



EYNSHAM PARISH COUNCIL

A meeting of the Finance Committee was held in the
Bartholomew Room on Tuesday 19 May 2009 at 7.30 pm

MINUTES

Present: G Beach (Chairman), D Rossiter, Mrs V Hughes, Mrs A Beavis & J Miller.

In attendance: Mrs S Lee (Clerk)

Apologies for Absence: none

To elect a Chair – it was **RESOLVED** that Mr Beach be elected as Chair for 2009/10.

Declarations of interest – none

Public Participation - none

The minutes of the last meeting held on 10 February were signed by the Chair.

Matters arising from these minutes

War Memorial – the land is not registered so Land Registry is unable to help with tracing ownership. Mrs Hughes provided a map to suggest that the war memorial land was part of the church property – **Clerk** to write to the Church.

Allotments – Mrs Hedges will cover 50% of the cost of the new agreement (£175) for the allotment on Witney Road – **Clerk** to arrange for the agreement to be drawn up.

Health & Safety at work – the risk assessment for home working was agreed for recommending to council for approval – the **Chair** will carry out the inspection ASAP.

Financial update –

- Year end update on budget – there were no issues to report.
- Up to date reserve lists was circulated – no issues to report.

Sect 137 grant applications – to consider applications from -

- CAB – a grant of £250 was recommended for 2009/10
- Volunteer Link Up – a grant of £100 was recommended for 2009/10

Review of insurance provider – The council had delegated powers to the committee to review the insurance and it was **RESOLVED** that the insurance cover should remain with Allianz with a combined policy for the Pavilion and the main policy at a cost of £ 3157.92 a saving of £1200.

Action: Clerk

Churchyard Maintenance Agreement – The Clerk advised of discussions with OALC with regard to the current arrangements with the church for maintenance of the churchyard. It was agreed that the Clerk should seek further clarification from OALC with regard to this in order to discuss further if required.

Action: Clerk

Staffing issues –

Staff training – details of training available will be discussed at the next meeting. **Action: Clerk**

Clerk's university course – the Clerk advised that she had passed the first 5 modules – an additional spinal point will be payable once confirmation is received from university following moderation.
Pavilion – due to the rising costs and reduced bookings at the Pavilion over the summer it was proposed that a 3 month trial period is introduced with the gates not being locked at night and the Pavilion alarm only being turned off/on on days when the building is being used. The Clerk to discuss this with the staff responsible for locking/unlocking the gates with the trial taking effect from 1 July – 30 September. The Clerk will also advise the police of this change in policy. **Action: Clerk**

To discuss future projects and works –

Electrical safety checks – it was proposed to accept the quote for the urgent items at the Pavilion following the safety checks - at a cost of £1598. The Clerk to ask for a breakdown of the remaining items as a rolling programme of works over the next 2 years. In addition the clerk to look into grant funding for the additional works needed to bring the building up to date. **Action: Clerk**

Tarmac Works at the Pavilion - it was proposed that the quote for £1500 for remedial works to the car park be recommended for approval at full council.

Bus Shelter Hanborough Road - it was proposed that the quote for £911.20 for remedial works to the bus shelter be recommended for approval at full council.

Gardening work in the parish – it was agreed that the **Clerk** would discuss this work with the current staff with a view to taking this on to replace some of the time being currently used to unlock the Pavilion. Work is needed on the corner of Witney/Old Witney Road and with the roses on Witney Road behind the bus shelter.

Wytham View play area – play builder it was proposed to transfer £6000 from community facilities reserve to the play area reserve for the parish council Playbuilder contribution.

To review Parish Council policy documents

Health and Safety/ Health and Safety at Work – with minor amendments the policy was proposed for acceptance to the main council.

Date of next meeting – 21 July 2009 7.30pm – to review first quarter budgets

Signed:

Dated:

Recommendations to full Council:

- To adopt the risk assessment for home working and for the Chair to complete.
- To approve the following grants –
 - CAB – a grant of £250 was recommended for 2009/10
 - Volunteer Link Up – a grant of £100 was recommended for 2009/10
- To agree to the change in policy re locking/unlocking gates and Pavilion and the offer of gardening work to the staff affected as appropriate.
- To agree to the Clerks spinal point rise once her university confirms successful completion of the first year.
- To accept the quote of –
 - £1598 for electrical works at the Pavilion
 - £1500 for remedial works on the car park at the Pavilion
 - £911.20 for works to Hanborough Road bus shelter
- To transfer £6000 from the community facilities reserve to play area reserve for Playbuilder.
- To adopt the Council Health & Safety policy.