



EYNSHAM PARISH COUNCIL

You are summoned to attend the Finance & General Purposes Committee
Meeting at the Bartholomew Room
at 7.30pm on Tuesday 27 February 2018

AGENDA & SUMMONS

1. Apologies for Absence
2. To receive Declarations of Interest in agenda items.
3. 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 & standing orders.
4. To review the minutes of the meeting of 14 November 2017.
5. To consider and approve a Grant Aid Policy.
6. To consider further a grant application from Soldiers of Oxfordshire Museum.
7. Current financial update:-
 - (a) To review income and expenditure for the year to date.
 - (b) To recommend any virement or transfer to earmarked reserves.
8. To agree the Statement of Internal Control, Financial Risk Assessment & Internal Control Risk Assessment.
9. To consider and approve the Asset Register.
10. To consider any amendments to Standing Orders and Financial Regulations.
11. 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.
12. To review the S106 Contributions list and agree actions.
13. To review online banking arrangements and agree actions.
14. To confirm date of the next meeting – 29 May 2018.

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.

15. To consider renewal of the Licence to Occupy.
16. Employment matters:-
 - (a) To consider annual leave payments.
 - (b) To note resignation of the Finance Assistant and consider associated employment matters.
 - (c) To consider a draft vacancy notice, Job Profile and Contract of Employment for the position of Play Area Supervisor/Maintenance Operative.
 - (d) To consider a draft vacancy notice, Job Profile and Contract of Employment for the position of Responsible Financial Officer.

Note items 8, 10 and 16 are to be considered by Full Council.

Katherine Doughty, Clerk to the Council – 20 February 2018

The public and press are welcome to attend.

Please contact the clerk if you have concerns regarding accessibility.

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