

# EYNESHAM PARISH COUNCIL

DEPUTY CLERK: RICHARD WILKINS

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## Council Summons & Agenda

31 October 2024

To All Members of the Council.

You are hereby summonsed to attend the following meeting for the transaction of the business stated overleaf:-

**Extra Finance and General Purposes Committee Meeting  
to be held on Tuesday 5<sup>th</sup> November 2024 at 7.00pm  
at Eynsham Village Hall (Main Hall), Back Lane**

Supporting documents will be made available in the usual way and online.

If you are unable to attend in person, you may join the meeting via the above Teams link. However, only those who are physically in attendance are permitted by law to participate and your non-attendance will contribute to the vacation of office by failure to attend meetings.<sup>1</sup> Please forward any apologies for absence to the Deputy Clerk, as soon as they become known.

The public and press are welcome to attend in person.

The law<sup>3</sup> allows the public proceedings of council meetings to be recorded which includes filming as well as audio-recording. Photography is also permitted. By attending this meeting, you are consenting to be filmed. As a matter of courtesy, please advise the Deputy Clerk if you intend to record any part of the proceedings.

*R Wilkins*

Richard Wilkins  
Deputy Clerk to the Council

<sup>1</sup> Local Government Act 1972 s85

<sup>2</sup> Public Bodies (Admission to Meetings) Act 1960

<sup>3</sup> Openness of Local Government Bodies Regulations 2014

1. **To receive apologies for absence.**
2. **To receive Declarations of Interest in agenda items.**  
To receive any disclosable declarations of interest from Members in relation to any items to be considered at the meeting in accordance with the Council's Code of Conduct.
3. **Public Participation**  
To receive submissions from members of the public for a period of 15 minutes. Members of the public may make representations on any matters, for no more than 5 minutes each in accordance with Standing Orders para 3. The meeting will adjourn for this item.
4. **Trade Accounts**
  - (a) To review current trade accounts set up in Eynsham Parish Council's Name
  - (b) To review authorised persons on current trade accounts and agree to add Keith Powell (Maintenance Operative).
  - (c) To agree to open trade accounts at Oxon Fastening Systems Ltd, Seldram Supplies and Travis Perkins and for the Clerk, Deputy Clerk, Maintenance Operative and Village Hall Caretaker to be authorised to purchase items agreed by Clerk/Deputy Clerk.
5. **Unity Trust Commercial Card Holders**
  - (a) To review current Unity Trust Commercial Card Holders.
  - (b) To add Keith Powell (Maintenance Operative) as a card holder.

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.

6. **I.T Equipment and I.T Software for Officers**
  - (a) To receive update from Deputy Clerk on I.T Software 'Decisions' from CloudyIT
  - (b) To note quotes received from CloudyIT and agree to purchase 'Decisions' software for use by Council Officers.
  - (c) To receive update from Deputy Clerk on requirement for a Maintenance Team 'tablet device' and agree on actions.
7. **Office Equipment**
  - (a) To receive update from Deputy Clerk on recent office upgrades and to agree the purchase of a 'Rexel Optimum AutoFeed+ Paper Shredder'.
8. **Staff Uniform**  
To receive quotation for Staff Uniform and agree on actions.
9. **Human Resource – Staff Handbook and Staff Contracts**
  - (a) To note email dated 22<sup>nd</sup> October 2024 received from the Council's HR advisors Personnel Advice and Solutions Ltd regarding Staff Handbook and Staff Contracts.
  - (b) To discuss changes to Staff Contracts required and agree actions
  - (c) To discuss draft version of new Council Policies and Procedures handbook and agree actions.
10. **Human resources - Bookings and Accounts Clerk**
  - (a) To receive verbal report from Cllr Ross Macken on internal application received and actions taken.
  - (b) To consider and resolve the appointment of Bookings and Accounts Clerk and agree actions