



EYNESHAM PARISH COUNCIL

Finance & General Purposes Committee Meeting
held at the Village Hall, 8.00pm
on Tuesday 23 November 2021

MINUTES

Councillors Present – Cllr Nick Relph (Committee Chairman), Cllr Tricia Crowley, Cllr David Knight, Cllr Ross Macken and 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/F37 To receive apologies for absence – Cllr Sue Brown

21/F38 To receive Declarations of Interest in agenda items – Cllr D Knight declared an interest in item 21/F38 application (j) Willow Coppice.

21/F39 Public Participation - to receive submissions from members of the public – None.

21/F40 To resolve to re-open the Bartholomew Room and consider hire rates/policy - Clerk informed Council due to terms and conditions of the Public Works Loan, hire fees are unable to be raised with hirers. Following discussions, the Committee **RESOLVED** to allow organisations situated in the Parish boundary and/or organisations located outside the Parish but whose subjects would be of benefit to Parish residents, free use of the building. All bookings for organisations outside the Parish will be considered by Clerk.

21/F41 To review grants made in 2021/22 (Grants provided in December 2020).**

Applications received

- (a) Oxfordshire Play Association - £1000
- (b) Eynsham Good Neighbour Network - £400
- (c) Royal British Legion - £150 (donation)
- (d) Eynsham Netball Club - £369 **
- (e) Nature Recovery Network - £470 **
- (f) Eynsham Playing Field Managers - £324 **

Committee Clerk notified members the total of £882.12 remains in the grants budget for 2021/22.

It was **RESOLVED** for Parish Clerk to request a report from organisations, how the grants helped in preparation for the Annual Parish Meeting.

21/F42 To consider grant applications for 2022/23 – Committee considered applications below and **RESOLVED** decisions, listed under amount agreed.

| <i>Amount requested:-</i> | <i>Amount agreed £</i> |
|---|--|
| (a) Oxfordshire Play Association - £1000 | £1000 |
| (b) Eynsham Detachment Army Cadets - £400 | Application agreed in principle for £400, on satisfactory response in relation to governance of accounts, more information on training aids and confirm use will be for Eynsham Cadets only. |
| (c) Eynsham Community Primary School PTA - £850 | Application agreed in principle, funds for £850 would be from 2021/22 remaining budget. |
| (d) Eynsham Road Runners - £420 | Application Refused – Committee believe funds are not required due to |

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| | healthily financial position of organisation. |
| (e) Eynsham Village Show - £250 | £250 |
| (f) Eynsham Playing Field Managers - £125 | Application Refused – Committee believe the application does not meet the criteria. It was agreed Parish Council would fund payment of ground maintenance for 2021/22. |
| (g) First and Last Mile - £500 | £500 |
| (h) Eynsham Croquet Club - £400 | £400 Application agreed in principle. Clerk to arrange meeting to discuss application in more detail. |
| (i) Eynsham Good Neighbour Network - £400 | Application withdrawn |
| (j) Willow Coppice - £526.40 | Application refused – Committee concluded insufficient supporting financial information, only screen shots of accounts was provided. Committee agreed to offer three free bookings for use of Pavilion. |
| (k) Eynsham Poppy Appeal - £150 (donation) | £0 Clerk is to buy the Council's poppy wreath in future. |
| Total Funds Agreed (including in principle applications) Budget for 2022/23 | £2,550 |

21/F43 Current financial update

(a) **Half year end review/update of budgets and reserves** - Clerk referred members to half yearly figures previously circulated by RFO on 19 October 2021.

(b) **To review S106 funds available and consider Committee budget requests** - Committee discussed report on S106 funds. It was **RESOLVED** for Clerk to contact WODC to see if there is any flexibility in funds allocated. A&E Committee to formulate plan on funds expenditure.

21/F44 To make recommendations for the budget and Precept for 2022/23 financial year

Following lengthy discussion, Committee deferred decision to Finance & General Purposes meeting in December. It was **RESOLVED** to hold informal meeting to discuss budget further.

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/F45 To make recommendations for the budget and Precept for 2022/23 financial year (staff data) – Item was deferred to December meeting. Deputy Clerk left room for items 21/F45, 21/F46, 21/F47.

21/F46 To note the successful completion of the Deputy Clerk's probation period and confirm appointment – It was **RESOLVED** that the Deputy Clerk's probation had been completed successfully and his employment is continued. The Clerk requested that additional working hours are included in the budget for consideration.

21/F47 To consider the Deputy Clerk's training requirements – It was **RESOLVED** that two training courses totalling £200 are booked.

21/F48 To consider increasing the Communication Officer's hours – Item deferred to the next Finance & General Purposes Committee meeting. Deputy Clerk reentered meeting, Parish Clerk left meeting for item 21/F49.

21/F49 To consider amending the Clerk's contract in line with the NALC/SLCC model contract – Committee members discussed details missing from Clerks contract. It was **RESOLVED** to add section to Clerk's contract.

21/F50 To consider undertaking salary evaluations for all employees and agree actions – Clerk provided members with background to the request and supplied members with 2 quotes received from three requests. It was **RESOLVED** to appoint PAS Ltd to carry out evaluations at cost of £400.

Meeting closed 22.05pm.