



EYNSHAM PARISH COUNCIL

Finance & General Purposes Committee Meeting
in the Pavilion at 7.30pm
on Tuesday 21 May 2019

MINUTES

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

In attendance: 4 members of the public, SWA Architects and Katherine Doughty, Clerk to the Council.

19/FGP20 To elect a Committee Chairman for 2019/20 – Cllr Nick Relph was elected as Committee Chairman for the year 2019/20.

19/FGP21 To receive apologies for absence – Cllr Peter Emery.

19/FGP22 To receive Declaration of Interest in agenda items – None.

19/FGP23 Public Participation – Members of the public commented on the revised draft plans.

19/FGP24 To welcome SWA Architects and the Stakeholder Group to review revised designs and agree actions – Two styles of sections and elevations were considered and positives and negatives of both were discussed. It was felt that an arched roof is the preferred style which will be finished in zinc or a single membrane. Solar panels are to be installed. The first floor storage arrangements were discussed and felt that access via curtains and one lockable door are suitable. There is to be no external lobby and additional storage units are to be included in the compound. Costs will be obtained for the building to be finished in Cotswold stone/reconstituted stone on the ground floor and recycled timber/resin vertical cladding on the first floor. The building will have a maximum capacity of 280 persons (an increased number would have access implications). Storage units to be tall enough to allow for goalposts.

19/FGP25 To consider sub-contractor fees of £4000 for sustainable design mechanical & engineering services for the Pavilion Rebuild Project for recommendation to the Council – It was **RECOMMENDED** that sub-contractor fees of £4000 are payable to ensure the building is designed to meet Nearly Zero Energy Standards for public buildings.

19/FGP26 To consider whether to apply for pre-application planning consent – In consideration of the proposals, it is **RECOMMENDED** that a pre-app is pursued.

19/FGP27 To review the minutes of the meeting 26 February 2019 – Noted that the minutes were approved at the Full Council meeting on 5 March. No queries raised.

19/FGP28 To consider Committee Terms of Reference (with amendments) for recommendation to the Council – The Terms of Reference were reviewed. Clerk is to amend to include reporting of employee annual appraisals to the Committee. Clerk is to recirculate.

19/FGP29 To consider current policies for recommendation to the Council – To be referred to Full Council.

19/FGP30 Current financial update:-

- (a) **To review income and expenditure for the year to date** – Ubico have been incorrectly charging the Council for play area litter-picking and street cleansing which means our invoices will increase from £525 (approx.) to £750 per month. This fee does not include services for unlocking the car park each morning or watering hanging baskets (these costs are to be advised). Clerk and RFO to draft a business case for employing a Groundsman for consideration at the budget setting meeting in November/December. It was noted that a strategic 5 year plan is needed. Clerk is to propose an informal meeting with Councillors in September to discuss.
- (b) **To recommend any virement or transfer to earmarked reserves** – None required.

19/FGP31 To consider a grant application from St Leonards Church for recommendation to the Council – An application was considered for a contribution towards the total cost of £812 (Heras fencing £332, skip, dumper, top soil and grass seed £480) in order to make a newly acquired piece of land safe and usable (car park area acquired from The Red Lion). Members felt unable to agree in consideration of the use; that financial support is already secured from the Council for another church project and in view of substantial funds already held by the Church.

19/FGP32 To consider and recommend amendments to Standing Orders and Financial Regulations – It was confirmed that both documents are up to date. It was **RECOMMENDED** that the Standing Orders (with minor amendments) and Financial Regulations are approved.

19/FGP33 To review online banking arrangements – It was felt that the system works well and that authorisation arrangements need to be rotated between members.

19/FGP34 To review the budget setting process – It was agreed that Committees should continue to consider and recommend their budgets to the Finance & General Purposes Committee at the budget setting meeting as undertaken in the previous financial year.

19/FGP35 To note insurance provision for the next financial year – The Clerk advised that an annual premium of £1613 was paid for 2019/20 financial year, being year 2 of a 3 year contract.

19/FGP36 To review the S106 Contributions list and agree actions – The list was reviewed. Clerk is to make minor amendments and recirculate.

19/FGP37 To confirm date of the next meeting – 30 July 2019 at 7.30pm. Councillors and residents are to refer to the published meeting agendas for confirmed dates/times.

The meeting closed at 9.00pm.