



EYNSHAM PARISH COUNCIL

Finance & General Purposes Committee Meeting
held at the Village Hall, 7.30pm
on Tuesday 5th December 2023

MINUTES

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

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

There were no members of the public present.

23/F53 To receive apologies for absence – None

23/F54 To receive Declarations of Interest in agenda items – None.

23/F55 Public Participation - to receive submissions from members of the public – None.

23/F56 Trade Account – to consider opening a £2000 trade account with Screwfix, consider authorised users and agree actions – Clerk to Council informed the Committee that at present the Council debit card is used by maintenance operative to purchase items from Screwfix and as best practice recommends the Council obtains a trade account with Screwfix with limit of £2,000 with Daniel Sharp as person authorised to use account in conjunction with authority from Clerk (deputy Clerk in their absence). Committee **RESOLVED** to accept the Clerk's recommendation to open up trade account with limit of £2,000.

23/F57 Village Hall

(a) To resolve to subscribe to a green waste service for the Village Hall for the next financial year. -

Clerk to Council informed the Committee that at present there was no option to dispose of any garden waste at the Village Hall, and recommended that from 1st April 2024 the Council subscribe to West Oxfordshire District Council green waste collection service, cost of £40 per year with fortnightly collections. Committee **RESOLVED** to accept Clerk's recommendation to sign up to garden waste collection.

(b) To consider use of the refurbished noticeboard and agree actions - Clerk to Council informed Committee that the noticeboard at Village Hall has been refurbished but currently this is not used by Parish Council to advertise Council functions, and recommended that the Committee agree to use this board in place of Back Lane noticeboard. Following discussion it was **RESOLVED** to use the noticeboard at Village Hall to promote Council functions and offer the locked section of noticeboard to the Medical Centre.

(c) To consider a quote by Utility Aid for a new electricity supply contract and agree actions – Committee members reviewed all options provided by Utility Aid. Committee **RESOLVED** to sign up to 3 year contract with SSE with set annual cost of £6,659.94.

23/F58 Budget and Precept 2024/25 – the Committee were presented the draft budget for 2024/25, the Committee discussed the acceptable level of increase to work towards. As the draft budget needed to look at staffing costs it was **RESOLVED** to move to next agenda item. .

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/F59 Budget and Precept 2024/25 continued

(a) To resolve staffing requirements and structure for 2024/25 and agree actions – after reviewing, making adjustments and to ensure proper consideration is given the Committee **RESOLVED** to

defer the final decision to an extra Finance and General Purpose Committee meeting and ask the Clerk to arrange suitable date for meeting.

(b) To consider staffing cost for the budget and precept for 2024/25 financial year after reviewing, making adjustments and to ensure proper consideration is given the Committee **RESOLVED** to defer the final decision to an extra Finance and General Purpose Committee meeting and ask the Clerk to arrange suitable date for meeting.

23/F60 Human Resources

(a) To note completion of the staff appraisal for the Clerk – Committee **RESOLVED** to note completion of Clerk's appraisal.

(b) To note completion of the Clerk's Level 5 Community Governance course and consider undertaking Level 6 Community Governance – Committee **RESOLVED** to note the Clerk's completion of Level 5 and congratulated her on passing. Committee further **RESOLVED** to pay course fees for level 6 Community Governance, Cllr Sue Brown suggested the Council investigate seeking an apprenticeship levy, the Clerk was asked to look into this and report back to Committee.

Meeting closed 2145hrs.