 2025

Unity Trust Current Account	8,204.01
Unity Trust Deposit Account	578.73
Lloyds Community Account	£404.26 *(as at 16 <sup>th</sup> September)
CCLA	600,964.98 *(as at 1 <sup>st</sup> September)
Lloyds Business Card	
National Saving & Investment	583.78
	£610,735.76 *a(+/- Lloyds Business Card)

### **FG 53/25 Receipts Report**

The meeting noted the following receipts up to 27<sup>th</sup> September 2025

- Oxford City Council (CIL Payment) £246,415.70
- Interest on Unity Trust Deposit Account 13.75

### **FG 54/25 Payments Report**

It was RESOLVED to approve the following list of payments:

- Transfer from Deposit A/C to Current A/c 4,000.00
- ODS 54.98

• Cloudy Group (DD)	161.64
• Adventure Plus (Fun Day)	87.00
• Edmead Electrical (Workshop Repair)	155.00
• EE (DD - July)	34.16
• Fine Print (LL)	251.00
• British Gas (DD - July)	68.45
• Castle Water(DD - August)	16.09
• OALC (Training)	72.00
• Play Inspection (Annual Safety Report)	324.00
• Transfer from Deposit to Current A/c)	2,000.00
• ODS (DD )	33.44
• CloudyIT (DD)	161.64
• CCLA (Transfer from CCLA to Unity Current)	10,000.00
• OCVA (Membership)	30.00
• Adventure Plus (Fun Day)	348.00
• Outdoor Academy (Fun Day)	1,050.00
• Littlemore Community Centre (Room Hire)	120.00
• CSN Builders (Removal of Water Tank & System)	380.00
• EE (DD – August)	34.16
• Safety & Medical (Fun Day)	560.00
• OPA (Fun Day)	105.00
• Tuli Ltd (Fun Day)	522.00
• Fine Print (LL)	251.00
• British Gas (DD)	66.70
• Castle Water (DD)	44.57
• Funtimebounce (Fun Day)	1,146.00

Action Point: Clerk to check electric charges & online access for British gas & castle water.

#### **FG 55/25 Payments Awaiting Approval**

It was RESOLVED to pay:

• Oliver Lanpower Ltd (Mower part)	49.20
• ODS (DD – August)	77.27

#### **FG 56/25 Budget Monitoring Report**

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

#### **FG 57/25 Reserves**

The committee reviewed the report.

**FG 58/25 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.**

- **NONE.**

**FC 59/25 Date of Next Meeting Thursday 27<sup>th</sup> November 2025**

To agree the date of the next meeting.

Meeting closed: 19:52

**Signed:**

**CLlr Chris Smowton. Chair.**

**Date:**