



# EYNESHAM PARISH COUNCIL

Finance & General Purposes Committee Meeting  
in the Bartholomew Room at 7.30pm  
on Tuesday 3 December 2019

## MINUTES

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

**In attendance:** Katherine Doughty, Clerk to the Council and Rachel Johnson, Responsible Financial Officer (RFO). One member of public was present.

**19/FGP51 To receive apologies for absence – None**

**19/FGP52 To receive Declaration of Interest in agenda items –** Cllr Brown declared an interest in the Eynsham Pre-School grant application and withdrew from the decision.

**19/FGP53 Public Participation – None.**

**19/FGP54 To review the minutes of the meeting of 30 July 2019 –** The minutes were approved at the Full Council meeting on 13 August 2019.

**19/FGP55 It was noted that the following grants were made in 2019/20:-**

- (a) Oxfordshire Play Association - £500
- (b) Eynsham Good Neighbour Network - £400
- (c) Eynsham Churches Holiday Club - £200
- (d) Eynsham Baptist Church (Funky Friday) - £300
- (e) Oasis - £275
- (f) Royal British Legion - £150
- (g) West Oxfordshire Citizens Advice Bureau – £250

**19/FGP56** The Committee received and considered applications for grants in 2020/21 using The General Power of Competence. The Committee **RECOMMENDED** the following payments:-

- (a) Oxfordshire Play Association - £500
- (b) Eynsham Good Neighbour Network - £400
- (c) Eynsham Churches Holiday Club - £150
- (d) Oasis - £200
- (e) Eynsham Women's Institute - £250
- (f) Eynsham Pre-School - £400
- (g) Clean Slate (Upper Heyford) - £150
- (h) Royal British Legion - £150 (donation)
- (i) Oxfordshire Blue Plaques Board and Enrych Oxfordshire were not awarded grants.

**19/FGP57 Current financial update:-**

- (a) To review income and expenditure for the year to date – Up to date financial information was reviewed and noted. Phased budget reporting is to be implemented for the next financial year. The Responsible Financial Officer is to produce a report by account code for future Full Council meetings.
- (b) To recommend any virement or transfer to earmarked reserves – None required.
- (c) To review S106 funds available and consider Committee budget requests – It was noted that a S106 payment of c. £7500 is due to be received imminently in part payment of equipment installed at Old Witney Road Play Area. A total of £495,840 is currently agreed for payment to the Council (conditions apply). Clerk is to transfer data relating to Oxfordshire County Council to the spreadsheet. Committee budget requests were considered and included in the 2020/21 budget data without alteration.

**19/FGP58 To make recommendations for the budget and Precept for 2020/21 financial year** – The Committee considered and **RECOMMENDED** a draft budget for 2020/21; the tax base and support grant information from the District Council having already been confirmed. The draft budget includes refurbishment of the Bartholomew Room at a budgeted figure of £125,000. This will be paid using reserves and a Public Works Loan of £100,000 with repayment costs of £20,000 plus interest of £1440 per annum over the 5 year term. Pavilion Rebuild Project professional fees are included at £56,040 (some Reserves have been offset against these costs). Employment costs of c. £10,000 for a Cleaner/ Caretaker are included – this cost is offset by the reduction in other areas such as contractors. A precept of £126,329 is to be requested - an increase in Council Tax band D of £12.43 is calculated. The budget/precept and item FGP60 below will be considered at the December Full Council Meeting in view of impending deadlines. The remaining recommendations contained in these minutes will be considered and resolved at the Full Council meeting in January.

At the conclusion of this part of the meeting, 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.

**19/FGP59 To consider increasing the Responsible Finance Officer's tasks and hours** – It was **RECOMMENDED** that the Finance Officer's hours are increased from 3.46 to 6 per week in consideration of extra tasks and work demands.

**19/FGP60 To consider the Clerk undertaking a Certificate of Higher Education in Community Governance (Level 4)** - It was **RECOMMENDED** that the Clerk undertake the course subject to the conditions.

**19/FGP61 To consider employing a Caretaker and review a draft job profile** – It was **RESOLVED** that the job profile is approved (subject to including a DBS check).

**19/FGP62 To confirm date of the next meeting – 25 February 2020 at 7.30pm.** Councillors and residents are to refer to the published meeting agendas for confirmed dates/times.

The meeting closed at 9.05pm.