

Extraordinary Meeting Minutes

Present: Chair: Paul Weaver. Councillors: Derek Burrows, Bryony Johnson, Mark Hiles, George Stephenson. Clerk: Sarah Burrows. Amenity Committee Members: Jo Allen, Simon van Zwanenberg, Marie Thornton, Graham Wilson

Apologies: Councillors: Chris O'Malley, Mark Hiles, George Stephenson




Code of Conduct: Cllr Weaver reminded Councillors of the code of conduct requirements under the Localism Act of 2011

Consideration of Dispensations: None

As the Amenities Committee is a sub-committee of the Parish Council the PC would like to put processes in place to ensure clarity moving forward, we all also have to adhere to the latest version of the [Financial Regulations](#) updated February 2026.

1. Create a form for the request of community funds for events/projects
 - a. Simon VZ agreed that he would do this and add it to the village website
2. Write guideline's & requirements for creating successful application.
 - a. Simon VZ agreed that he would do this and add it to the village website.
 - b. The funding is available to anyone within the village who would like to put on an event or project that will be of benefit to the community
3. Visibility of the Community Funds and allocation to ringfenced projects - clarity as to which fall within the umbrella of the PC and which don't
 - a. The Community Fund currently holds just over £10k which is a mix of ringfenced funds and of available fund for the community to apply for and use
 - b. Ringfenced funds include (but not limited to) Healthy Heyford, Cream Teas, Flower Show, Fireworks, a Church donation, Warriners, Football Club
 - c. It has been confirmed that none of the Community Fund falls within the umbrella of the Parish Council




Upper Heyford Parish Council

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4. Monthly financial reporting to the PC of bank reconciliation and transactions for any monies that fall under the PC umbrella
 - a. As no monies fall within this umbrella it is agreed that this is not necessary.
5. Identify and clarify responsibilities for running the VH, both financial and practical
 - a. The Village Hall is owned by the Parish Council
 - b. The Village Hall is a registered charity with 3 trustees, Paul Weaver, Simon van Zwanenberg and Graham Wilson (Sarah Burrows having recently resigned)
 - c. The Village Hall is operated by the Amenities Committee
 - d. The finances for the Village Hall have a separate bank account and all costs and income go through this account with annual accounts being filed with the charities commission.
6. Have a representative from the PC at the Amenities Committee meetings
 - a. Agreed – a decision as to who will be made at the next Parish Council meeting on Thursday 5th March 2026
7. Open discussion for any other business
 - a. The Reading Room was discussed and it was agreed that this will continue to be financed by the Parish Council with invoices raised by and income coming into the Parish Council and the Parish Council are responsible for the costs of any maintenance using either their own finances or the Joan Rhodes Fund as appropriate.
 - b. It was discussed and agreed that there will be 3 defined areas/ committees:
 - i. The Amenities Management Committee who are responsible for the upkeep and maintenance of both the Village Hall and the Reading Room. This is a sub-committee of the Parish Council.
 - ii. A Social committee will be formed and will be responsible for all events in the village – including any created by the Parish council

Sarah Burrows, Clerk & RFO to the Council
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- iii. The Community Fund Committee who will be responsible for managing the bank account and any requests for grants within the community.

These changes will be formally confirmed and minuted at the next Parish Council Meeting held on the 5th March 2026 at 7.15pm in the Upper Heyford Reading Room.

Signed

Paul Weaver, Chair

Sarah Burrows, Parish Clerk

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