



# North Hinksey Parish Council



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## Minutes of a Meeting of the Finance & General Purposes Committee held at 7pm on Thursday 11<sup>th</sup> February 2021 via video conference

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

**In Attendance:** Sharon Henley, Clerk/RFO

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

1. Apologies for Absence: Cllr Fairclough.
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 on:
  - a. **Transition to Scribe Accounting:** The transition from RBS was now complete and the RFO had set up invoices on Scribe for Allotment Tenants for payment next financial year. Work was also under way to transfer the Asset Register onto Scribe in order to report directly onto the AGAR at year end.
  - b. **External Audit 2019-20:** Moore had advised that the report has been delayed following queries raised by an individual. They were still liaising with the National Audit Office on this and would respond when they were in a position to do so.
  - c. **Internal and External Audits 2020-21:** IAC had been appointed as internal auditors. During transition work Scribe had highlighted a minor error in reporting on the AGAR which would require re-stating this year. Scribe had also assisted with adjustments to reporting restatement figures enable the change from I&E to R&P reporting as agreed by Council.
5. **To approve Third Quarter Reports (Paper 1) :** The RFO outlined that the codes on Scribe mirrored those set up on RBS. However, there had been some reallocation of invoices to their correct budget codes which resulted in the Quarter 3 figures varying slightly from the Quarter 2 reports. The RFO highlighted the main budget codes affected and reasons for the changes. It was agreed that the £5,000 Botley Bridges grant should be reallocated from code 36 to 37 (Major Grants).

The bank reconciliation confirmed the following balances at the end of quarter 3:

Petty Cash	£100.00
Unity Trust	£77,437.42
Business Premium Account 20128910	£192,237.70
Business Premium 00614491	£116.86
Barclays Current Account	0.00

Total all accounts and cash **£346,891.98**

**Earmarked Reserves:** The report circulated included £1,671 spent on the defibrillator and cabinet for Seacourt Hall in January.

The RFO confirmed that a further payment of CIL monies would be made at the beginning of April.

Cllr Berrett advised that monies would be retained in the New Community Hall EMR until it had been possible to fully utilise the hall following Covid. At present it was not possible to determine if additional equipment was required.

Subject to the amendment of the budget code for the £5,000 Botley Bridges grant Cllr Kay proposed to approve the Quarter 3 reports for full Council review. This was seconded by Cllr Blase and unanimously APPROVED.

6. **Review of Draft Asset Register 2021 (Paper 2):** The Clerk/RFO had conducted a full review of the existing register. Additional items had been added and there was a list of items to be written off. In addition, the items had been valued according to the guidance in the Governance and Accountability Practitioners Guide with some items requiring a proxy cost. The Pavilion had been allocated a suitable proxy cost and the Scout Hut added as a community asset.

The draft document was discussed and minor amendments were agreed. Cllr Potter to send additional play equipment cost information to the Clerk/RFO. Cllr MacKeith added two petrol trimmers from the Allotments and some additional information on seats in the Nature Reserve.

Cllr Kay proposed to approve the draft Asset Register with the changes discussed to go forward as the recommended version for approval by full Council on 25<sup>th</sup> February. The items for disposal and writing off were to be agreed as a separate document. This was seconded by Cllr MacKeith and unanimously APPROVED.

Cllr Kay noted that the updated Financial Risk Assessment would also be reviewed on 25<sup>th</sup> February by full Council.

7. Any other information: The Clerk/RFO advised the following:
  - a. EE advised their mobile phone charge to increase 1.2% in line with RPI from 31<sup>st</sup> March.
  - b. BT advised that their prices would increase by Consumer Price Index (CPI) plus an additional 3.9% from 2022. The current contract could be cancelled within 30 days without paying a termination charge. The Clerk recommended discontinuing the BT Cloud Phone in the Parish Office and it was agreed to add this to the full Council agenda on 25<sup>th</sup> February.
  - c. Cllr Bastin had remotely assisted with the poor performance issues of the Clerk's laptop and would continue to advise.
8. Date of next scheduled meeting: Thursday 8<sup>th</sup> April 2021 at 7pm via video conference (to be changed to 15<sup>th</sup> April if agreed at the 25<sup>th</sup> February Council Meeting)

There being no further business the meeting closed at 19.48 hours.