



# EYNESHAM PARISH COUNCIL

Finance & General Purposes Committee Meeting  
held at the Village Hall, 7.30pm  
on Tuesday 22 June 2021

## MINUTES

**Councillors Present** – Cllr N Relph (Committee Chairman), Cllr S Brown, Cllr D Knight, Cllr R Macken, Cllr A Mosson and Cllr F Zealley.

Also in Attendance – Clerk to the Council. There were no members of the public present.

**21/F8 To receive apologies for absence** – None

**21/F9 To receive Declarations of Interest in agenda items** – None.

**21/F10 Public Participation - to receive submissions from members of the public** – None.

**21/F11 To receive correspondence and agree actions** - Letter signed by residents regarding general use of The Square while Bartholomew Room refurbishment work continues. Clerk is to pursue removal of the Heras fencing as soon as feasible to allow The Square to fully re-open and display notices on the noticeboards to publicise this.

**21/F12 To review the bank mandate and resolve new signatories** – Cllr Macken and Cllr Knight are to be added as signatories.

**21/F13 To consider use of the Pavilion by Hatwell's Fair** – It was **RESOLVED** that water may be provided from the Pavilion during w/c 26 July for sole use of the Fair.

**21/F14 To receive an update on the Bartholomew Room Refurbishment Project and review financial information** – The Clerk provided an update. Work has now recommenced with the removal of the roof tiles, replacement felt and batons installed. Work to the chimney is due to start imminently. The Public Works Building Loan of £200,000 has been received – the existing loan will be repaid at the earliest possible convenience (November). It was noted that West Oxfordshire District Council advise it is unable to consider an increased grant as the project has started. This was disappointing and unhelpful. Clerk is to contact District Councillors to see if anything can be done to change their decision. The financial position will be fully considered again in September by which time, the project is anticipated to be nearing completion. It was **RESOLVED** to temporarily transfer the loan sum to CCLA for security purposes.

**EXCLUSION OF THE PUBLIC AND PRESS:** At the conclusion of this part of the agenda, the Chairman moved 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.

**21/F15 To consider a change of lease arrangements for organisations wishing to use the Bartholomew Room** - It was **RESOLVED** that the Council enter into Internal Repair Lease arrangements. Clerk is to update the interested organisations. Final business plans to be received by 21 July for consideration and appointment of leaseholders at an Extra Finance & General Purposes meeting on 27 July.

**21/F16 To note the Deputy Clerk's resignation and reinstatement of Responsible Financial Officer role (only)** – Noted.

**21/F17 To consider and approve the Deputy Clerk Job Pack** – It was **RESOLVED** that the job pack is approved subject to a minor amendment.

**21/F18 To note the timetable for filling the Deputy Clerk & Outdoor Technician vacancies** – The following timetable was agreed:-

23 June - Advertise Deputy Clerk and Outdoor Technician vacancies with interview date and closing dates.

21 July - Closing date for applications.

22 July - The Clerk and Councillors Macken, Brown and Relph shortlist applicants and finalise interview questions.

26 & 27 July - Interviews day time.

27 July - Extra Finance & General Purposes Meeting to resolve appointments.

**21/F19 To review current office allowance payments to employees and resolve future payments**

– Only office allowance payments to the Clerk are to be changed to the HMRC flat rate figure. The Clerk's contract is to be updated.

The meeting closed at 9.42pm.