



# EYNSHAM PARISH COUNCIL

Extra Finance & General Purposes Committee Meeting  
held at the Village Hall, 7.00pm  
on Wednesday 15<sup>th</sup> January 2025

## MINUTES

**Councillors Present** – Cllr Ross Macken (Committee Chair), Cllr Sue Brown, Cllr Andy Mosson, and Cllr Ann Partlett (from 7.15pm).

Also in Attendance –

In person - Richard Wilkins, Deputy Clerk to the Council (Committee Clerk).  
Michelle Legg, Clerk to Council

Online - Rachel Brown (RFO).

There was no members of the public present online.

**25/F1 To receive apologies for absence** – None.

**25/F2 To receive Declarations of Interest in agenda items** – None.

**25/F3 Public Participation - to receive submissions from members of the public** – None.

**25/F4 Current Financial Update** - To review the income and expenditure for the year to date – Cllr Ross Macken asked several questions on Grass Cutting budget, Village Hall income, Village Hall Reserves and Grants. The RFO responded to all questions.

**25/F5 Grant Applications 2025** –

(a) To discuss amendments to Grant Application forms and Grant Aid Policy - Cllr Sue Brown presented the amendments to the Committee.

(b) To make recommendation to full Council for meeting on Tuesday 21st January 2025 – it was **RESOLVED** to recommend to full council the amended Grant Application Form and Grant Aid Policy.

**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.

**25/F6 Village Hall Kitchen Refurbishment and Toilet/Kitchen Flooring Quotes** –

(a) To receive quotes for Kitchen Refurbishment and note report from Deputy Clerk, agree on actions and agree on S106 funds to be requested - The Deputy Clerk took Committee members through the process for the kitchen refurbishment as detailed in the Officer's report. After reviewing the two quotes submitted, it was **RESOLVED** to recommend to full Council to accept 'One Stop Kitchens' as the preferred contractor and for Deputy Clerk to set up meeting to go through proposed schedule to install both kitchen and flooring in kitchen.

(b) To receive quotes for Kitchen and Toilet flooring replacement, agree on preferred quote and agree actions – The Deputy Clerk took Committee members through the process for the flooring

replacement options, it was **RESOLVED** to accept quote from Kennington Flooring for toilet floor only..

#### **25/F7 I.T Equipment for Officers**

(a) To note report from Deputy Clerk on Council Officers IT equipment – Committee members noted the Deputy Clerk’s report on IT equipment for Council Officers.

(b) To agree purchases of new laptops for Council Officers– It was **RESOLVED** to accept the quotation from CloudyIT to purchase Clerk and Deputy Clerk replacement laptop.

**25/F8 Village Hall Hire Fees 2025/26** - To resolve hire fees for 2025/26 financial year and agree actions. In consideration of all information received regarding fees, it was **RESOLVED** to adopt the hire rates at Appendix A with effect from 1 April 2025. It was further **RESOLVED** for regular hirers using storage space at Village Hall to pay 50% of fee for 2025 and full 100% of charge from 1<sup>st</sup> April 2025.

**Actions:** Clerk to organise meeting with Day Centre and Bartholomew Players to discuss increases and Deputy Clerk to formulate letter to all hirers.

#### **25/F9 Human Resources – Maintenance Operative**

(a) To receive verbal report on probationary performance of Maintenance Operative from Deputy Clerk and to note decision made. Committee members received verbal report from Deputy Clerk and noted decision made.

(b) To consider an updated Maintenance Operative job description and job vacancy pack for publication and agree on actions. Committee members noted amendments to job description/vacancy pack, and it was **RESOLVED** for successful applicant to be agreed by Clerk and Deputy Clerk on a three month probationary period.

(c) To consider timetable for Maintenance Operative vacancy and agree actions – No longer required

(d) To consider areas of publication and agree actions. It was **RESOLVED** to advertise internally only in first instance.

Meeting closed 9.12pm

Village Hall Hire Rates – with effect from 1<sup>st</sup> April 2025

	Regular (min.10 sessions per year) and resident one-off bookings		Commercial and non-residents
	Weekday £ p/hr	Weekend £ p/hr	Anytime £ p/hr
	Mon-Fri (6pm)	Fri (6pm) -Sun	Mon-Sun
Main Hall	£17.50	£22.50	£28.00
Kitchen	£4.50	£5.50	£8.50
Small Hall & Kitchenette	£15.50	£17.50	£22.00
All rooms ( <i>discounted for regular and resident bookings</i> )	£33.50	£41.50	£59.00
<p><b>Discounts available (<i>excluding Special Events and Polling Day</i>)</b></p> <p>1) 5% discount 1st April - 31st March if you book 10 or more bookings in this period in advance.</p> <p>2) When consecutive hire in one period is booked for 6 or more hours, a 50% discount is applied from (and including) the 7th hour onwards.</p>			
<b>Special Events</b>			
<u>Weekend events</u>			
Friday set up - 6 hours - 16.00 - 22:00			
Saturday event - 15 hours - 09:00 - 00:00			
Sunday cleaning/tidying - 4 hours - 09:00 - 13:00			
25 hours hire of all rooms			£830.00
<u>Polling Day (Any day)</u>			
2 hours set up on the previous evening (depending on availability) &			
16.5 hours - 06:00 - 22:30 Polling Day			
18.5 hours hire of Main Hall and Kitchen for Polls			£280.00
<b>Hirers Space</b>	<b>Sq m</b>	<b>Class</b>	<b>Hire Fee</b>
Front office (X m2)	5.25	Meeting space/ office/treatments	£8 per hour/£55 per day
TVP office (X m2)	11.98	Office	£155 per month
BP Storage (X m2)	27.50	Storage	£370 per annum
Day Centre Storage (X m2)	12.25	Storage	£165 per annum
Under-stage storage (3 bays)	n/a	Storage	£42 per bay per annum
Storage Cupboard through Cleaner's Cupboard (X m2)	4.00	Storage	£54 per annum
Small Hall Storage (£2 per metre section)			£2 per box/area per month. Half of area to be used for tables/chairs.
		n/a	