



EYNSHAM PARISH COUNCIL

Finance & General Purposes Committee Meeting
held at the Village Hall, 7.30pm
on Tuesday 10th October 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 and Responsible Financial Officer (RFO) attended by Teams

There were no members of the public present.

23/F33 To receive apologies for absence – None

23/F34 To receive Declarations of Interest in agenda items – None.

23/F35 Public Participation - to receive submissions from members of the public – None.

23/F36 Current Financial update –

(a) To review income and expenditure for the year to date - Committee noted the Council's current position and noted that invoice for allotments rent to be sent by RFO, budget code 4039 Tree Maintenance is over budget due to recent trees works required (no further works expected), Maintenance Van is currently being investigated due to change in requirements.

(b) To recommend any virement or transfer of earmarked reserves - None.

(c) To review S106 funds available – updated list of funds from West Oxfordshire District Council was discussed and Committee **RESOLVED** for Clerk to contact Chris Hargraves at West Oxfordshire District Council regarding 08/1341/P/FP due to request from Bartholomew School being rejected and for Clerk to send plan to West Oxfordshire District Council to secure funds for Burial Ground.

23/F37 Budget Code Rationalisation – the RFO reported to Council the proposal for the budget code rationalisation, the Committee **RESOLVED** to approve the changes.

23/F38 Budget Setting Process for 2024/25 and agree actions - Deputy Clerk updated Committee on the timetable for setting budget, the RFO requested for one amendment to be made. It was **RESOLVED** to approve the updated timetable.

Date	
w/c 2 nd October 2023	RFO to start updating Draft budget spreadsheet with predicted regular income and expenditure.
w/c 2 nd October 2023	Inform Councillors / staff, by email, that expenditure to be considered in budget to be with RFO by 31st October
w/c 9 th October 2023	Amenities & Estates Committee and other committees to be reminded to add budget expenditure to next meeting agenda on 24 th October. To be sent the Budget Committee spreadsheet
w/c 23 rd October 2023	First draft Budget to be reviewed by Clerk RFO & Chairman
30 th October 2023	All Budget requirements to be with RFO
7 th November 2023	Draft Budget presented at Finance & General Purposes meeting for review
w/c 11 th December 2023	WODC provide Tax base for Precept setting.
19 th December 2023	Budget 2023-24 and Precept setting amount to be presented and approved
w/c 8 th January 2023	Precept amount advised to WODC

23/F39 Website Changes –

(a) Committee to note changes requested for JISC Cyber Essentials certification – Deputy Clerk reported to Committee that The Central Digital and Data Office (CDDO), part of the Cabinet Office, are changing the requirements and responsibilities of registrars that provide government domain names. One of these requirements is that registrars are Cyber Essentials certified which Pumpkin Pip currently isn't. Committee noted requirements.

(b) Committee to consider quotes received and agree on preferred contractor – Deputy Clerk reported to Committee the options available. Committee **RESOLVED** to accept quote from Nubble and to implement with immediate effect.

23/F40 Village Hall

(a) To note and accept the donation of the defibrillator from Eynsham Day Centre – Committee noted the donation of defibrillator.

(b) To consider purchasing and installing Dorgards to 7 fire doors – Committee **RESOLVED** to purchase 7 Dorgards at cost of £780.00 with Maintenance Operative to install.

(c) To consider drafting an outline business case for refurbishment work required including allocating officer's time – Deputy Clerk reported to Committee that The Taw Fitzwilliam inspection report undertaken in February this year states that there are mostly no concerns regarding the condition of the Village Hall. The Officers recommend that the Council start to work on a business case for refurbishment work and to review grants available. Resources need to be agreed in the forthcoming budget to assist with this project. Committee **RESOLVED** to allocate officer's time and agreed to ensure funds are made available in 2024/25 budget.

(d) To consider a quote for car park wall rebuilding work and agree actions – Deputy Clerk presented a quote for repair works. Committee **RESOLVED** to accept quote for £540 and further **RESOLVED** to investigate options to prevent cars hitting wall.

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/F41 Village Hall –

(a) To resolve to sign the transfers form and licence to assign airspace at the Village Hall and agree actions – Clerk informed Committee that the Council are required to enter a new contract to assign airspace at the village hall, there are no legal fees to Council to pay. Committee **RESOLVED** to sign transfer form and licence for airspace at Village Hall.

23/F42 Human Resources

(a) To consider approving extra working hours for the Caretaker – Clerk provided a report to the Committee requesting additional hours are required to undertake adhoc village hall tasks. Committee **RESOLVED** to accept the recommendation in report.

(b) To consider requesting agreement for employee contracts to be updated to include reference to charities and agree actions – Clerk provided report to Committee in regards to contract changes. Committee **RESOLVED** to provide permission for Clerk to liaise with staff over contract changes.

(c) To note completion of CiLCA by the Deputy Clerk and note increase in Salary Scale point – Committee noted completion by Deputy Clerk and congratulated him on completing. Committee further noted the salary point increase in line with contract terms and conditions.

(d) To receive feedback on forthcoming staff appraisals for the Clerk and Deputy Clerk for inclusion in reports – Committee **RESOLVED** to communicate via email after meeting.

(e) To note completion of staff appraisals for the Responsible Financial Officer and Communications Officer – Committee noted completion of appraisals.

Meeting closed 2115hrs.