



EYNSHAM PARISH COUNCIL

Finance & General Purposes Committee Meeting
held at the Village Hall, 7.30pm
on Tuesday 14th March 2023

MINUTES

Councillors Present – Cllr Ross Macken (Committee Chairman), Cllr Sue Brown, Cllr David Knight, Cllr Andy Mosson.

Also in Attendance – Clerk and Deputy Clerk to the Council. The Responsible Financial Officer attended via Teams.

There was one member of the public present.

23/F13 To receive apologies for absence – Cllr Trica Crowley

23/F14 To receive Declarations of Interest in agenda items – None.

23/F15 Public Participation - to receive submissions from members of the public – A member of the Eynsham Sport & Social Club provided background information on the use of pavilion facilities over the weekends regarding the fee increases for 2023/24. Item 23/F18 was considered at this point.

23/F16 Current Financial Update – (a) To review income and expenditure for year to date - Committee noted the Council's current position – although likely to be within budget at the end of the financial year, expenditure is ahead of forecasted figures. This could impact the cash position going into 2023/24 and reduce the level of reserves with final position becoming clear in early April 2023. Clerk is to pursue receipt of the tree survey invoice for processing in the current financial year. (b) To recommend any virement or transfer of earmarked reserves – RFO advised there were no current virement or transfers required. Clerk queried whether the unspent Neighbourhood Plan grant funding should be put into Reserves for spending next year. (c) To review S106 funds available – Clerk advised Committee of current situation with S106 funding. It was **RESOLVED** to submit a written request to West Oxfordshire District Council (WODC) to extend deadline by 12 months for application 08/1341/P/FP Land Adj To B4449 Eynsham Eastern Bypass which totals £30,232.00, to allow Council to engage services of consultant if required. It was also **RESOLVED** for Clerk to arrange a meeting with WODC S106 team with Cllr Ross Macken, Cllr David Knight and the Deputy Clerk to discuss issues around funding being released and procedures. (d) To review and agree Council Asset Register for 2023 – Committee went through the asset register, it was **RESOLVED** to accept disposal of goods to value of £14,182 and write offs to value of £4,162 – total value of Council assets for 2023/24 is £1,909,688.

23/F17 To consider using Hallmaster booking system and agree on actions – Deputy Clerk provided Committee members with supporting information for using this system and explained that a 90 day trial was started to allow Officers to evaluate the system. Committee members discussed the benefits of system and it was **RESOLVED** to sign up to a full licence for Pavilion and football pitches for the duration of one year at a cost of £199.00. Deputy Clerk is to provide feedback on its use at a future committee meeting.

23/F18 To resolve to increase property hire fees by 10% as per the agreed 2023/24 Budget – Committee members discussed at length the property hire fees and **RESOLVED** to increase fees as listed. Whilst hire fees have been reviewed bi-annually, the Pavilion hire hourly rate has remained unchanged for many years though utility costs have risen.

Current Fees	Proposed Fees 2023/24
Pavilion: Social area: £11 per hour / £70 for day. Use of the showers: £22 per session. Changing Rooms: Mens Team £36 per session Junior Team £11 per session	Pavilion: Social area: £12.10 per hour / £77 for day. Changing Rooms (including showers): Adults £39.60 per session Changing Room Toilets Only: £10 per session
Bartholomew Room: Village use: £7 per hour / £40 for day. Outside village use: £14 per hour / £75 for day.	N/A
Market Square: Free of charge – Village residents only.	Market Square: Free of charge – Village residents only.
Allotments: by £20 each year from 2022 for 5 years. £990 in total	Allotments: by £20 each year from 2022 for 5 years.- Committee reviewed arrangement from 2021 and increased fee by 10% to yearly fee of £1,089 and to review annually.
Administration fee for large community events: £50.	Administration fee for large community events: £55.00

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.

23/F19 Human Resources – (a) To receive update on increasing Clerks Working from Home Allowance and agree actions – Cllr Ross Macken advised discussion have yet to take place. It was agreed to defer to next meeting. (b) To resolve to appoint Rachel Brown as Responsible Financial Officer subject to satisfactory references and agree actions - It was **RESOLVED** to appoint Rachel Brown as Responsible Financial Officer subject to satisfactory references being received. (c) To resolve to amend Employment Contracts to include working for the Eynsham Recreation Ground charity within the working hours agreed it was **RESOLVED** to allow the Clerk to agree changes with employees and amend contracts as required. Committee noted that the charity will now be known as 'Eynsham Parks'.

Meeting closed 2115hrs.