



# EYNSHAM PARISH COUNCIL

Extra Finance & General Purposes Committee Meeting  
held at the Village Hall, 7.00pm  
on Tuesday 5<sup>th</sup> November 2024

## MINUTES

**Councillors Present** – Cllr Ross Macken (Committee Chair), Cllr Andy Mosson, Cllr Sue Osborne (Reserve) and Cllr Ann Partlett.

Also in Attendance – Deputy Clerk to the Council.

There was one member of the public present online.

**24/F53 To receive apologies for absence** – Cllr Sue Brown

**24/F54 To receive Declarations of Interest in agenda items** – None.

**24/F55 Public Participation - to receive submissions from members of the public** – None.

### **24/F56 Trade Accounts**

- (a) To review current trade accounts set up in Eynsham Parish Council's Name – the Deputy Clerk advised committee that the Councils hold the current Trade Accounts

Amazon Business – Richard Wilkins

Currys – Richard Wilkins

Evenlode DIY – Richard Wilkins, Cllr Ross Macken and Dave Syphas

Trade UK – Richard Wilkins

- (b) To review authorised persons on current trade accounts and agree to add Keith Powell (Maintenance Operative) and agree actions.

#### Current Trading Accounts authorised users

Amazon Business – Richard Wilkins

Currys – Richard Wilkins

Evenlode DIY – Richard Wilkins, Cllr Ross Macken and Dave Syphas

Trade UK – Richard Wilkins

It was **RESOLVED** to add the incoming Clerk Michelle Legg to all accounts and Keith Powell to Evenlode DIY and Trade UK

- (c) To agree to open trade accounts at Oxon Fastening Systems Ltd, Seldram Supplies and Travis Perkins and for the Clerk, Deputy Clerk, Maintenance Operative and Village Hall Caretaker to be authorised to purchase items agreed by Clerk/Deputy Clerk and agree actions.

It was **RESOLVED** to open trading accounts at the above traders and to include AW Timms, with authorised users being Michelle Legg (incoming Clerk), Richard Wilkins, Dave Syphas and Keith Poweel as authorised users.

#### **24/F57 Unity Trust Commercial Card Holders**

- (a) To review current Unity Trust commercial card holders – it was noted that the Deputy Clerk is currently the only holder of card.
- (b) To add Keith Powell (Maintenance Operative) as a card holder – it was **RESOLVED** to add Keith Powell as a named card holder.

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

#### **24/F58 I.T Equipment and I.T Software for Officers**

- (a) To receive update from Deputy Clerk on I.T Software 'Decisions' from CloudyIT – Deputy Clerk gave an update on the current process for creating agendas/to do lists etc and Michelle Legg (incoming Clerk) provided a brief description of benefits 'Decision' software brings to a Council.
- (b) To note quotes received from CloudyIT and agree to purchase 'Decisions' software for use by Council Officers – Councillors noted the quotes received, following discussions it was **RESOLVED** to defer the decision to allow budget calculations to take place.
- (c) To receive update from Deputy Clerk on requirement for a Maintenance Team 'tablet device' and agree on actions – It was **RESOLVED** to purchase a suitable tablet to value of £350 and a suitable hardcase.

**24/F59 Office Equipment** - To receive update from Deputy Clerk on recent office upgrades and to agree the purchase of a 'Rexel Optimum AutoFeed+ Paper Shredder' - It was **RESOLVED** to purchase paper shredder for £190 plus VAT.

**24/F60 Staff Uniform** - To receive quotation for Staff Uniform and agree on actions – Deputy Clerk advised that he was still awaiting quote from Uniform supplier - It was **RESOLVED** to approve a spend up to £300 for uniform.

#### **24/F61 Human Resource – Staff Handbook and Staff Contracts**

- (a) To note email dated 22<sup>nd</sup> October 2024 received from the Council's HR advisor Personnel Advice and Solutions Ltd regarding Staff Handbook and Staff Contracts – Committee members noted email from Personnel Advice and Solutions Ltd.
- (b) To discuss changes to staff contracts required and agree actions - It was **RESOLVED** for Deputy Clerk to speak with HR advisor for suitable wording for Staff Contracts and bring back to full council or committee before staff negotiations. It was further **RESOLVED** to allow Deputy Clerk to write to staff to adjust holiday period from January to December, to period of April to March.
- (c) To discuss draft version of new Council Policies and Procedures handbook and agree actions – Committee members discussed the handbook from the Council's HR advisor, it was **RESOLVED** for the Deputy Clerk to use his expertise to review the document and return to committee with a final draft to allow staff negotiations to take place.

Deputy Clerk left meeting. Clerk to Wheatley Parish Council Michelle Legg took notes of next agenda item

**24/F62 Human Resources – Bookings and Accounts Clerk**

- (a) To receive verbal report from Cllr Ross Macken on internal application received and actions taken – Cllr Macken gave a precis of the Bookings and Accounts Clerk vacancy. Following an internal advertisement the council had received one application.
- (b) To consider and resolve the appointment of Bookings and Accounts Clerk and agree actions - It was **RESOLVED** to appoint Richard Wilkins on terms negotiated.

Meeting closed 8.45pm