



Botley & North Hinksey Parish Council

Mrs Alice Handscomb Retallack
Responsible Finance Officer to the Parish
Council
E-mail: finance@botleynorthhinksey-pc.gov.uk

Tel: 07494 054581 or 01865 861992



Parish Office
1b, 5 Church Way,
Botley, Oxford
OX2 9TH

A Meeting of the Finance and General Purposes Committee is to be held at 8pm on Thursday 11th January 2024 at Seacourt Hall and via video conference

Members of the public and press are encouraged to attend the above meeting in person but may also attend via video conference. Please note that this meeting will be recorded.

To view the meeting from a computer, tablet or smartphone, use this link:

<https://us02web.zoom.us/j/89855312362?pwd=QjdZT3RMUnNXcDISWmFpTWlyZkprdz09>

Alternatively go to the zoom website (zoom.us), click 'join a meeting', and enter:

Meeting ID: 898 5531 2362

You will also be prompted to enter the following passcode: 935367

To listen by telephone (including mobiles), dial: +44 203 901 7895.

Papers for the meeting can be viewed at this link: [DROPBOX](#)

Dropbox Link:

<https://www.dropbox.com/scl/fo/2y7dwcnewsodlx6dnmgfs1/h?rlkey=u8busf34mo3q385lol7m3j4xm&dl=0>

Any questions from members of the public should be sent to finance@botleynorthhinksey-pc.gov.uk in advance of the meeting. These will then be distributed to the Committee for review and feedback.

Alice Handscomb Retallack

Responsible Finance Officer to the Parish Council
5th January 2024

Agenda

Committee Members – Councillors Berrett (chair), Rankin, Bastin, Kay, Davis, Keily, Spooner.

1. Apologies for Absence
2. Declarations of Interest in Items on the Agenda
3. Approval of Draft Minutes of the Finance and General Purposes meeting of 12th November 2023.
4. Questions from Members of the Public
5. RFO Report (Paper 1)
6. To approve the Second Quarter Reports
 - a) Bank Reconciliations (Paper 2)
 - b) Bank Statements (Paper 3)
 - c) VAT Claim Q1 (Paper 4)
 - d) VAT Claim Q2 (Paper 5)
 - e) Quarterly Budget and Spending Review (Paper 6)
7. Draft budget 2024-25 (Paper 7)

- a. To review current draft budget
- b. To agree on amendments and any further work required to determine final draft
- c. To confirm arrangements for further consideration at the full Council meeting on 18th January 2024

Date of next scheduled meeting: 11th Jan 2024