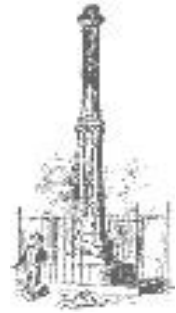


# **EYNHAM PARISH COUNCIL**

Clerk: Mrs Sue Lee  
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## **Minutes of Special Finance Meeting held in the Bartholomew Room on Tuesday 11 December 2007 at 7.30pm**

**Present:** Mr G Beach (Chairman), Mrs V Hughes, Mrs. L Gerrans, Mrs. M Jones, Ms J Tinson, Mrs L Pialek, Mr R Andrews, Mr T Green, Mr D Rossiter and Dr F Wright

**In attendance:** S Lee (Clerk)

- 1 **Apologies for Absence:** apologies were accepted from Mrs A Beavis and Ms S Osborne
- 2 **Declarations of interest** – none
- 3 **Minutes of the Finance committee** meeting held on 20 November 2007  
Proposed by Mr Rossiter and seconded by the Chair and with unanimous approval adopted by the Parish Council.
- 4 **Matters arising from the minutes** of the meeting of 20 November 2007 –

The recommendations to the full Council from the Finance Committee were:

- a) **To adopt revised financial regulations** – proposed Mr Rossiter, seconded Mrs Gerrans and unanimously adopted.
- b) **To adopt action plan for internal report and Clerk to action** - proposed Mr Rossiter, seconded Mrs Gerrans and unanimously agreed to action as detailed.
- c) **To adopt actions with regard to external audit report and Clerk to action** proposed Mr Rossiter, seconded Mrs Gerrans and unanimously agreed to action as detailed.
- d) **To change bank accounts from HSBC to Co-op bank immediately with senior and finance committee as signatories. Direct debits to be used to pay utility bills and more use to be made of standing orders. Internet banking to be used for transferring funds and to pay bills once Council satisfied re security** - proposed Mr Rossiter, seconded Mrs Gerrans and agreed with 9 in favour and Dr Wright against as he believed that the Co-op Bank make donations to political parties. New bank form circulated for signature.
- e) **To part finance proposed soft landscape and cleaning works on war memorial subject to a grant being offered. In addition to arrange insurance and addition of war memorial to asset register** - proposed Mr Rossiter, seconded Mrs Gerrans and unanimously agreed to action as detailed. In addition Clerk to do further work to ascertain responsibilities and ownership of war memorial.
- f) **To request Clerk to**
  - **write to PCC to advise that the retention of a £20 administration fee would be in conflict with the lease for the upkeep of the churchyard**
  - **investigate land for sale** - land in question was unsuitable however further investigation to be made re land in village – Mrs Hughes to forward details of ownership to Clerk.
  - **check what powers the Parish Council have to purchase land** – within statutory powers – Open Spaces Act 1906 and LGA 1972
  - **request contractors to give more details on time sheets in future.**

Proposed Mr Rossiter, seconded Mrs Jones and unanimously agreed to action as detailed.

- g) **To increase all salaries in line with the National pay increase and place all staff on a set spinal point on the recommended scales** - proposed Mr Rossiter, seconded Mrs Gerrans and unanimously agreed to action as detailed. Clerk to carry out job evaluation in New Year to ensure all on appropriate scales.
- h) **To place £2000 in Section 137 and other grants budget for 2008/9** - proposed Mr Rossiter, seconded Mrs Gerrans and unanimously agreed to action as detailed.
- i) **To place further money in reserve with a view to purchasing a new mower in 2009 - in addition investigations to be made re leasing** - proposed Mr Rossiter, seconded Mrs Gerrans and unanimously agreed to action as detailed.
- j) **To request Clerk to investigate installation of a sprinkler system at the Bartholomew Room to water hanging baskets etc** - proposed Mr Rossiter, seconded Mrs Gerrans and unanimously agreed to action as detailed.
- k) **To finance notice boards from street furniture reserve not communications budget** proposed Mr Rossiter, seconded Mrs Gerrans and unanimously agreed to action as detailed.
- l) **To proceed with work and install a 6ft metal palisade fence along western edge of the North Playing Fields this financial year at a cost of circa £5000. In addition to investigate shrub planting along boundary** - proposed Mr Rossiter, seconded Mrs Gerrans and unanimously agreed to action as detailed.
- m) **To advise WODC re responsibilities for ditches in parish and liaise with them re clearance work** proposed Mr Rossiter, seconded Mrs Gerrans and unanimously agreed to action as detailed.
- n) **To authorise replacement of all signs on play areas and to work with communications committee re appropriate wording** - proposed Mr Rossiter, seconded Mrs Gerrans and unanimously agreed to action as detailed.
- o) **To purchase Payroll manager at a cost of £49 pa for licence** - proposed Mr Rossiter, seconded Mrs Gerrans and unanimously agreed to action as detailed.
- p) **To approve acceptance of quote for £3750 from WODC and commence planting at Witney Road Play Area immediately** proposed Mr Rossiter, seconded Mrs Gerrans and unanimously agreed to action as detailed.
- q) **To increase letting rates for the next 2 years detailed in minutes** - proposed Mr Rossiter, seconded Mrs Gerrans and unanimously agreed to action as detailed. It was additionally unanimously agreed that the Clerk should have discretion with regard to letting charges in order to ensure that the Council buildings were used as often as possible in order to maximize letting income. The charges being made were compared to those at the Village Hall and found in most cases to be comparable.
- r) **To review risk assessment and insurance cover in the New Year** - proposed Mr Rossiter, seconded Mrs Gerrans and unanimously agreed to action as detailed.
- s) **Not to set up a graffiti fund to pay WODC for graffiti removal** proposed Mr Rossiter, seconded Mrs Gerrans and unanimously agreed to action as detailed with the proviso that this item be reviewed if an arrangement whereby the cost of graffiti removal would be shared between WODC, property owner and Parish Council. In addition some conditions would need to be drawn up to determine which properties would be eligible for any help – in public view etc. Mr Andrews agreed to review this in the New Year. In addition Clerk to approach Prime Site with regard to the 2 bus stops maintained by the PC to see if they would be interested in taking on their maintenance.

**5 Forecast expenditure for current year and for 2008/9**

The figures as presented to the Parish Council were all agreed.

**6 Update on earmarked reserves for year ended 2007/8 and proposed 2008/9**

The figures presented to the Parish Council were all agreed. In addition it was unanimously agreed to add the income from the sale of the Tractor back into the machinery reserve from general reserve. **Action: Clerk**

Potential additional income –

- grant from WODC for the play area – decision to be made in January 2008. If successful this grant would be split between play area and teenage facilities reserves.
- £4000 grant from Fields in Trust once the fence is completed. This grant would go towards the cost of the fencing work.

**7 Parish Precept 2008/8**

It was proposed by Mr Rossiter and seconded by Mrs Gerrans that the parish precept be set at £87280 after all the figures had been discussed and unanimously agreed upon.

The meeting ended at 9.20pm.

Signed..... Dated.....