



EYNSHAM PARISH COUNCIL

Finance & General Purposes Committee Meeting
held at the Village Hall, 7.30pm
on Tuesday 9th January 2024

MINUTES

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

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.

24/F1 To receive apologies for absence – None

24/F2 To receive Declarations of Interest in agenda items – None.

24/F3 Public Participation - to receive submissions from members of the public – None.

24/F4 Statement of Internal Control and Risk Assessment 2023-24– It was **RESOLVED** to approve the Statement of Internal Control and Risk Assessments for 2023/24, Chairman Cllr Ross Macken signed Statement of Internal Control.

24/F5 CloudyIT and Microsoft 365 Prices increases – The increase notification from CloudyIT was noted. It was **RESOLVED** for the Deputy Clerk to seek alternative quotes to provide IT solutions and report back to the committee.

24/F6 Budget and Precept 2024/25 To make recommendations for the budget and Precept for 2024/25 financial year – The Chair discussed with Committee the challenges with the upcoming budget and that this is demonstrated by the previous meetings and work completed to reach a final draft.

It was agreed to **RECOMMEND** to Full Council the final draft budget of £388,629 with Precept of £276,886 which represents a £22.99 pa/0.44 pence per week increase per Band D household (Appendix A refers). The Committee accepted that this could be subject to minor changes by Clerk and RFO in doublechecking formulas/data. The Chair thanked the Council Officers and Committee members for their hard work and support in producing the final draft for Full Council.

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.

24/F7 Parish Council Property

- (a) To resolve hire fees for 2024/25 financial year and agree actions – Following some rounding of numbers and it was **RESOLVED** to approve the fees detailed in Clerk's report.
- (b) To receive an update report on Village Hall management and consider recommendations – It was **RESOLVED** to accept the 19 recommendations listed in the Clerk's report. Following discussions on the front office, it was agreed to install a hand-washing basin.

24/F8 Budget and Precept 2024/25 continued

- (a) To resolve staffing requirements and structure for 2024/25 and agree actions – It was **RESOLVED** to accept the new staff structure details and amend contracts and job descriptions with effect from 1st April 2024 as follows:-

- i. Clerk is to work from the Village Hall Council office.*
- ii. Deputy Clerk to work full time from the Village Hall Council's office* and increase in SCP in view of line management responsibilities.
- iii. Bookings & Accounts Clerk working hours to be increased by 2 if additional bookings work is agreed and SCP adjusted re equal pay.
- iv. Caretaker SCP and working hours (maximum 20pw) to be increased depending on additional property work and adjusted re equal pay.
** Core working hours with some flexibility according to evening meetings/balancing workload.*

HR advice is to be sought where appropriate.

- (b) To consider staffing costs for the budget and precept for 2024/25 – It was **RESOLVED** to set staffing costs at £178,631 for financial year 2024/25 as presented by the Clerk.

Meeting closed 9.45pm.

INCOME	2023-24	2024-25
101 – Precept	£216,113	£276,886
102 – Allotments	£1,089	£1,162
107 – Play Areas	£65,000	£25,000
103 – Open Spaces	£1,713	£19,945
101 – Admin	£1,200	£4,000
105 - Pavilion	£8,800	£0
111 – Village Hall	£20,000	£59,431
109 – Bartholomew Room	£0	£1
123 – Neighbourhood Plan Grants	£0	£7,205
133 – Traffic Grants	£0	£5,000
Total Income	£313,916	£398,630

EXPENDITURE	2023-24	2024-25
107 – Play Areas	£87,900	£32,250
103 – Open Spaces	£21,889	£55,055
101 – Admin	£161,152	£234,472
105 - Pavilion	£12,130	£0
111 – Village Hall	£20,000	£38,511
117 - Grants	£2,500	£7,580
109 – Bartholomew Room	£2,000	£500
123 – Neighbourhood Plan	£500	£11,205
133 – Traffic 20mph Project	£5,595	£9,056
Total Expenditure	£313,916	£388,629

Summary	2023-24	2024-25
This Year's Surplus Income/Exp	-£258	£10,001
Total Cash Brought Forward	£186,329	£186,071
Total Cash Carried Forward	£186,071	£196,072

Cash Carried Forward Made up of:		2024-25
General Reserves		£107,994
Earmarked Reserves		£88,078
Pavilion Reserves		£44,000
Village Hall Reserve		£14,078
Allotment Tree Reserve		£30,000