



# EYNESHAM PARISH COUNCIL

Finance & General Purposes Committee Meeting  
held at the Village Hall, 7.30pm  
on Tuesday 10 May 2022

## MINUTES

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

Also in Attendance – One member of public and the Clerk. The Responsible Financial Officer (RFO) and Deputy Clerk joined remotely.

**22/F11 To receive apologies for absence** – Cllr Andy Mosson. Cllr Ross Macken was not present.

**22/F12 To receive Declarations of Interest in agenda items** – None.

**22/F13 Public Participation - to receive submissions from members of the public** – A member of the public requested improved road sweeping and parking enforcement services. The Parish Council could consider providing financial support to the local Police for additional parking enforcement provision. It was noted that the shrubs by Old Witney Road Play Area need a substantial cut back to prevent unwanted hidden activities. Clerk is to pursue Ubico for the road sweeping to be undertaken which has already been requested and obtain quotes for shrub maintenance to be undertaken at the end of the birdnesting season.

**22/F14 Current financial update – to review income and expenditure for the year to date** – The Clerk reported that grants and communications costs will be over budget in the coming months due to underspends in the previous financial year. The laptop provision was discussed and noted that CloudyIT will take these back if they are still not working as anticipated after driver upgrades and replace these with a high specification at a cost to the Council. Councillors queried under and over-spend items, the Public Works Loan (fixed rate), training costs and overall financial position. Committee is to consider installing additional financial software (c.£500p.a.) for phasing budget reporting.

**22/F15 To consider and approve an updated Regular Payments List** – It was **RESOLVED** to approve the Regular Payments List. Clerk is to pursue costs for renewed utility contracts with Utility Aid for its properties.

**22/F16 To receive correspondence regarding Cash Deposits from West Oxfordshire District Council and resolve to transfer funds elsewhere** – It was **RESOLVED** to withdraw funds from the District Council and transfer to CCLA.

**22/F17 To receive update on Maintenance Operative position and agree actions** – It was **RESOLVED** to increase the weekly hours to 16, make minor amendments to the advertisement, advertise with Indeed for a 2 week period at a total of £105 and contact the Village Hall Management Committee to explore whether this and the hall's vacancy can be merged.

**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/F18 Bartholomew Room Lease**

- (a) To consider the business case – It was **RESOLVED** to accept the business case while noting some concerns.

- (b) To consider the draft lease and agree actions – It was **RECOMMENDED** that the draft lease is agreed in principle subject to approval by Full Council.
- (c) To resolve to undertake Energy Audit at £225 – It was **RESOLVED** to accept the quote of £225 for the required energy audit.
- (d) To consider applying for Oxfordshire Preservation Trust Award – It was **RESOLVED** to apply for a conservation award with the Trust.

**22/F19 Human Resources**

- (a) RFO – The committee **RESOLVED** to approve the recommendations in the supporting report and the confidential notes.
- (b) Clerk – The committee **RESOLVED** to confirm the arrangement set out in the confidential notes.

Meeting closed 9.15pm.