

LITTLEMORE PARISH COUNCIL

**MINUTES OF A MEETING OF THE FINANCE COMMITTEE
HELD ON THURSDAY 4th FEBRUARY 2021 at 8.00pm
VIA ZOOM VIDEO LINK**

Present: Councillors: John Tanner (Chairman) Lynda Comber, Sue Stewart,
Maggie Willis

Officers: Richard Wilkins (Clerk to Parish and R.F.O)
Daniela Harrison (Assistant Clerk)

Meeting opened 2000 hrs.

FIN 01/21 Welcome

Cllr Tanner welcomed all Councillors and staff to the meeting.

FIN 02/21 Apologies for absence

Cllr Dorian Hancock Cllr Macer Wicker

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.

COVID-19 (Updated July 2020)

Resolved to accept Apologies for Absence from all Parish Councillors in accordance with the Local Government Act 1972 s85 (1) for long term absence due to the restrictions from Coronavirus preventing face to face Council Meetings taking place, up to the end of the 2021 Annual Council Meeting.

FIN 03/21 Declarations of interest

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

Cllr John Tanner reminded members that declaration can be made at any point during meeting.

FIN 04/21 Minutes of Previous Finance Committee Meeting

RESOLVED: To agree and sign as a correct record the minutes of the Finance Committee meetings held on

Thursday 26th November 2020
Monday 7th December 2020 (Extraordinary Meeting)

Signature.....

FIN 05/21 Receipt Report for All Accounts

The receipts for period **22nd November 2020 to 23rd January 2021** were examined by the Committee.

Resolved: that the receipt report for all accounts from 22nd November 2020 to 23rd January 2021

FIN 06/21 Payment Report for All Accounts

The payments for period **22nd November 2020 to 23rd January 2021** were examined by the Committee.

Resolved: that the expenditure report for all accounts from 22nd November 2020 to 23rd January 2021 be approved.

FIN 07/21 Bank Balances for All Accounts

The bank balances for all accounts on **23rd January 2021** were examined by the Committee.

Resolved: that the bank balances for all accounts on 23rd January 2021 be noted.

FIN 08/21 Budget Monitoring

A detailed report up to and including the 31st January 2021 was presented by the Parish Clerk, the report listed each budget code, agreed budget amount and the current spend.

The committee examined the report and discussed the budget codes which have been overspent to determine best course of actions. Each budget code over spend was noted.

The Clerk was thanked for such a detailed report and for the work conducted to ensure the Councils accounts remained in good order.

FIN 09/21 Agree to budget Virements

A detailed report was presented to the Committee by the Parish Clerk, this report showed the budget codes currently overspent and with an estimated year end.

A recommendation was put to Council for virements to be made to bring overspends back within budget.

Proposed by Cllr Tanner
Seconded by Cllr Comber
Unanimously agreed

Signature.....

FIN 10/21 Earmarked Reserve Report

A detailed report was presented to the Committee by the Parish Clerk, this report showed the amounts held and what they were for.

The Clerk advised that further recommendation on Earmarked Reserves will be presented to Council for such things as Playground repairs, tree works, insurance excess etc.

Committee noted the report.

FIN 11/21 Finance Report

The Parish Clerk reported that the internal checks have been completed by Cllr Kim Wicker up to 31st January 2021.

FIN 12/21 Date of next Meeting

Thursday 25th February 2021

Meeting Closed 20.38 hrs

Signed as a true and accurate record.

.....

Cllr John Tanner
Chair Finance Committee
Littlemore Parish Council

Signature.....