

Minutes of the Littlemore Parish Council Finance and General-Purpose Committee meeting held at Edith Kempson House on Thursday 31st July 2025

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

In attendance: Tim Cann (Deputy Clerk)

Members of the Public: 0

Meeting opened: 19.02

FG 33/25 Chair's Welcome

The Chair welcomed everyone to the meeting.

FG 34/25 Apologies for absence

Cllr Alridge – Away, Cllr Mustafa-Awan – unwell.

FG 35/25 Declarations of Interest

NONE.

FG 36/25 Minutes of Previous Meeting held on Thursday 24th April 2025

It was RESOLVED the minutes are a correct record.

FG 37/25 Clerk's Report

- Clerk confirmed that the AGAR and supporting documents had been sent to Moore, the external auditor.
- Cllr Snowton presented a Special Bus Service Flier.

FG 38/25 Bank Balances

The Committee reviewed the balances as at 27th July 2025.

Unity Trust Current Account	9,133.93
Unity Trust Deposit Account	2,578.73
Lloyds Community Account	£477.90
CCLA	598,815.19
Lloyds Business Card	-65 - 47
National Saving & Investment	583.78
	£611,524.06

FG 39/25 Receipts Report

The meeting noted the following receipts up to 27th July 2025

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

FG 40/25 Payments Report

Approved the list of payments up to 27th July 2025.

- Freeths LLP (Employment Solicitors) 1,200.00
- Harlequin (Playground Repairs) 1,194.46
- DM Payroll (Payroll Services) 322.00

• OALC (Training)	180.00
• ONPA (Membership)	25.00
• Thompsons Solicitors (Employee's Solicitors)	480.00
• Clear Insurance (annual premium)	2,541.96
• Wicksteed (Tools for Repairs)	89.30
• Oxford Direct Services – DD (Waste Collection)	76.90
• CCLA (Internal Transfer)	56,000.00
• CloudyIT (DD - June)	161.64
• EE (DD - June)	34.16
• British Gas (DD - June)	75.84
• Castle Water (DD - June)	16.09
• Unity Trust (Service Charge - June)	9.45
• CloudyIT (DD – July)	161.64
• EE (DD – July)	34.16
• British Gas (DD – July)	67.25
• Alder Security (Service)	120.00
• ODS (DD)	55.36
• Castle Water (DD – July)	13.32
• CSN Building (Tree work)	200.00
• Edmead Electrical (5-year Safet Report)	505.00
• OALC (Training Invoice – MW)	42.00

FG 41/25 Payments Awaiting Approval

It was RESOLVED to pay:

• Pi (Operational Inspection)	324.00
• Paul Russell (Internal Auditor)	295.00
• Oxford City Council (Rent)	20.00
• Susie Aldridge (Refund for postage)	24.70
• Origin Solutions (Weed Spraying Equipment)	377.81

FG 42/25 Budget Monitoring Report

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

FG 43/25 Reserves

The committee reviewed the report.

FG 44/25 Financial Regulations

The Financial Regulations were reviewed and adopted.

FG 045/25 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.

- **Titan Replacement parts** – The Chair proposed cost be allocated out of CiL funds. Harlequin sending quote.

FC 046/25 Date of Next Meeting Thursday 25th September 2025

To agree the date of the next meeting.

Meeting closed: 20.16

Signed:

Cllr Chris Snowton. Chair.

Date: