

# EYNESHAM PARISH COUNCIL

CLERK: KATHERINE DOUGHTY

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## Council Summons & Agenda

4 October 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 10 October 2023 at 7.30pm  
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.

Mrs Katherine Doughty  
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. **Current financial update:-**
  - (a) To review income and expenditure for the year to date.
  - (b) To recommend any virement or transfer of earmarked reserves.
  - (c) To review S106 funds available.
5. **Budget Code rationalisation**  
To receive the Responsible Financial Officer's report and resolve changes required.
6. **Budget Setting Process for 2024/25 and agree actions.**  
Responsible Financial Officer is to outline the budget setting process for 2024/25 FY with timescales and agree actions.
7. **Website changes**
  - (a) Committee to note the changes required for JISC Cyber Essentials certification.
  - (b) Committee to consider quotes received and agree on preferred contractor.
8. **Village Hall**
  - (a) To note and accept the donation of the defibrillator from Eynsham Day Centre.
  - (b) To consider purchasing and installing Dorgards to 7 fire doors at c. £700.
  - (c) To consider drafting an outline business case for refurbishment work required including allocating Officer's time.
  - (d) To consider a quote for car park wall rebuilding work and agree actions.

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.

9. **Village Hall**  
To resolve to sign the transfer form and licence to assign airspace at the Village Hall and agree actions.
10. **Human Resources**
  - (a) To consider approving extra working hours for the Caretaker.
  - (b) To consider requesting agreement for employee contracts to be updated to include reference to charities and agree actions.
  - (c) To note completion of CiLCA by the Deputy Clerk and note increase in salary scale point.
  - (d) To receive feedback on forthcoming staff appraisals for the Clerk and Deputy Clerk for inclusion in reports.
  - (e) To note completion of staff appraisals for the Responsible Financial Officer and Communications Officer.