



Littlemore Parish Council

The Oxford Academy, Sandy Lane West

Littlemore, Oxford, OX4 4PW

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To: **Finance & General**

Purposes Committee Members:

Cllr Susan Aldridge, Cllr Tiago Corais, Cllr David Henwood, Cllr Sue Stewart, Cllr Maggie Willis

(Substitutes: Cllr Michael Evans).

You are hereby summoned to attend **Finance & General Purposes Committee Meeting** of Littlemore Parish Council to be held at The Oxford Academy (Leadership Centre), Sandy Lane West, Littlemore, Oxford, OX4 6JZ on Thursday 24th June 2021 commencing at 7.30pm for purpose of transacting the following business.

Members of public and press are invited to attend.

COVID 19 AWARENESS

- If you have had any of the main three symptoms of Coronavirus in the previous 14 days please DO NOT attend this meeting – High Temperature, a new, continuous cough and a loss or change to your sense of smell or taste.
- Wait at entrance to meeting room
- Wear a mask on entrance – until you are seated.
- Sanitise your hands before entering meeting room
- Maintain distance at all times.
- Use the QR code at OX4 main entrance, Clerk will also record attendance for track and trace purposes.
- Due to limited space the meeting will only be able to accept 3 members of the public/press., once this number has been reached no further persons will be admitted.

R Wilkins

Richard Wilkins

Clerk to the Council

Date: 19th June 2021

AGENDA

Public Forum – the first ten minutes are available for the public to express a view or ask a question on relevant Parish Council matters on the following Agenda.

The Public are welcome to stay and observe the rest of meeting.

FG.01/21 Chairman's Welcome

FG.02/21 Apologies for Absence

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting.

Only absences received by Clerk will be recorded, reason for member's absence MUST be accepted by Council.

FG.03/21 Declarations of Interest

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

- i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

FG.04/21 Minutes of Previous Finance Committee Meetings

To receive and approve as correct record the minutes of the Finance Committee meetings held on

Thursday 1ST April 2021

FG.05/21 VAT Return for 2020/21 Tax year

Committee is asked to note receipt of VAT Return for 2020/21, a sum of £4,584.98

FG.06/21 Receipt Report for All Accounts (Annex A)

Committee is asked to approve Receipt report for all accounts for dates **1st April 2021 to 19th June 2021**.

FG.07/21 Payments Report for All Accounts (Annex B)

Committee is asked to approve Payments report for all accounts for dates **1st April 2021 to 19th June 2021**.

FG.08/21 Bank Balances for All Accounts (Annex C)

Committee is asked to note the attached report detailing the bank balances on all accounts on **19th June 2021**.

FG.09/21 Review Direct Debit Mandate (Annex D)

Committee to review all direct debits for products/services to Littlemore Parish Council.

Parish Clerk Recommendation: Agree to add 'CloudyIT' to direct debit payment.

FG.10/21 Bank Mandate

Committee to be update on changes to bank mandates.

FG.11/21 National Savings Account Closure

Committee to receive update from Parish Clerk on National Savings Account.

Parish Clerk Recommendation: Recommend to Full Council closure of account.

FG.12.21 Asset Register Valuations

Committee to receive update from Parish Clerk on following

- Land Registry status of land known as Eastern By-Pass Park
- Land Registry status of land known as Parish Green.
- Valuation of Chairman's chain

Parish Clerk Recommendation: Committee to authorise Parish Clerk to check on status of Land via Land Registry and obtain valuation on land for Asset Register if owned by Littlemore Parish Council.

Parish Clerk Recommendation: Committee to authorise Parish Clerk to obtain valuation of Parish Council Chain for Asset Register.

FG.13/21 Sandford Road Bus Shelter Recommendation

Committee to receive update from Parish Clerk on S106 Bus Shelter for Sandford Road to include

- Bus Shelter style being installed.
- Cost of Bus Shelter/Raised Curb.
- Cost of Real Time Devices
- Cost of Insurance

Parish Clerks recommendation: Committee to make recommendation to full Council to proceed with the project.

FG.14/21 Workshop Inspections

Committee to receive update from Parish Clerk on Amenities to include

- Legionella Risk Assessment
- Fire Risk Assessment
- Annual Fire Service Report
- Portable Appliance Testing

FG.15/21 Pest Control Update

Committee to receive update from Parish Clerk on Pest Control in Oxford Road Rec, Herschel Crescent Rec and Eastern-by-Pass Park.

FG.16/21 Agenda items for Next meeting

- **Quarterly budget monitoring reports.**

Motions to be submitted to Parish Clerk 7 working days before Parish Council Meeting, the Clerk has final say if to be submitted to next agenda.

FG.17/21 Date of next Meeting

Thursday 29th July 2021 – The Oxford Academy

To move: that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

FG.18/21 Quotations for Works

Council to receive quotations for work listed below,

- Fire Alarm Zone Plan
- Call Point Spares
- Fire Alarm Detection Sensors
- Emergency Lighting

Parish Clerk Recommendation: Committee to authorise works to be completed.