

EYNESHAM PARISH COUNCIL

CLERK: KATHERINE DOUGHTY

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Council Summons & Agenda

10 January 2024

To All Members of the Council

You are hereby summonsed to attend the following meeting for the transaction of the business stated overleaf:-

Full Council Meeting
to be held on **Tuesday 16 January 2024 at 7.30pm**
at Eynsham Village Hall, Back Lane and [remotely via M.Teams](#)



Supporting documents will be made available in the usual way and online.

Only those who are physically in attendance are permitted by law to participate and your non-attendance will contribute to the vacation of office by failure to attend meetings.¹ Please forward any apologies for absence to the Clerk, as soon as they become known.

The public and press are welcome to attend.²

The law³ allows the public proceedings of council meetings to be recorded which includes filming as well as audio-recording. Photography is also permitted. By attending this meeting, you are consenting to be filmed. As a matter of courtesy, please advise the Clerk if you intend to record any part of the proceedings.

A handwritten signature in black ink that reads 'K. Doughty'.

Katherine Doughty
Clerk to the Council

¹ Local Government Act 1972 s85

² Public Bodies (Admission to Meetings) Act 1960

³ Openness of Local Government Bodies Regulations 2014

1. **To receive apologies for absence.**
2. **To receive Declarations of Interest in agenda items.**

To receive any disclosable declarations of interest from Members in relation to any items to be considered at the meeting in accordance with the Council's Code of Conduct.
3. **Minutes**
 - (a) To approve and sign as a true record the minutes of the [Finance & General Purposes Committee of 7 November 2023](#).
 - (b) To approve and sign as a true record the minutes of the [Extra Finance & General Purposes Committee of 5 December 2023](#).
 - (c) To approve and sign as a true record the minutes of the [Full Council meeting of 19 December 2023](#).
 - (d) To approve and sign as a true record the minutes of the [Traffic Committee meeting minutes of 19 December 2023](#).
 - (e) To approve and sign as a true record the minutes of the Finance & General Purposes Committee of 9 January 2024.
4. **Public Participation**

To receive submissions from members of the public for a period of 15 minutes. Members of the public may make representations on any matters, for no more than 5 minutes each in accordance with Standing Orders para 3. The meeting will adjourn for this item.
5. **To receive an update report from Eynsham's West Oxfordshire District Councillors and Oxfordshire County Councillor.**

To receive a short verbal update from Eynsham's District and County Councillors. The meeting will adjourn for this item.
6. **To consider correspondence regarding on-street storage of household waste bins at The Square and agree actions.**
7. **Finance**
 - (a) To approve payment of accounts.
 - (b) To approve bank reconciliation.
 - (c) To review the income and expenditure for the year to date.
 - (d) To consider the precept and budget for 2024/25 as recommended by the Finance & General Purposes Committee.
8. **Pavilion Survey Report**
 - (a) To note surveyors' fees of £900 in accordance with Financial Regulations 4.5 regarding various concerns.
 - (b) To consider the condition survey report for the Pavilion and agree maintenance priority tasks for obtaining quotes.
9. **Breathe Human Resources Software**

To consider a monthly subscription to 'Breathe Human Resources' for employee management.
10. **Draft Oxfordshire Councils Charter**

To consider the [draft charter](#) and formulate a response to the survey.
11. **To receive reports from Councillors representing the Council on outside bodies/meetings.**

To receive short verbal updates from Councillors who were assigned as representatives on outside bodies/meetings at the previous Annual Parish Council Meeting.

12. To note the dates of the next Parish Council meetings at the Village Hall

- (a) Amenities & Estates Committee meeting – 23 January 2024 at 7.30pm
- (b) Traffic Committee meeting – 30 January 2024 at 6.45pm.
- (c) Planning Committee meeting – 30 January 2024 at 7.45pm.
- (d) Amenities & Estates Committee meeting – 13 February 2024 at 7.30pm
- (e) Full Council meeting – 20 February 2024 at 7.30pm
- (f) Traffic Committee meeting – 27 February 2024 at 6.45pm.
- (g) Planning Committee meeting – 27 February 2024 at 7.45pm.

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.

13. Parish Council Vehicle

To consider leasing a vehicle for Parish Council maintenance purposes and agree actions.