



EYNSHAM PARISH COUNCIL

Finance & General Purposes Committee Meeting
held at the Village Hall, 7.30pm
on Tuesday 7th November 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 MS Teams.

There were no members of the public present.

23/F43 To receive apologies for absence – None

23/F44 To receive Declarations of Interest in agenda items – None.

23/F45 Public Participation - to receive submissions from members of the public – None.

23/F46 To consider and approve GDPR training for all employees and Councillors – It was **RESOLVED** to approve GDPR training at c. £160 for all Councillors and employees.

23/F47 Current financial update:-

(a) To review income and expenditure for the year to date – The RFO provided reports.

(b) To recommend any virement or transfer of earmarked reserves – No virements were recommended.

(c) To review S106 funds available – West Oxfordshire District Council S106 funds for flood prevention and recycling were queried as it was unclear whether funds had been spent. It was noted that a S106 request had been submitted for a burial ground (pending approval of land) and that Bartholomew School could request funds for picnic benches at the MUGA. Clerk is awaiting clarification on funds available for the art provision.

23/F48 To review grants made in 2023/24 – The following grants were made:-

(a) First and Last Mile £500

(b) Eynsham Good Neighbour Network £400

(c) Witney Baby Food Bank £100

(d) Eynsham Alcoholics Anonymous Group £100

(e) West Oxfordshire Citizens Advice £200

(f) Oxfordshire Play Association £500

23/F49 To consider grant applications for 2024/25:-

(a) Eynsham Village Show £250

It was **RESOLVED** to defer the decision to a time when the budget will be set for 2024/25.

23/F50 Budget and Precept 2024/25

(a) To note committee budget requests – The following was received for consideration:-

Traffic Committee - £ 14,112

Amenities & Estates Committee - £115,250

Planning Committee- £7,205 + £4,000 = £ 11,205

(b) To make recommendations for the budget and Precept for 2024/25 financial year – The Committee reviewed budget requests, ongoing and estimated costs. Further work on the draft budget is required. Clerk is to arrange a meeting with the Village Hall Bookings & Accounts Clerk and the committee to review Village Hall hire fees.

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.

23/F51 Budget and Precept 2024/25 continued

(a) To receive recommendations on staffing requirements and structure and agree actions – The Clerk raised current capacity concerns and provided proposals on how these may be addressed.

(b) To consider staffing costs for the budget and Precept for 2024/25 financial year - Members felt that the proposals should be considered by Full Council as a next step due to the significant changes. Thereafter, the Finance & General Purposes Committee will finalise the draft budget for recommendation to the Full Council meeting on 19 December.

23/F52 Human Resources - It was noted that the Deputy Clerk's annual appraisal was complete which had been circulated to members by email.

Meeting closed 9.45pm.