



EYNSHAM PARISH COUNCIL

Finance & General Purposes Committee Meeting
in the Pavilion at 7.30pm
on Tuesday 30 July 2019

MINUTES

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

In attendance: SWA Architects, Katherine Doughty, Clerk to the Council and Rachel Johnson, Responsible Financial Officer (RFO). There were no members of public present.

19/FGP38 To receive apologies for absence – Cllr Ross Macken.

19/FGP39 To receive Declaration of Interest in agenda items – None.

19/FGP40 Public Participation – None.

19/FGP41 To welcome SWA Architects to provide an update in readiness of a planning pre-application – The designs were reviewed following a number of recommendations made at the previous meeting. A number of minor design changes were made including moving the compound gate closer to the front building line in order to prevent areas being hidden from view. Both roof designs will be submitted to the District Council for a pre-application. The possibility of building the new Pavilion at the eastern end of the car park whilst retaining the existing building for hire was considered. This would prevent hirers having to find alternative venues while the new building was being constructed. It was felt that due to conflicts with the location of pitches and other concerns, the new Pavilion will be located on the existing footprint of the existing building.

19/FGP42 To consider a possible additional £2000 architect's fee in relation to planning pre-application – Possible additional work in relation to a pre-application was not included in the architect's quote. It was noted that whilst this payment may be payable at the current stage, it could be offset at a later stage of the design/full planning application stage. A draft fee invoice is to be forwarded. It was **RECOMMENDED** that the additional fee is acceptable.

19/FGP43 To review the minutes of the meeting of 21 May 2019 – The minutes were approved at the Full Council meeting on 11 June 2019.

19/FGP44 To consider Committee Terms of Reference (with amendments) for recommendation to the Council – It was **RECOMMENDED** that the revised Terms of Reference are adopted.

19/FGP45 To consider applying for a Bank Charge Card – The RFO outlined a charge card scheme with the Council's current bankers. It was considered a beneficial facility if appropriate levels of security can be set (£1000 monthly spend limit and £1000 transaction limit). The RFO will check if limits are able to be set and whether a usage alert system is available.

19/FGP46 Current financial update:-

- (a) To review income and expenditure for the year to date – Up to date financial information was reviewed and noted. Half year financial information with projected end of financial data is to be reviewed at the December Committee meeting.
- (b) To recommend any virement or transfer to earmarked reserves – None required.
- (c) To receive an update on funding for the Bartholomew Room Refurbishment Project and the Pavilion Rebuild Project – The Clerk provided an update on potential S106 and grant funds available. The Council's assets will be reviewed at future meetings and a course of action recommended at that time. Clerk is to pursue legal tasks to assist with the project.

19/FGP47 To review the S106 contributions list – The list was reviewed and considered up to date.

19/FGP48 To review the budget setting process for 2020/21 and agree actions – Committees are to submit their budget requests to the RFO by 31 October.

19/FGP49 To consider entering into a Licence to Occupy with Cllr Macken for the lock-up at the Pavilion – It was **RECOMMENDED** that a licence is offered to Cllr Macken.

19/FGP50 To confirm date of the next meeting – 3 December 2019 at 7.30pm. Councillors and residents are to refer to the published meeting agendas for confirmed dates/times.

The meeting closed at 10.00pm.