



North Hinksey Parish Council



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Minutes of the Meeting of the Finance and General Purposes Committee held at 7pm on Thursday 5th May 2022 at Seacourt Hall and via video conference

Present: Cllrs Potter (Chair), Bastin, Berrett, Kay and Rankin

In attendance: Linda Morrison Allsopp (Clerk to the Parish Council)

There was 1 member of the public present by Zoom.

- 1. Apologies for Absence** – Cllrs Blase, Church and Fairclough.
- 2. Declarations of Interest in Items on the Agenda** -none
- 3. Questions from Members of the Public** - none
- 4. RFO Update** – The Clerk provided a verbal update on having taken over the role of RFO at the beginning of April. She outlined the continuing banking problems particularly with the MultiPay Card where the previous Clerk was still the administrator on the account at the beginning of this week and the account had a maximum limit of £500 and the card a limit of £5000. To amend this obvious mistake Unity Trust required a letter signed by 2 of the NHPC signatories. The letter had been emailed this morning.
- 5. To approve Third Quarter Reports (Paper 1)**
Cllr Potter reminded the Committee that the last F&GP meeting was not quorate so the 3rd Quarter reports, although now superseded, had not received official oversight which was why they are included here tonight. Cllr Potter asked for any questions, there were none. Cllr Potter proposed and Cllr Kay seconded approval of the reports. Agreement unanimous.
- 6. To approve Fourth Quarter Reports (Paper 2)**
Cllr Kay pointed out that at the February Meeting of Council approved transfer of CIL monies of £11,706.77 to CIL Earmarked reserves but hasn't been done. Clerk asked to move money as agreed at the February Parish Council meeting.
Cllr Potter highlighted budgeting report and that the internal auditor flagged the need for Council to check spending against budget in Council meetings. Presently showing as under budget but there are outstanding payments. SLCC costs for the Locum Clerk/RFO were still outstanding at the end of this quarter. Received now for December, January and February but March and April still to arrive.
Cllr Kay highlighted what appears to be a coding or input error in that CIL funds appear as income and the Arts Project under Earmarked Reserves. CIL Monies under income because there is budget code for it there. Cllr Potter prefers monies to show as income then be transferred but agreed consistency required. Cllr Kay also highlighted that Room hire had not been invoiced yet. Cllr Berrett responded that it had been missed and Seacourt Hall have not invoiced yet. There will be 2 invoices this financial year, but one referenced for the 2021/22 financial year will be set against that year's budget.

Cllr Bastin queried the entry for other income where budget showed expected income of £1200 but over £9000 received. It was suggested the extra approx. £8000 was for repayment of legal fees.

Other discrepancies were highlighted. The Wet Pour was cheaper than budgeted for and saved £4000. Increased budget for maintenance this year.

The Arts grant funding being paid in tranches to match completed stages of the works, invoiced in new financial year.

Biggest discrepancy around locum fees and not paying NI or tax and being charged an hourly fee for 6 months of the year. Looks like £50,000 underspend. Motion to AGM on where the underspend should be deposited.

Advice from the Internal Auditor that the present insurance is not sufficient to cover the funds held, insurance cover needs to be increased. Clerk to obtain quote for the insurance for the AGM. Cllr Kay pointed out the underspend is really £34,000 and the rest was unbudgeted income.

Discussion on opening another savings account with another Bank. For the spare money. Look at other savings accounts and NHPC requires a proper investment strategy.

Grass Cutting and weed clearing higher than previous year and seems to be underbudgeted for the new financial year. Suggested that since other items like maintenance for the Nature Reserve had no expenditure, items may have been incorrectly coded. Clerk suggested that the new procedure where invoices will be set against expenditure for Council Meetings will mean any items incorrectly coded can be identified and corrected at the time.

Playgrounds. A lot spent on maintenance and security for items owned but nothing on new items. Could money have been saved by buying replacements? Coding error where everything set against maintenance when it should have been spread across several codes. Needs clarification of the Codes. NHPC do not make a practice of saving for major items although they did for the Wetpour where this was budgeted for over 2 years. Should we be thinking ahead and saving against play equipment for future replacement. Use manufacturers estimates to analyse life span of equipment. It was suggested this was something for next Council cycle since budget for this financial year already in place.

Proposal to adopt reports by Cllr Potter, seconded by Cllr Bastin. Unanimous approval.

7. Draft AGAR 2020-21 & Accounting Statements

These go to the AGM for scrutiny here now for F&GP to check.

There appears to be a large underspend for the year partly due to invoices received late and paid in April. The SLCC invoices for the Locum Clerk Services for December, January and February were paid in April and the invoice for March is still outstanding. Proposal that the Committee accept the draft Agar accounting statements as correct. Proposer Cllr Potter, Secunder Cllr Kay. Agreed. unanimously.

8. Review of CIL spending to date.

CIL spending is time limited. If not used within 5 years, the monies must be returned to VOWDC. First monies received in April 2018. So far two lots of CIL Monies have been spent, £6,000 to the WI for the extension to their Institute in 2019/20 and then £3,000 to the Friends of Botley School for the works there in 2021/22.

9. Date of next scheduled meeting: 14th July 2022

Cllr Potter has been reviewing the Meeting programme and has set F&GP as Quarterly, January, April, July and October with Budget extra in November before Parish. To match R&A. and set at week before Parish Meeting.

Meeting closed at 7.46pm