



EYNESHAM PARISH COUNCIL

Finance & General Purposes Committee Meeting
held at the Village Hall, 8.00pm
on Tuesday 19 October 2021

MINUTES

Councillors Present – Cllr Nick Relph (Committee Chairman), Cllr Tricia Crowley, Cllr David Knight, Cllr Ross Macken, Cllr Andy Mosson.

Also in Attendance – Clerk, Deputy Clerk and Responsible Financial Officer (RFO) to the Council. There were no members of the public present.

21/F27 To receive apologies for absence – Cllr Sue Brown and Cllr Francis Zealley

21/F28 To receive Declarations of Interest in agenda items – Cllr Macken declared an interest in item 21/F35 and would leave room at this item.

21/F29 Public Participation - to receive submissions from members of the public – None.

21/F30 Financial Performance update and considerations

(a) **To review income and expenditure for the year to date** – RFO to Council advised the following: The projected end of year balance is high due to the initial Public Works Loan for the Bartholomew Room remaining to be repaid and final invoices are due for work. The Pavilion has no further anticipated expenditure and the Outdoor Technician/Maintenance person is yet to be appointed. Clerk reported that a grant of £31,437 from West Oxfordshire District Council for the Bartholomew Room work has been confirmed and is awaiting receipt. The projected end of year surplus will be £27,079. Committee agreed that Bartholomew Room reserve fund at the current level is no longer required – for discussion at the next meeting.

(b) **To recommend any virement or transfer to earmarked reserves** – No recommendation received.

(c) **To note S106 funds available** – Cllr N Relph noted that the funds are very positive and the Council can repair or upgrade items without usual pressure. Committee noted the report.

(d) **To consider including First and Last Mile CIC in future S106 requests** – Committee noted the request made. Following discussion, it was agreed that the Clerk would advise Last Mile CIC to apply for a Parish Council grant and include provision of future bus services in S106 requests.

(e) **To resolve to engage Auditing Solutions Ltd for next year's internal audit** – Committee **RESOLVED** to appoint Auditing Solutions Ltd to audit 2021/22. Committee requested that a different point of contact is appointed by Auditing Solutions Ltd.

21/F31 To consider improvements to Council systems/technology for provision in current year or inclusion in the next financial year budget –

Hybrid Meeting Equipment: Deputy Clerk provided the committee with a brief update addressing the need to purchase equipment suitable for streaming and recording council meetings. This would allow a greater level of transparency and would enable the Council to have hybrid meetings when legislation changes are made. Committee discussed in detail, the need to purchase equipment and the quote received. It was **RECOMMENDED** that the Council purchase items listed on quote from CloudyIT totalling £5,090.00.

Council I.T Systems: Deputy Clerk and Cllr Macken briefed the committee on improvements needed to the Council's I.T systems. The Deputy Clerk presented the quotes received. Following discussion, it was **RECOMMENDED** to accept the quote from Cloudy IT for purchase of laptops, software and support at £7,347 one-time cost and £378.30 monthly cost. This is on the basis that two positive references were presented to Full Council on 2nd November 2021.

Website: The committee reviewed quotes from Pumpkin Pip Ltd for improvements and the website split which would give full editorial control to Council. It was **RECOMMENDED** that the the website split cost of £925 (plus hosting) and improvements of £1175 are accepted. Clerk is to arrange a meeting with Eynsham Online with a view to the split being undertaken by 1 April 2022.

21/F32 To review the budget setting process for 2022/23 and agree actions – RFO advised that requests have been sent to committee chairs for estimated budget spend for 2022/23. Draft budget will be ready for the December Finance & General Purposes meeting, for approval at Full Council in January 2022.

21/F33 Property

(a) **To receive an update on the Bartholomew Room Refurbishment Project and the Pavilion Rebuild Project** – Clerk reported that cost for refurbishment to date was £187,826 and wasn't expecting this to increase. Works should be completed within two weeks with minor snagging points to be sorted out. The building has begun to dry out nicely which will only improve. Contractors carrying out work have reported that Eynsham Cross in The Square needs work undertaken to its base and the structure requires assessing for safety. Clerk has made urgent enquires for repair and will report back.

The Deputy Clerk reported that following research on the Pavilion Rebuild work, a business plan is being worked on. Following a meeting with Cllr S Brown a recommendation would be made to Full Council to set up a small working group with Deputy Clerk, Cllr S Brown and Cllr K Crowe and one other, Cllr R Macken volunteered.

(b) **To resolve to purchase presentation equipment at a cost of up to £1050** – Clerk provided committee with details of portable presentation equipment required, it was **RESOLVED** to purchase 2 x tri-screen display £673.12 and 2 x Doublesided roller banners £376.48 total of £1049.60 from budget code 101 4040.

(c) **To review and resolve hire fees**

Current Fees	Proposed Fees 2022/23
Pavilion: Social area: £11 per hour / £70 for day. Use of the showers: £22 per session.	Pavilion: Social area: £11 per hour / £70 for day. Use of the showers: £22 per session.
Bartholomew Room: Village use: £7 per hour / £40 for day. Outside village use: £14 per hour / £75 for day.	Bartholomew Room: Village use: £7 per hour / £40 for day. Outside village use: £14 per hour / £75 for day.
Market Square: £25 per booking.	Market Square: Free of Charge
Allotments: by £20 each year from 2016 for 5 years.	Allotments: £20 each year from 2022 for 5 years.
Administration fee for large community events: £50.	Administration fee for large community events: £50

(d) **To consider reduced hire fees for use of the changing rooms by Eynsham Association Football Club Youth teams** – Clerk provided details of current fees, it was agreed to keep the charges the same as 2021/22 Mens Team £36 per session and Junior teams £11 ph. Committee requested the Clerk to write to the Football Club and advise that they may wish to apply for a grant.

(e) **To consider a project application for Witney Lions Club for use of The Square** – Clerk advised committee of request. Committee agreed to request.

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.

The meeting closed at 22.16pm