

# EYNSHAM PARISH COUNCIL

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## Council Summons & Agenda

16 May 2023

To All Members of the Council.

You are hereby summonsed to attend the following meeting for the transaction of the business stated overleaf:-

**Finance and General Purposes Committee Meeting**  
**to be held on Tuesday 23<sup>rd</sup> May 2023 at 6.45pm**  
**at Eynsham Village Hall, Back Lane and remotely via [M.Teams](#) **

Supporting documents will be made available in the usual way and online.

If you are unable to attend in person, you may join the meeting via the above Teams link. However, only those who are physically in attendance are permitted by law to participate and your non-attendance will contribute to the vacation of office by failure to attend meetings.<sup>1</sup> Please forward any apologies for absence to the Clerk, as soon as they become known.

The public and press are welcome to attend either in person or remotely via M.Teams.<sup>2</sup>

The law<sup>3</sup> allows the public proceedings of council meetings to be recorded which includes filming as well as audio-recording. Photography is also permitted. By attending this meeting, you are consenting to be filmed. As a matter of courtesy, please advise the Clerk if you intend to record any part of the proceedings.

*R Wilkins*

Richard Wilkins  
Deputy Clerk to the Council

<sup>1</sup> Local Government Act 1972 s85

<sup>2</sup> Public Bodies (Admission to Meetings) Act 1960

<sup>3</sup> Openness of Local Government Bodies Regulations 2014

**1. To receive apologies for absence.**

**2. To receive Declarations of Interest in agenda items.**

To receive any disclosable declarations of interest from Members in relation to any items to be considered at the meeting in accordance with the Council's Code of Conduct.

**3. Public Participation**

To receive submissions from members of the public for a period of 15 minutes. Members of the public may make representations on any matters, for no more than 5 minutes each in accordance with Standing Orders para 3. The meeting will adjourn for this item.

**4. Village Hall – Committee Handover**

- (a) To consider purchasing a mobile phone for the Caretaker and Bookings & Accounts Clerk and agree actions.
- (b) To consider providing a laptop to the Accounts Clerk.
- (c) To resolve to redirect the existing bookings email address to a new Parish Council email address.
- (d) To resolve to continue the insurance policy with the Village Hall Management Committee's existing provider in the Parish Council's name. The policy will be reviewed at the next appropriate time (ideally no later than June 2024) to bring it into the Council's existing insurance policy.
- (e) To resolve to provide administrator access to the Bookings & Accounts Clerk with Unity Trust.
- (f) To resolve to set up Rialtas account codes (including a Reserve account) for clear administration of Village Hall finances.

**EXCLUSION OF THE PUBLIC AND PRESS:** At the conclusion of this part of the agenda, the Chair will move 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.

**5. Village Hall - Human Resources.**

- (a) To consider draft employment contracts and Job Descriptions for the Caretaker and Bookings & Accounts Clerk and agree actions.
- (b) To consider any reasonable adjustments (as necessary) for the Caretaker and Bookings & Accounts Clerk.
- (c) To consider any urgent training needs and agree actions.
- (d) To resolve to require a basic DBS check for the Caretaker and agree actions.