



# North Hinksey Parish Council



Mrs Julie Flenley, Locum Clerk to the Parish Council  
E-mail: [clerk@northhinksey-pc.gov.uk](mailto:clerk@northhinksey-pc.gov.uk)

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

## Minutes of the Meeting of the Finance and General Purposes Committee held at 7pm on Thursday 20<sup>th</sup> April 2023 at Seacourt Hall and via video conference

**Present:** Cllrs Potter, Berrett, Kay and Dykes.

**In attendance:** Julie Flenley (Locum Clerk and RFO to the Parish Council).

There was 1 member of the public present in person, none present by Zoom.

Cllr Potter took the Chair.

1. **Apologies for Absence** Cllrs Bastin, McKeith, Blase and Rankin.
2. **Declarations of Interest in Items on the Agenda**  
None declared.
3. **Approval of Draft Minutes of the Finance and General Purposes meeting of 12<sup>th</sup> January 2023.**  
The minutes were agreed as a correct record. Proposed by Cllr Berrett, seconded by Cllr Dykes. Councillors present at the previous meeting voted unanimously to agree and adopt them.
4. **Questions from Members of the Public**  
None received.
5. **RFO Update**

The Locum Clerk noted the Internal Auditor's report. Issues on accessibility were documented, which will need to be addressed. Locum Clerk to liaise with Cllr Berrett to address. Reserves would also need to be increased at year end to meet the new JPAG guidance to ensure appropriate funding is in place.

EMR's were also noted, and the Locum Clerk reported that it looked like an inputting error may have occurred to the EMR for the Public Art Project. Locum Clerk is to circulate the receipts and payments for the year, and review the Unity Trust bank statements to check Scribe and requested an informal meeting with councillors Berrett, Potter and Kay to discuss the reporting.

Reserves balances to be taken to future full council meetings for agreement.

VAT return will be completed and a VAT126 submission will be done in the coming weeks. Locum Clerk to inform councillors of the amount to be claimed for the record. The Locum Clerk also noted that she had contacted Moore to resolve the issue on the external auditor's report from 2020/21 and 2021/22. Update to follow.

6. To approve the fourth Quarter Reports
  - a) Bank Reconciliations (Paper 1)  
Approval proposed by Cllr Kay, seconded by Cllr Berrett unanimous vote of

agreement.

b) Bank Statements (Paper 2)

Approval proposed by Cllr Berrett, seconded by Cllr Kay unanimous vote of agreement for Barclays accounts. Noted that the Unity Trust account had not been provided. To be sent to the Locum Clerk.

7. To review the general and earmarked reserves and make recommendations to council for movement of funds between these.

It was agreed to have an informal discussion about EMR's going forward which would include movements from annual underspend in general reserves to the following;

- Tree survey which didn't go ahead in 2022/23 - £2,000 to move to The Copse EMR
- A new EMR for staff support for 2023/24.

8. To consider and agree CIL expenditure to date for financial year 2022/23 and note potential CIL income for future reference.

No decisions were taken at this meeting, item deferred to a future agenda. It was queried whether a payment of £500 for a bus stop plinth currently showing against CIL funds had been correctly assigned. This is to be investigated.

Date of next scheduled meeting: 13<sup>th</sup> July 2023.

Meeting closed 20.04pm.