

LITTLEMORE PARISH COUNCIL

**MINUTES OF A MEETING OF THE FINANCE and GENERAL PURPOSES COMMITTEE
HELD ON THURSDAY 24th JUNE 2021 at 7.30pm at THE OXFORD ACADEMY**

Present: Councillors: David Henwood (Chairman) Susan Aldridge, Maggie Willis,
Sue Stewart.

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

Meeting opened 19:35 hrs.

FG 01/21 Chairman's Welcome

Cllr David Henwood welcomed all Councillors and staff to the meeting.

FG 02/21 Apologies for absence

Cllr Tiago Corais Work Commitments

FG 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 David Henwood reminded members that declaration can be made at any point during meeting.

FG 04/21 Minutes of Previous Finance Committee Meeting

Thursday 1st April 2021

RESOLVED: To agree and sign as a 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 noted VAT repayment for 2020/21 to sum of £4,584.98

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

The receipts for period **1st April 2021 to 19th June 2021**, were examined by the Committee.

Resolved: that the receipt report for all accounts from 1st April 2021 to 19th June 2021

FG 07/21 Payments Reports for all accounts (Annex B)

Signature.....

The payments for period **1st April 2021 to 19th June 2021**, were examined by the Committee.

A short debate took place on the report, the Clerk confirmed that all payments within report are within Council's budget and in line with Financial Regulations.

The Parish Clerk was thanked for the hard work in preparing this report and presenting to Finance Committee.

Resolved: that the expenditure report for all accounts from 1st April 2021 to 19th June 2021

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

The bank balances for all accounts on **19th June 2021** were examined by the Committee.

Resolved: that the bank balances for all accounts on 19th June 2021 be noted.

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

Committee reviewed list of current direct debits for products and services to Littlemore Council.

EE – Council Phone

Castle Water – Water Services to Oxford Road

ICO – Registration fee for Information Commissioner's Office

Committee agreed to add following to direct debits

Cloudy IT – Council IT provider.

Resolved: to add CloudyIT to Unity Trust direct debit listing

FG 10/21 Bank Mandate

Parish Clerk advised in process of changing details as follows

Removal - Dorian Hancock, Lynda Comber, Macer Wicker

Current - Richard Wilkins (Clerk), Cllr Sue Stewart

Add - Cllr Maggie Willis

FG 11/21 National Savings Account Closure

Signature.....

Parish Clerk provided update on situation of closing account, it was agreed for Clerk to recommend to full Council closure of account. This will be added to September agenda as minutes of finance need approving to fulfil requirements of NSI.

Resolved: to recommend to September full Council closure of NSI Savings Account

FG 12/21 Asset Register Valuations

Parish Clerk provided update on

- Land Registry status of land known as Eastern By-Pass Park
- Land Registry status of the land as Parish Green

Currently the value of this land is unknown, the Parish Clerk recommended to submit request to HM Land Registry to get deed details as these are not in file and then to seek valuation of land to add to Asset Register.

Proposed by: Cllr Sue Stewart
Unanimously Agreed

Seconded by: Cllr David Henwood

- Valuation of Chairman's Chain

Parish Clerk recommended that the Chairman's Chain be valued and added to asset register.

Proposed by: Cllr Sue Stewart
Unanimously Agreed

Seconded by: Cllr Maggie Willis

Cllr Sue Stewart asked if a cost of a replacement chain could be investigated. It was agreed to look in this cost and report back to Full Council once costing known.

Resolved: to value land at Eastern-by-Pass Park and Parish Green
Resolved: to get valuation of Chairman's chain

FG 13/21 Sandford Bus Shelter recommendation

Parish Clerk presented to Council images of the Mono Bus Shelter and details of estimated costings.

£106 Funds of £10,000 allocated to provision of bus shelter

£4,500 est Supply and Installation of Bus Shelter, Real Time board will be covered by Oxfordshire County Council.

£1,500 est Install high level kerb, this is likely to be done during Oxford Road works if this isn't possible cost may increase to £3,000.

Signature.....

Total cost of supply, installation, and high kerb between £6,000 - £7,500. Remaining funds would be transferred to LPC for upkeep of bus shelter.

Council currently insured for street furniture up to £100,000 on insurance policy and therefore no additional costs for bus shelter.

Clerk was asked to investigate if a litter bin will be installed.

Agreed to recommend to full Council 3-seater bus shelter to be installed at Sandford Road.

Proposed by: Cllr David Henwood

Seconded by: Cllr Susan Aldridge

Resolved: to recommend installation of Bus Shelter to Full Council

FG 14/21 Workshop Inspections

Parish Clerk reported to committee on following amenities:

- Legionella Risk Assessment
Clerk Presented report from the assessment at Oxford Road, a number of recommendations were made including the removal of two water tanks and shower system.

Committee agreed to seek 3 tenders and report back once received.

- Fire Risk Service Report & Annual Fire Service Report
- Portable Appliance Testing

Committee noted reports and thanked Parish Clerk for work conducted to ensure everything was completed.

FG 15/21 Pest Control Update

Parish Clerk reported to committee

Pest control boxes have been reported to be moved, destroyed, and even stolen. The overall pest control is working, and each bait box had captured rodents.

Like for like replacements will come at a cost to the Parish and further issues could return. The company recommends that the bait stations are replaced with boxes that can be hidden and buried underground. These underground boxes last for approx. 50 years. Committee noted and agreed to investigate nearer to budget.

Cllr Susan Aldridge agreed to write an article for Littlemore Local to advise residents to why the program was started and how much the damage is costing tax payers.

Signature.....

FG 16/21 Agenda Items for Next Meeting

- Quarterly budget monitoring reports – Noted

FG 17/21 Date of next Meeting

Thursday 29th July – The Oxford Academy

Moved 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

Parish Clerk provided Council with quotation for works listed below that are required for Oxford Road Pavilion/Workshop.

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

Total cost for works £505.10 plus VAT = £606.12

Additional part costs maybe required, and this was noted by Committee

Proposal by Cllr Sue Stewart was to proceed with works as it is legally required.
Seconded by Cllr David Henwood.

Resolved: to proceed with works quotation from SAFE I.S for Fire Safety at Oxford Road.

- Pest Control Replacement costs

Due to boxes being damaged or stolen the Parish Council are now responsible to cover cost of replacements, details were provided of total cost.

A short debate took place and it was agreed that replacement of new boxes were to expensive on current budget and that Parish Council pay up to £500 for replacements.

Proposal by: Cllr Sue Stewart
Unanimously agreed.

Seconded by: Cllr Sue Aldridge

Resolved: to pay up to £500 to Pro Pest Oxford Ltd to replace stolen/damaged boxes.

Signature.....

Meeting Closed- 21:30hrs

Signed as a true and accurate record.

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Cllr David Henwood
Chair Finance Committee
Littlemore Parish Council
Thursday 5th August 2021

Signature.....