



North Hinksey Parish Council



Mrs Sharon Henley, Clerk to the Parish Council

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Minutes of the Meeting of the Finance & General Purposes Committee held on Thursday 29th October 2020 at 7.15pm

Those Present: Cllr Kay (Chairman), Cllrs Berrett, Blase, Fairclough, MacKeith, Potter and Rankin. Cllr Dowie attended in his capacity as a Parish Councillor.

In attendance: Sharon Henley, Clerk/RFO

Members of Public: 2

1. Apologies for Absence: Cllr Alistair Bastin.
2. Declarations of Interest in Items on the Agenda: There were none.
3. Questions from Members of the Public: There were none.

Cllr MacKeith joined the meeting at this point and confirmed that she had no declarations of interest.

4. Second Quarter Reports: Councillors to approve reports for the second quarter of 2020-21 financial year (reports).
Cllr Kay briefly ran through the reports circulated. The Clerk/RFO advised that the Bank Reconciliation did not include the third Barclays account with a balance of £77,114.94, giving a total balance across the three accounts of £364,492.40.

The Clerk/RFO drew attention to two un-presented cheques from the previous financial year and was advised to query them with Cllr Church as they related to the Environment and Wellbeing Committee.

After discussion it was agreed that the Clerk/RFO to investigate the following:

- Transactions on EMR320 for Playing Fields/Pavilion
- Shortfall in budget for Caretaker which was spread across several budget codes
- RBS reporting for code 4450 which showed expenditure of £986, now re-coded to EMR320

The Clerk/RFO to produce an amended Income & Expenditure report for the second quarter for approval at the next meeting.

5. Review of 2020-21 Budget Progress and agreement on any Virements required.

Councillors discussed the need to transfer funds between expenditure categories to cover instances of major over-expenditure in some areas. They unanimously agreed to take forward as recommendations for approval at the full Council meeting on the 26th November the transfers listed in Appendix A to these minutes.

It was also noted that the transfer of funds from EMR 324 Legal Expenses (£6642) had already been approved previously for transfer to cover the recent legal fees from Knights and the Clerk was to implement this transfer immediately.

6. Budget Planning for 2021-22:

- a. Funding requests from Committee Chairmen. The Clerk/RFO circulated a spreadsheet summarising requests received.
- b. Agree plan for drafting and approval of budget. The Clerk/RFO circulated a draft budget spreadsheet which included some initial figures. Cllr Kay asked Committee Chairmen to send in questions and additional input to the Clerk/RFO to enable the completion of a full draft document for review at the next F&GP meeting.

7. Any other information

8. Date of next scheduled meeting: Thursday 19th November 2020 at 7.15pm via video conference

There being no further business the meeting closed 19.59 hours.

Appendix A

Vire No.	Proposed Amount £	From Cost Centre	From Budget Code	Name	Current Balance	Remaining Balance	To Cost Centre	To Budget Code	Name	Reason
1	£455	110	4090	Admin Support	£455	£0				Under-budgetted by £5781 over whole year for full-time clerk & locums were used at a different rate of pay
2	£365	110	4050	Staff Mileage	£365	£0				
3	£4,435	327	EMR	Elections	£4,435	£0				
4	£50	120	4115	Chairmans Allowance	£50	£0				
5	£476	130	4215	Major Grants	£5,000	£4,524	110	4000	Staff Salary - Clerk	
Total	£5,781									
6	£6,642	325	EMR	Legal Fees & Expenses	£6,642	£0	130	4160	Legal Fees	Overspent by £6,208 due to Scouts Lease advice
7	£901	130	4990	Sundries	£901	£0	130	4195	Office Equipment	Overspent by £1,076 inc. new office items
8	£1,160	130	4985	Contingency	£2,700	£1,540	160, 180, 190,200	4000	Staff Salary - Caretaker	Total under-budgetted by £1,154.56 for the year