



# EYNESHAM PARISH COUNCIL

Finance & General Purposes Committee Meeting  
held at the Village Hall, 7.30pm  
on Tuesday 22<sup>nd</sup> March 2022

## MINUTES

**Councillors Present** – Cllr Nick Relph (Committee Chairman), Cllr Sue Brown, Cllr Tricia Crowley, Cllr David Knight, Cllr Ross Macken.

Also in Attendance – Clerk and Deputy Clerk.  
There were no members of the public present.

**22/F1 To receive apologies for absence** – Cllr Andy Mosson and Rachel Johnson (RFO)

**22/F2 To receive Declarations of Interest in agenda items** – None.

**22/F3 Public Participation - to receive submissions from members of the public** – None.

**22/F4 Current financial update** – in absence of RFO the Parish Clerk provided following reports to Committee members

(a) To review income and expenditure for the year to date.

At end of February 2022 the Council have £109,425 in current account, £49,500 temporary loan investment with WODC, £70,000 in CCLA and £17,444 to be reclaimed in VAT – Total £246,369 RFO report on variances was noted and the anticipated year end balance of £219,999 noted

(b) To recommend any virement or transfer to earmarked reserves

The committee noted report on earmarked reserves. It was **RESOLVED** to place following amounts in protected reserves £23,335 Traffic Regulation order, £1,000 Legal Fees Bartholomew Room, £500 website split, £631 Community Grant.

**22/F5 To resolve grant applications based on updated information received for applications with updated information -**

(a) Eynsham Community Primary School PTA - £850

(b) Eynsham Detachment Army Cadets - £400

(c) Eynsham Croquet Club - £400

It was **RESOLVED** to approve applications with documents requested being provided. The Parish Clerk was asked to request a report from organisations on how the grants helped in preparation for the Annual Parish Meeting. The Committee requested that the Grant Policy be reviewed and placed on agenda for next meeting.

**22/F6 To receive Fire Risk Assessments for the Bartholomew Room and Pavilion and agree actions** – Parish Clerk updated members on Fire Risk Assessments for the Bartholomew Room and Sports Pavilion. It was **RESOLVED** to complete works necessary in Bartolomew Room and to request lease holder to get staff trained in Fire Marshalling, to do minimum works required to keep Sports Pavilion safe and operational. The clerk was asked to investigate a Lone Working policy and to report back at next meeting of Committee.

**22/F7 To consider the Pavilion Rebuild Business Case and agree actions** - Deputy Clerk provided a verbal report on requirements to complete Financial plan for the Pavilion rebuild. It was **RESOLVED** to seek quotes and references for Financial Consultants and for Council to interview potential candidates, to seek a estimated cost for final stages. The Committee thanked the officers for detailed business plan.

**22/F8 To continue to appoint Utility Aid as the Council's Energy Consultants for negotiating gas/electricity/water contracts for Council properties** – It was **RESOLVED** to re-appoint Utility Aid as the Council's energy consultants.

**22/F9 To consider adopting a Disciplinary & Grievance Policy and agree actions** – Parish Clerk advised Committee members that to secure status of Quality Council Award these policies were required. It was **RESOLVED** to adopt these policies.

**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.

**22/F10 Human Resources.**

(a) To note an increase in all salaries in accordance with National Joint Council rates at 1.75% backdated to 1 April 2021 – Committee noted document.

(b) To note completion of the Clerk's Community Governance Level 4 qualification and note increase in salary scale point – Committee noted and passed congratulations to Katherine Doughty (Parish Clerk) on her tremendous achievement.

Meeting closed 20.55pm.