



# EYNSHAM PARISH COUNCIL

Finance & General Purposes Committee Meeting  
in the Bartholomew Room at 7.30pm  
on Tuesday 11 December 2018

## MINUTES

**Present:** Cllr Nick Relph (Committee Chairman), Cllr Gordon Beach, Cllr Peter Emery, Cllr Ross Macken, 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 – None.**

**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 31 July 2018 – The minutes were reviewed.**

**18/F38 To review grants made in 2018/19 –**

- (a) Eynsham Good Neighbour Network - £400
- (b) Acre End Pre-School - £400 (Cheque cancelled due to closure of group)
- (c) Oasis - £325
- (d) Eynsham Churches Holiday Club - £250
- (e) Royal British Legion - £150

**18/F39 To receive grant applications for 2019/20 – The Committee received and considered applications for grants in 2019/20 using The General Power of Competence. The Committee RECOMMENDED the following payments:-**

- (a) Eynsham Good Neighbour Network - £400
- (b) Eynsham Baptist Church (Funky Friday) - £300
- (c) Three Churches Holiday Club - £200
- (d) Oasis - £275
- (e) Oxfordshire Play Association - £500
- (f) Eynsham Litter Pickers - £150 (Council is to buy the equipment for the group)
- (g) Royal British Legion - £150
- (h) West Oxfordshire Citizens Advice Bureau – £250

**18/F40 Current financial update:-**

- (a) **To review income and expenditure for the year to date –** The RFO 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.
- (c) **To review S106 funds available and consider Committee requests –** Details of S106 funds approved by West Oxfordshire District Council (WODC) were noted. Members considered Committee project requests and **RECOMMENDED** that they are submitted to WODC in the future, when appropriate.

**18/F41 To make recommendations for the budget and Precept for 2019/20 financial year -** The Committee considered and **RECOMMENDED** a draft budget for 2019/20; the tax base and support grant information from WODC having already been confirmed. The draft budget includes £4,000 to Reserves, income/expenditure of £185,704 and an increase in tax of 1.72%. The budget, Precept and all recommendations contained in these minutes will be considered and resolved at the Council’s meeting in January.

**18/F42 To review hire charges for Pavilion and Bartholomew Room –**

<b>Current Fees</b>	<b>Recommended Fees</b>
<b>Pavilion -</b>	
£10 per hour or £60 for a whole day for the use of the Social Area and an additional £20 for the use of the showers.	£11 per hour or £70 for a whole day for the use of the Social Area and an additional £22 for the use of the showers.
<b>Bartholomew Room -</b>	
Village use - £6 per hour	Village use - £7 per hour
Outside village use - £12 per hour	Outside village use - £14 per hour
Day rate - £32 for village use or £64 for outside village use	Day rate - £40 for village use or £75 for outside village use
<b>Market Square</b> - £20 per booking.	£25 per booking
<b>Art Group</b> - £150 per quarter	£175 per quarter
<b>Allotments</b> - by £20 each year from 2016 for 5 years.	For review in 2021.

The Clerk reported that additional resource is spent on hosting community events due to their size and complexity. It was **RECOMMENDED** that a discretionary fee of £50 is payable in addition to property hire fees when large events are planned that require the permission of the Parish Council.

**18/F43 To consider Cllr Sue Brown as an additional Committee member –** It was **RESOLVED** that Cllr Sue Brown will join the Committee with immediate effect.

**EXCLUSION OF THE PUBLIC AND PRESS:** At the conclusion of this part of the agenda, the Chairman 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.

**18/F44 To note successful completion of the Responsible Financial Officer’s probationary period and confirm employment –** It was **RESOLVED** that the RFO’s employment was confirmed.

**18/F45 To consider increasing the Clerk’s working hours from 30 to 37 (full time) per week with effect from 1 April 2019 –** It was **RESOLVED** that the Clerk’s working hours will increase to full time with effect from 1 April 2019.

**18/F46 To consider salary scales for 2019/20 –** NALC’s National Salary Award for 2019/20 was revised and published on 7 December. It was **RESOLVED** that both the Clerk and the RFO’s salary is increased by 1 Spinal Column Point.

**18/F47 To confirm date of the next meeting –** 26 February 2019.

The meeting closed at 8.50pm.