



EYNSHAM PARISH COUNCIL

Finance & General Purposes Committee Meeting
held in the Bartholomew Room at 7.30pm
on Tuesday 27 February 2018

MINUTES

Present: Cllr Nick Relph (Committee Chairman), Cllr Richard Andrews, Cllr Gordon Beach, Cllr Andy Mosson and Cllr Dennis Stukenbroeker.

In attendance: Clerk to the Council.

18/F1 To receive apologies for absence – None. Cllr Ross Macken was not present.

18/F2 To receive Declaration of Interest in agenda items – None.

18/F3 To review the minutes of the last meeting 14 November 2017 – The minutes were reviewed.

18/F4 Public Participation – to receive submissions from members of the public relating to items on the agenda, in accordance with the Council's Code of Conduct and Standing Orders – None.

18/F5 To consider and approve a Grant Aid Policy – The policy was approved subject to minor amendments by Cllr Stukenbroeker. Clerk is to circulate the final policy wording.

18/F6 To consider further a grant application from Soldiers of Oxfordshire Museum – It was **RESOLVED** that the grant was not approved at the current time.

18/F7 Current financial update:-

- (a) **To review income and expenditure for the year to date** – The Clerk summarised income and expenditure against budget for the year to date.
- (b) **To recommend any virement or transfer to earmarked reserves** – Explanations were provided for any variances and it was considered not to make any virements or transfers to or from reserves at the current time.

18/F8 To consider and approve the Statement of Internal Control and Financial Risk & Internal Control Risk Assessment – It was **RECOMMENDED** that the Statement of Internal Control is approved and the Internal Control Risk Assessment is approved as amended by the Clerk.

18/F9 To consider and approve the Asset Register – It was **RESOLVED** that the amended Asset Register is approved.

18/F10 To consider any amendments to Standing Orders and Financial Regulations – It was **RECOMMENDED** that the current versions of the Standing Orders and Financial Regulations are up to date and approved without amendment.

18/F11 To note expiry date of Insurance policy, cover to be sought from an alternative provider and quotes to be considered at the next Committee meeting – Clerk is to obtain quotes from alternative insurers for consideration at the next Committee meeting.

18/F12 To review the S106 Contributions list and agree actions – A list of S106 agreement details was reviewed. Clerk is to clarify the claiming procedure regarding dates.

18/F13 To review online banking arrangements and agree actions – It was noted that one Councillor now has access to online banking. Other Councillors will persevere with security procedures.

18/F14 To confirm date of the next meeting – 29 May 2018 – Confirmed.

EXCLUSION OF THE PUBLIC AND PRESS: At the conclusion of this part of the agenda, the Chairman will move that, considering the confidential nature of the business to be discussed, the public, press and broadcast media be excluded for the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960.

18/F15 To consider renewal of the Licence to Occupy – It was **RESOLVED** to renew the licence continuing at £60 per year, with effect from 1 March 2018 (with minor amendments). Clerk is to ascertain how much space is currently used in the event that the Council require storage space in the future.

18/F16 Employment matters:-

- (a) To consider annual leave payments – It was **RECOMMENDED** that in accordance with Oxfordshire Association of Local Council's advice, payments to staff for not taking annual leave will cease with immediate effect.
- (b) To note resignation of the Finance Assistant and consider associated employment matters. – It was noted that the last working day of the Finance Assistant is 11 May 2018. It was **RECOMMENDED** that the Clerk (1) attend a Rialtas training course in March at £275. (2) pursue an additional Rialtas Omega software licence at an additional cost of £120 (total £370 for 2 licences per annum). (3) accept Microshade's quote (subject to data protection policies) to remotely host the Omega software at an initial set-up cost of £250 plus £50 per month thereafter to allow 2 users remote access to the software.
- (c) To consider a draft vacancy notice, Job Profile and Contract of Employment for the position of Play Area Supervisor/Maintenance Operative – Clerk is to update the Job Profile to remove roundabout maintenance and maintenance in the upper room of the Bartholomew Room. Thereafter it was **RECOMMENDED** that the documents are approved.
- (d) To consider a draft vacancy notice, Job Profile and Contract of Employment for the position of Responsible Financial Officer – The Clerk reported on the need for her time to be spent focusing on Council governance and projects whilst still having an overview of finances and to therefore split the role in two. The newly appointed RFO will replace the Finance Assistant and report to the Clerk. Both roles will provide appropriate cover during times of absence in order to protect Council business. It was **RECOMMENDED** that the documents are approved.

The meeting closed at 9.05pm.