



EYNSHAM PARISH COUNCIL

Finance & General Purposes Committee Meeting
in the Bartholomew Room at 7.30pm
on Tuesday 31 July 2018

MINUTES

Present: Cllr Nick Relph (Committee Chairman), Cllr Gordon Beach, Cllr Andy Mosson and Cllr Dennis Stukenbroeker.

In attendance: Katherine Doughty, Clerk to the Council and Rachel Johnson, RFO.

18/F34 To receive apologies for absence – Cllr Peter Emery. Cllr Ross Macken was not present.

18/F35 To receive Declaration of Interest in agenda items – None.

18/F36 Public Participation – to receive submissions from members of the public relating to items on the agenda, in accordance with the Council’s Code of Conduct and Standing Orders – None.

18/F37 To review the minutes of the meeting 29 May 2018 – The minutes were reviewed.

18/F38 To consider and approve Use of The Square for Political Canvassing Policy – Existing property hire conditions in relation to the requirement not to display banners on street furniture/buildings, were discussed. It was **RECOMMENDED** that the revised policy is approved and hire conditions updated accordingly.

18/F39 Current financial update:-

- (a) **To review income and expenditure for the year to date** – The RFO and Clerk summarised income and expenditure against budget for the year to date.
- (b) **To recommend any virement or transfer to earmarked reserves** – Explanations were provided for any variances and it was considered not to make any virements or transfers to or from reserves at the current time. An entry for website support is to be corrected to the Communications budget.
- (c) **To review S106 funds available** – The Clerk advised that no S106 funds appear to have been negotiated for the Eynsham Nursery & Plant Centre application (15/00761/FUL) which was contrary to previous communications with the District Council. Clerk is to doublecheck and report to the next Committee meeting.

18/F40 To review online banking arrangements and consider alternative banking provision – It was noted that whilst the current bankers have now updated its online system to allow dual authority, administration of payments and statements remains a concern due to the necessity for the RFO and Clerk to be detailed on the bank mandate (which is contrary to recommendations). The cost of banking with Unity Bank was discussed and decided that the impact would be manageable when offset against the existing cost of postage under the current arrangements. The social ethos of Unity Bank was discussed which was felt acceptable. It was therefore **RECOMMENDED** that the RFO pursue new banking arrangements with Unity Bank with immediate effect.

18/F41 To receive an update on the budget setting process for 2019/20 financial year – The RFO circulated a proposed new procedure for committee budget setting. As it is a new procedure, an offer of a meeting would be made to each Committee Chair to help prepare draft budgets for submission to the next Committee meeting in December. It was **RESOLVED** that the process is approved.

18/F42 To confirm date of the next meeting – The next meeting date was scheduled for 20 November 2018, however due to Cllr Beach’s absence, it was agreed to change the date to 11 December.

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.

18/F43 To note an employee's sick leave – The Clerk advised that sick leave was reported for Jim Howell, Cleaner, on 23 July.

18/F44 To review and confirm temporary cover arrangements – It was **RECOMMENDED** that Whites Cleaning Company continue with the current cleaning arrangements until the end of October if necessary. (Whites Cleaning were covering Jim's annual leave).

18/F45 To consider sick leave entitlement and pay arrangements – It was noted that the Jim is entitled to Statutory Sick Pay for up to 28 weeks payable by the Council. Fit Notes have been requested by the Clerk.

The meeting closed at 8.30pm.