



EYNSHAM PARISH COUNCIL

Finance & General Purposes Committee Meeting
held at the Village Hall, 7.30pm
on Tuesday 12th March 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/F9 To receive apologies for absence – None

24/F10 To receive Declarations of Interest in agenda items – None.

24/F11 Public Participation - to receive submissions from members of the public – None.

24/F12 Current Financial Update

(a) To review income and expenditure for the year to date – Committee members reviewed reports provided by the RFO, members were pleased to see that the Council are operating within the budget set for 2023/24 financial year.

(b) To recommend any virement or transfer of earmarked reserves – Committee members reviewed the recommendations by the RFO, it was noted by the committee that the Deputy Clerk and RFO will review play area invoices to ensure they have been assigned to correct budget code. It was **RESOLVED** to accept the RFO recommendations pending any play area changes.

24/F13 To consider grant application for Eynsham Village Show of £250, deferred from previous meeting – Committee members reviewed the application for a grant of £250 from Eynsham Village Show. It was **RESOLVED** to accept the grant application and noted that the £250 is to be used for hire of the village hall.

24/F14 To consider and approve an updated Regular Payments List for Direct Debits – Committee members reviewed the Regular Payments list and **RESOLVED** to approve the updated list provided by RFO.

24/F15 To review the signatories for the CCLA/PSDF accounts for Eynsham Parish Council and agree on actions – Committee members reviewed the current signatories and **RESOLVED** to accept the RFO recommendation that all members of the Finance and General Purposes Committee are signatories on the CCLA/PSDF account and to remove any ex-councillors.

24/F16 To review the signatories for Unity Trust Bank Accounts and agree on actions - Committee members reviewed the current signatories and **RESOLVED** to accept the RFO recommendation that all members of the Finance and General Purposes Committee are signatories on the Unity Trust Account and to remove any ex-councillors. It was noted that Cllr Sue Osborne is unable to authorise any payments relating to staff salaries but will remain as signatory for all other payments agreed by full council.

24/F17 To review and agree updated Risk Assessment – It was **RESOLVED** to accept the amended Risk Assessment.

24/F18 To consider an updated Fixed Asset Register and agree actions – Committee members reviewed the fixed asset register and **RESOLVED** to write off £1,448 of assets and agree fixed asset value of £1,983,663. It was further **RESOLVED** for the Deputy Clerk to complete a survey for locations/picnic benches locations and number of items.

24/F19 To agree appointment of internal auditor and agree on quotation for 2023/24 financial year – It was **RESOLVED** to accept the RFO recommendation to appoint Auditing Solutions Ltd at cost of £500 to carry out financial internal audit for 2023/24 financial year.

24/F20 To agree quotation for a reinstatement valuation for Eynsham Pavilion – Committee members reviewed the RFO recommendation, and it was **RESOLVED** to appoint Shields Longden to undertake the valuation of Pavilion at cost of £250.

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/F21 Human Resources

- (a) To note completion of the staff appraisals for the Maintenance Operative, Bookings & Accounts Clerk and Caretaker and agree actions – Committee noted completion of appraisals.
- (b) To resolve to vary the Contracts of Employment and Job Descriptions for the Bookings & Accounts Clerk, Responsible Financial Officer, Caretaker and Maintenance Operative as per the Clerk's confidential report – Committee **RESOLVED** to accept variation to staffing contracts that enables employees to provide short term cover of each other's roles.
- (c) To consider Responsible Financial Officer undertaking FiLCA training course via SLCC – Committee **RESOLVED** to accept request.

24/F22 Employee Handbook

- (a) To consider a new draft Employee Handbook and receive amendments – Clerk reported to committee the purpose of the staff handbook is to signpost employees and Line Managers to general information and expectations that employees need to refer to that is often stipulated in Human Resources policies. It is in addition to their Contract of Employment which is specific to their role. The committee **RESOLVED** to adopt the employee's handbook with minor amendments made to remove duplicated information in the proposed supporting policies.
- (b) To consider and approve supporting employment policies – Clerk reported to committee the need for the new policies. The committee **RECOMMENDED** the following policies for consideration by Full Council: Appraisal Policy, Employee Volunteering, Flexible Working, Management of Sickness and Annual leave.

24/F23 Oxfordshire local Government Pension Scheme

- (a) To consider and draft Pension Policy and resolve options – It was **RESOLVED** to accept the RFO's proposed pension policy.
- (b) To note amended contribution rates – Committee noted the amended contribution rates.

Meeting closed 8.34pm.