



EYNESHAM PARISH COUNCIL

Full Council Meeting held at
Eynsham Village Hall, 7:45pm on Tuesday 10 June 2025

MINUTES

Councillors Present: Cllr Ann Partlett, Cllr Ross Macken (Committee Chairman), Cllr Nick Relph.

Officers Present: Richard Wilkins (Committee Clerk/Deputy Clerk), Michelle Legg (Clerk to Council), Rachel Brown (Responsible Financial Officer)

Location: Eynsham Village Hall

The meeting opened at 7:45pm and closed at 10:05pm.

25/F35 To elect a Committee Chairman for 2025/26 – Cllr Ross Macken was elected committee chairman.

25/F36 To elect a Committee Vice Chairman for 2025/26 – defer to next meeting

25/F37 To receive apologies for absence – Cllr Andy Mosson

25/F38 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.

25/F39 Public Participation (Public Bodies (Admission to Meetings) Act 1960)

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.

One member of public present

25/F40 Grant Applications 2025

- a. To consider grant application(s) – one application received from Dovehouse Close resident for £250. Money will be used towards Dovehouse Community Garden. It was **RESOLVED** to assign a maximum £250 if fully required. Deputy Clerk to arrange to meet with applicant to discuss arrangements.

25/F41 Current Financial Update

- a. To review the income and expenditure for the year to date and agree actions and review financial reports

Committee members discussed in detail the current financial reporting methods, it was **RESOLVED** that the RFO will present one spreadsheet that shows spend vs budget and further provide a detailed 'income & Expenditure by budget heading' report – Committees will oversee budgetary control with reports submitted to finance committee to review.

- b. To consider financial implications on budget following end of year financial reports for 2024-25 and agree actions

Committee members discussed in detail and it was **RESOLVED** for RFO to produce a budget that details Capital Projects spends for each project.

RFO confirmed that payments for money received in 2024/25 but invoiced in current financial year have been journalled to correct budgets.

c. To review allocation and use of reserves and agree actions

Committee members reviewed current reserves and received an update from RFO. It was **RESOLVED** that a system needs to be put in place for allocation of grant funding being used for Eynsham Village Hall hire that works with Hall Master, RFO and Deputy Clerk to discuss

d. To discuss financial reports for committees

Discussed at item A.

e. To agree transfer of £65,000 into new Unity Trust savings account – it was **RESOLVED** to transfer £65,000 from main council account to Unity Trust Savings account.

25/F42 To discuss and agree processes for reviewing end of year financial reports ahead of close down - Committee discussed End of Year dates, key milestones for 2025/26 were discussed and it was agreed to return to previously used structure. It was **RESOLVED** to agree the dates provided.

25/F43 To discuss financial forecast for next three years and agree actions - The draft financial forecast was discussed, and it was **RESOLVED** to have it as a working document and to build up reserves, splitting out project costings.

25/F44 To receive an update on Village Hall/Pavilion Improvements and agree on further actions

a. To receive update on Village Hall Kitchen upgrade

Committee noted the report presented by Deputy Clerk.

b. To receive update on Village Hall Automatic Front Door function and agree on actions

Committee noted report presented by Deputy Clerk.

c. To receive update on Sports Pavilion kitchen status and agree on actions

Committee noted requirements for Sports Pavilion Kitchen, it was **RESOLVED** to purchase items listed to value of £442.

d. To receive update on Sports Pavilion boiler system and agree on actions

Committee noted that chairman and deputy clerk will be meeting with contractor in early July to discuss options.

25/F45 To agree to advertise Village Hall on Spotted Witney for period of six months – it was **RESOLVED** to accept the Deputy Clerk recommendation for publication and to review in three months.

25/F46 To discuss financial analysis of Village Hall performance and agree actions.- it was **RESOLVED** for officers to work on the data in spreadsheet and report back to next meeting.

25/F47 To consider applying for external grants

a. [TOE grant](#) for up to £2,500 towards improvements to Hawthorn Rd - Request made to Finance Committee as deadline for application is 7th July which falls before next Open Spaces Committee.

It was **RESOLVED** for the Clerk to apply for grant.

b. [SEEN Low Carbon](#) - explore battery storage for solar panels on Village Hall.

It was **RESOLVED** for the Clerk to contact Low Carbon Hub to discuss solar panels at Village Hall as Council do not own.

25/F48 To note S106 funds available to Eynsham Parish Council – committee noted report

25/F49 Bow Top Fencing - Old Witney Road Play area

- a. To note quotation from Oxford Direct Service for replacing fencing and discuss options. Committee requested further quotes.
- b. To agree to apply for remaining S106 funding from West Oxfordshire District Council. Deferred to await further quotes.

25/F50 Dovehouse Close - agree on replacement of broken Trampoline – Committee discussed both options available. It was **RESOLVED** to purchase a new 4-way springer. Removal of old trampoline will be carried out by EPC with Oxford Direct Services installing new springer

25/F51 To review Employee Handbook and related policies – it was **RESOLVED** to defer to full council

- a. [Employee Handbook](#)
- b. [Annual Leave Policy](#)
- c. [Appraisal Policy](#)
- d. [Dignity at Work Policy](#)
- e. [Disciplinary Policy](#)
- f. [Drugs and Alcohol Policy](#)
- g. [Employee Volunteering](#)
- h. [Equality and Diversity](#)
- i. [Flexible Working](#)
- j. [GDPR Internal Privacy Notice](#)
- k. [Grievance Policy](#)
- l. [Health and Safety](#)
- m. [Lone Working Policy](#)
- n. [Management of Sickness Absence](#)
- o. [Menopause Policy](#)
- p. [Social Media](#)

NB The Learning & Development Policy was approved last month but will sit within the suite of documents, once approved.

25/F52 To note the date of the next Finance Committee meeting

Tuesday 9th September

25/F53 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.

25/F54 To review and discuss concerns of bookings at Village Hall – confidential notes taken.

25/F55 To review current spaces provided to non-hirers and agree on actions - confidential notes taken.

25/F56 To discuss option of a Charity Organisation hire fee - confidential notes taken.