



## North Hinksey Parish Council



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### Minutes of a Meeting of the Finance & General Purposes Committee held on Thursday 19<sup>th</sup> November 2020 at 7.00pm

**Those Present:** Cllr Kay (Chairman), Cllrs Bastin, Berrett, Blase, Church, Fairclough, MacKeith, Potter and Rankin.

The meeting was recorded.

**In Attendance:** Sharon Henley, Clerk

**Members of Public:** Cllr Dowie attended as a member of the public

1. Apologies for Absence: There were none.
2. Declarations of Interest in Items on the Agenda: There were none.
3. Questions from Members of the Public: There were none.
4. RFO Update Report on Matters Arising from previous F&GP Meeting

The RFO updated as follows, with financial reports having been circulated prior to the meeting:

1. **EMR 320 Transaction Report:** £20,000 had been transferred to EMR320 Playing Fields/Pavilion at the start of the financial year, in lieu of last year's transfer of monies to EMR for the New Pavilion and Wetpour but there had been no other transfers in the current or previous financial years. The current balance on this EMR was £146,147. It was proposed to move the £10,000 in the Wetpour budget and £10,000 in the Pavilion budget into EMR320, currently showing as Committed Expenditure. This was unanimously APPROVED by councillors.  
  
It was further confirmed that £16,580 had been moved into EMR320 in the financial year 2018-2019.
2. **The Caretaker budget** was split across several budget codes with £800 currently in a non-staffing code Litter 4530 so a virement was proposed to transfer this across. £83 had also been spent on the Nature Reserve from these funds in error so a further virement was proposed from the Nature Reserve to the staff budget.
3. **Covid Toilet Roll Invoicing:** The £986 that had been previously spent from EMR323 through the Pavilion Maintenance budget code 4320 / 180 had now been moved to show as Grants & Donations. The report now showed £1,161 being paid from EMR (323 Emergency & Exceptional) which was the total amount spent on toilet rolls.
4. **Legal Fees:** The £6,642 had been transferred from EMR324 Legal Fees to 4160 / 130 Legal Fees as agreed at the July F&GP meeting.

5. **Re-Coding of Nature Reserve monies:** An invoice from Oxford Tree Surgeons for £250 was incorrectly fully coded to 4320 / 170 NR Maintenance. £150 of this had been re-coded to 4315 / 170 NR Hedge & Tree Cutting as it was hedge cutting expenditure.
6. **Virements:** In the light of a review of the various Caretaker budget codes an updated list of Virements had been prepared for approval at the full Council meeting on 26<sup>th</sup> November.
7. **Draft Budget 2021-22:** A spreadsheet had been prepared for review including input from Committee Chairmen.

Cllr Blase re-joined the meeting as he had left during item 4 due to technical reasons.

5. To approve revised Second Quarter Report: Updated reports had been circulated for approval. Cllr Kay Proposed, Cllr Fairclough Seconded and councillors Unanimously APPROVED the reports.
6. To review amendment list of Virements v4 for approval at full Council Meeting: Cllr Kay Proposed, Cllr Church Seconded and councillors unanimously APPROVED the amended list.
7. Draft 2020-21 Budget
  - a. To review current draft: Councillors conducted a detailed review of the circulated draft.
  - b. To agree on amendments and any further work required to determine final draft: The grass cutting quote had been added prior to the meeting but the Clerk/RFO was asked to obtain confirmation that costs were correct as they appeared high compared to the current year. Once confirmed, these costs to be amended in the draft document, giving an approximate rise in the total annual budget of around 6% year on year, subject to review and approval at the full Council meeting on 26<sup>th</sup> November. This was Proposed by Cllr Kay, Seconded by Cllr Church and unanimously APPROVED.
  - c. To confirm arrangements and deadline for final approval: As per item (b)
8. Any other information: Cllr Blase enquired about a possible budget for purchasing new salt bins for the parish. The Chairman advised that, although there was no separate budget, a grant could be used for the purchase.
9. Date of next scheduled meeting: Thursday 25<sup>th</sup> February 2021 at 7pm via video conference.