



North Hinksey Parish Council



Mrs Linda Morrison Allsopp, Clerk to the Parish Council
E-mail: clerk@northhinksey-pc.gov.uk

Tel: 07494 054581 or 01865 861992
Parish Office, 1st Floor, 5 Church Way, Botley, Oxford OX2 9TH

Minutes of the Meeting of the Finance and General Purposes Committee held at 7pm on Thursday 28th July 2022 at Seacourt Hall and via video conference

Present: Cllrs_Potter (Chair), Bastin, Berrett, Blase (from 7.40pm), Kay and Rankin
In attendance: There was 1 member of the public present

1. Apologies for Absence – Cllr Dykes and Linda Morrison Allsopp (Clerk/RFO to the Parish Council).
2. Declarations of Interest in Items on the Agenda – none.
3. Approval of Draft Minutes of the Finance and General Purposes meeting of the 5th May 2022: Approved.
4. Election of a Vice Chair:
Cllr Kay nominated by Cllr Rankin, seconded by Cllr Bastin, unanimous vote in favour.
5. Questions from Members of the Public – none.
6. RFO Update:
RFO not present to give verbal update. RFO requested to circulate a written update to all Committee members.
7. To approve the First Quarter Reports
 - a) Bank Reconciliations (Paper 1) – noted that the June Bank Reconciliation had not been added to Dropbox RFO requested
 - b) Bank Statements (Paper 2) – Cllr Kay clarified that the £4,457.68 transferred to the Council was the remaining funds held by the Neighbourhood Plan Steering Group as discussed in the July full Council meeting.
 - c) VAT Claim (Paper 3) – no queries or comments.
 - d) Quarterly Budget and Spending Review (Paper 4):
The RFO was requested to clarify the following points:
 - Why is there a £65 variance for allotment income in the Receipts and Payments report vs. the Detailed Budget Summary (£700 vs. £635)?
 - Payments out of earmarked reserves are shown on the Receipts and Payments report and the Detailed Budget Summary, but do not show on the Reserves

Balance Report, meaning that the current balances shown on the latter report are overstated.

- Query on General Administration Code 26 Account Preparation – what was the £365 payment for as there is no budget against this code?
- Query on General Administration Code 27 Bank Fees – why is this so high in comparison to both the budget and last year’s costs?
- Query on General Administration Code 32 Subs and Membership – payments currently very low, is this simply because of timing for most renewals?
- Income Code 7 VAT Refund has no budget – should one be allocated in subsequent years?
- Pavilion Code 74 LM Pavilion query on what the payment of £2,982.30 was for?
- Playgrounds Code 87 Fences, Gates, Signs – query on the high level of payments vs. budget.
- Playing Fields Code 75 – Staff Salary query whether this payment of £1,538.50 is for the Relief Caretaker, and should it be reallocated to Employees Code 8 Staff Salary?

Cllr Potter proposed and Cllr Kay seconded that, subject to the above clarifications the Committee recommends that the First Quarter Reports are approved. All voted in favour other than Cllr Blase who abstained as he had missed most of the discussions on this agenda item.

8. To consider and agree the reallocation of funds where budget headings are in deficit. Cllr Kay proposed, Cllr Rankin seconded that the payment for printing hard copies of the Neighbourhood Plan be allocated to come out of the newly established Neighbourhood Plan Earmarked Reserves. Unanimous vote in favour.

Other possible virements to cover areas where budget headings are in benefit to be deferred and only considered after clarification of the matters raised under item 7 above.

9. Date of next scheduled meeting: 13th October 2022

The meeting closed at 7.47pm.