



# EYNSHAM PARISH COUNCIL

Finance & General Purposes Committee Meeting  
held at the Village Hall, 6.45pm  
on Tuesday 23<sup>rd</sup> May 2023

## MINUTES

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

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

There were no members of the public present.

**23/F20 To receive apologies for absence** – None

**23/F21 To receive Declarations of Interest in agenda items** – None.

**23/F22 Public Participation - to receive submissions from members of the public** – None.

**23/F23 Village Hall Committee Handover** –

(a) To consider purchasing a mobile phone for the Caretaker and Bookings & Accounts Clerk and agree actions – Committee **RESOLVED** to purchase two mobile phones on monthly contracts for approximately £20 per month for Caretaker and Bookings/Accounts Clerk.

(b) To consider providing a laptop to the Accounts Clerk – Committee **RESOLVED** to provide bookings/accounts Clerk with laptop with basic 365 office software access.

(c) To resolve to redirect the existing bookings email address to a new Parish Council email address – Committee **RESOLVED** to set up a new email address for bookings and arrange for redirection service from current provider.

(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 – Committee **RESOLVED** to take out insurance cover with NFU for period of 12 months for the Village Hall with Public Liability cover increased to £10 million.

(e) To resolve to provide administrator access to the Bookings & Accounts Clerk with Unity Trust – Committee **RESOLVED** to provide access to Unity Trust on administrator access only.

(f) To resolve to set up Rialtas account codes (including a Reserve account) for clear administration of Village Hall finances – Committee **RESOLVED** to set up account for Village Hall transactions.

**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/F24 Village Hall Human Resources** –

(a) To consider draft employment contracts and Job Descriptions for the Caretaker and Bookings & Accounts Clerk and agree actions – Committee **RESOLVED** to accept the contracts and job descriptions for Caretaker and Booking Accounts Clerk.

(b) To consider any reasonable adjustments (as necessary) for the Caretaker and Bookings & Accounts Clerk - It was **RESOLVED** to accept the Clerk's recommendation that no adjustments are required.

(c) To consider any urgent training needs and agree actions it was **RESOLVED** to accept the Clerk's recommendation that no immediate training is required but to monitor needs going forward.

(d) To resolve to require a basic DBS check for the Caretaker and agree actions – Committee  
**RESOLVED** for Council to submit DBS check for Caretaker.

**Meeting closed 1915hrs.**