

Littlemore Parish Council

c/o 23 Fairlie Road, Oxford OX4 3SW

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To: All members of Littlemore Parish Council Finance and General-Purpose Committee – Chris Smowton (Chair), Michael Evans, Peter George, Dorian Hancock, Sadiea Mustafa-Awan, and Maggie Willis.

You are hereby summoned to attend the Finance and General-Purpose Committee meeting to be held at **Edith Kempson House, Chapel Lane, Littlemore, Oxford OX4 4QB** on **Thursday 17th September at 7pm** for the purpose of transacting the following business. Members of the public and press are invited to attend.

Yours sincerely

Chanika Farmer

Clerk

Issue Date: Friday 11th September 2026

Agenda

Request if anyone is intending to record the proceeds of the meeting, if so, has any member of the public any objections in being included.

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 39/26 Chair's Welcome.

FG 40/26 Apologies for absence.

Apologies received by the Chair will be recorded and it will be for the Committee to decide whether to approve a member's reason for absence.

FG 41/26 Declarations of Interest

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

FG 42/26 To review and approve the minutes of the meeting held on Thursday 30th July 2026. (Page 4)

FG 43/26 Clerk's Report

To receive an update on:

- Bank accounts and credit card – Change of communication/management now complete for both Unity Trust and CCLA. Update on purchasing Business Card application to Unity Trust.
- National Savings & Investment account – form submitted to close account and withdraw funds.

- Upcoming payroll services contract renewal.
- Frequency of Finance and General Purpose Committee Meetings.
- Tree surgery quotes for work required at Little Park.
- Lloyds Community Account – request to change communications to Clerk and confirmation on whether this account is to be retained.

FG 44/26 Bank Balances

To review the balances as of 10th September 2026:

Unity Trust Current Account	£10,009.42	
Unity Trust Deposit Account	£797.54	
Lloyds Community Account	£54.00	*As of 03 August 2026
CCLA	£472,309.81	*As of 10 th September 2026
National Saving & Investment	£583.78	
Total	£484,003.65	

FG 45/26 Receipts Report

To note the following receipts up to 10th September 2026

- CCLA Interest (July) £1,602.34
- CCLA Interest (August) £ 1,596.73

FG 46/26 Payments Report

To be aware of the following payments up to the 10 September 2026:

Company	Description	Amount (£)
Oxford Direct Services	DD	55.80
CloudyIT	DD	204.40
EE	DD	36.65
Bates & CO	Internal Audit	275.00
Adventure Plus	Deposit for Fun Day	258.00
British Gas	DD	104.23
David Ogilvie	Benches for Oxford Road Rec.	2,704.80
Seiretto Hosting	Domain registration for website	215.00
Littlemore Village Hall	Hire	168.00
SLCC Enterprises	Clerk's Manual	52.90
SLCC Enterprises	Clerk's membership	331.00

Oxford Direct Services	DD	56.17
Unity Trust	Service Charge	10.45

FG 47/26 Payments Awaiting Approval

To approve the following payments:

- £24.00 for Littlemore Community Centre room hire for July Personnel and Standards Committee meeting
- £756.00 to ODS for emergency call out in June 2026 for fallen branch at Oxford Road rec.

Please note that the Council has not paid an outstanding invoice from Harlequin of £1,440.00 for the play panel board and return visit to seed grass areas until further information received from Harlequin.

FG 48/26 Budget Monitoring Report

To review Expenditure v Budget and Income v Budget up to 10th September 2026.

FG 49/26 Reserves

TOTAL RESERVES	
Section 106	£4,316.27
CIL Money	£279,107.90
CCLA Unallocated Funds	£216,096.81
TOTAL UNALLOCATED	£499,520.98

FG 50/26 Date of Next Meeting – to be discussed.

ITEM 42/26

Minutes of Littlemore Parish Council Finance and General-Purpose Committee meeting held at Edith Kempson House on Thursday 30th July 2026.

Present: Parish Councillors Smowton and Willis.

Members of the Public: 0

Meeting opened: 19.00

FG 27/26 Chair welcomed all to the meeting.

FG 28/26 Apologies for absence – Cllr Hancock and Cllr George sent their apologies. Clerk on leave.

FG 29/26 Declarations of Interest – No Interest were declared.

FG 30/26 Minutes of Previous Meeting held on Thursday 25th June 2026.

NOTED as a true record.

FG 31/26 Clerk's Report

To receive an update on:

- Bank accounts and credit card
- Actions being taken to include all employees in Local Government Pension Scheme.

NOTED by the committee.

FG 32/26 Bank Balances

To review the balances as of 17th July 2026:

Unity Trust Current Account	£19,386.25	
Unity Trust Deposit Account	£797.54	
Lloyds Community Account	£303.10	*As of 01 July 2026
CCLA	£509,110.74	*As of 30 June 2026
National Saving & Investment	£583.78	
	£530,298.58	

NOTED by the committee. ACTION Clerk to commence process to close the National Saving and Investment Account and recover funds.

FG 33/26 Receipts Report

To note the following receipts up to 24th July 2026

- CCLA Interest (June) £1,635.20
- Unity Trust (Transfer from CCLA) £20,000.00

NOTED by the committee.

FG 34/26 Payments Report

The Committee noted the following payments up to up to the 24th July 2026:

Harlequin	Oxford Road recreation play ground paths	£1,795.50
Cloudy IT	Yearly support	£204.40
Nolan Oils	Diesel	£962.94
Castle Water	Water bill	£43.04
ODS	Waste collection	£55.80
SLCC	Course Fees for Clerk (Introduction to Local Council Administration (ILCA))	£168.00
OALC	Roles and Responsibilities Course for Clerk	£150.00
Jenks	Tree surgery for Oxford Road Rec.	£2,520.00
OALC	Talking Tables	£48.00
OALC	Talking Tables / Code of Conduct	£90.00
OALC	Talking Tables	£ 48.00

NOTED by the committee and requested that all invoices be attached to the agenda in future.

FG 35/26 Payments Awaiting Approval

The Committee noted the following payments awaiting approval:

Harlequin	Playground	£7,794.27
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Committee understands this item was approved by Full Council, so no approval necessary by this committee. Nonetheless it would approve if it were required.

FG 36/26 Budget Monitoring Report.

The Committee noted the Expenditure v Budget and Income v Budget up to 23rd July 2026.

ACTION Clerk to provide number of hours supply maintenance staff members is being brought in and for what purpose.

FG 37/26 Reserves

To receive an update on LPC's reserves.

TOTAL RESERVES	
Section 106	£4,316.27
CIL Money	£288,697.66
CCLA Unallocated Funds	£216,096.81
TOTAL	£509,110.74

NOTED by the committee. Discussion on CIL accounting and finding a more intuitive formatting of how and when different tranches of CIL are consumed if possible. It is also note that a May-26 tranche is expected. Clarity should also be sought on whether the Neighbourhood Plan being made means the parish now receive 25% of this tranche, or whether it remains at 15% (the non-neighbourhood-plan rate) because the CIL was incurred before the neighbourhood plan.

ACTION Clerk to annotate the various Harlequin payments in CIL accounting to distinguish the purpose of the payments and the date paid out. Clerk to also seek clarification on when next tranche of funding can be expected and if an uplift to 25% will be applied.

FG 38/26 Date of Next Meeting Thursday 17th September 2026 7pm.