



Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk

SUMMONS

Dear Member

15 January 2019

You are hereby summoned to attend a meeting of POLICY COMMITTEE at the Parish Offices, 2 Knowle Park Lane, Fair Oak on **Monday, 21 January 2018 at 7.00 p.m.** *or at the conclusion of the public participation period.

Melanie Stephens

Melanie Stephens
Clerk

PUBLIC PARTICIPATION:

*If required, the meeting will be preceded by a public participation period of up to 15 minutes, where members of the public are entitled to address the Committee on issues relevant to the business of the Parish Council.

AGENDA

APOLOGIES

1. DECLARATIONS OF INTEREST

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

2. MINUTES (PAPER A, PAGES 3-4)

To note the minutes of the meeting held on 19 November 2018 (approved by the Full Council on 17 December 2018 as a correct record).

3. REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT B, TO FOLLOW)

To approve the report of the RFO, note cheque signing and BACS payments.

4. OUT OF HOURS PROTOCOL FOR COUNCILLORS (REPORT C, PAGES 5-6)

To adopt an out of hours protocol for emergency incidents.

5. REVIEW OF COMMITTEE STRUCTURE (REPORT D, PAGES 7-18)

To consider amendments to the current committee structure and terms of reference and make recommendations to the Council.

6. CHAIRMAN'S AWARD SCHEME (REPORT E, PAGES 19-22)

To consider the establishment of a Chairman's annual award scheme.

7. WORK PROGRAMME (REPORT F, PAGES 23-24)

To consider the Committee's work programme and make any changes as necessary.

To: Committee Members

Cllr C Bird
Cllr N Couldrey
Cllr Mrs H Douglas
(Chairman)
Cllr J Goss

Cllr T Mignot
Cllr Mrs Shephard
Cllr P Spearey
Vacancy

Officers

Mrs J Cahill (Responsible Finance Officer)
Mrs Greenslade (Deputy Clerk)
Ms M Stephens (Clerk)



**Minutes of the Policy & Resources Committee meeting
 held on Monday 19 November 2018 at 7.00 pm
 at 2 Knowle Park Lane, Fair Oak**

Present: Cllrs Bird, Couldrey, Goss, Mrs Shephard, Sorley & Spearey (Vice Chairman)

Also in attendance: Cllrs McGuinness, Noel & Scott

Officers in Attendance: Ms M Stephens, Clerk & Mrs L Greenslade, Deputy Clerk

Apologies: Cllrs Mrs Douglas & Mignot.

48 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

None received.

49 MINUTES

RESOLVED:

That the minutes of the meeting held on 17 September 2018, be noted (previously approved by Full Council on 15 October 2018).

50 CLERK'S VERBAL REPORT

There were no issues to raise.

51 OUT OF HOURS PROCEDURES

The Clerk reported on a recent incident at Lapstone playing fields whereby the emergency services were unable to access the site, despite being given code information regularly. She outlined options for out of hours procedures: -

- Operate from a central control system
- Include an emergency out of hours number on the overline system. The Clerk being the contact.
- Enhance and advertise the procedures more regularly on social media, website and notice boards

Members discussed the advantages and disadvantages of each option and determined that enhancing current procedure be more appropriate. This would include circulating codes to all Members of the Council. In order to safeguard the security of this information, the Clerk would draft a protocol for discussion at the next meeting.

RESOLVED

- a) That the Council would enhance and advertise the procedures more regularly;
 and

- b) That a protocol be drafted for Councillors' use in the event of emergency situations, should they be contacted by a member of the public, for discussion at the next meeting.

52 INFORMATION SECURITY POLICY (REPORT B)

Members considered the information security policy for adoption by the Parish Council.

The policy set out the measures the Parish Council would take in safeguarding the information it received and handled.

RESOLVED:

That the Information Security Policy attached as Report B to the Committee be adopted by the Parish Council.

53 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT C)

Members considered the report of the Responsible Finance Officer. The Clerk highlighted an amendment to the RFO's report, namely that the grant award allocated to Fair Oak Village Hall should read £400 not £500.

RESOLVED

- a) That the report of the Responsible Finance Officer, be approved;
- b) That the amendment to the RFO's report be noted; and
- c) That cheque signing, and BACS payments be noted.

54 WORK PROGRAMME (REPORT D)

Members considered the draft work programme as set out in Report D to the Committee.

A number of amendments were made, including the addition of a Transfer of Assets Policy and protocol for Councillors in the event of an emergency.

RESOLVED

That the work programme with amendments be approved..

This was all the business and the meeting closed at 7.47 pm.

Signed Chairman



Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk

C

OUT OF HOURS PROTOCOL FOR COUNCILLORS

1. POLICY STATEMENT

- 1.1 The aim of this Policy is to set out the procedure for Councillors if contacted out of office hours to respond to an emergency enquiry.

2. WHO IS COVERED BY THE PROCEDURE?

- 2.1 The procedure applies to all Councillors. It does not apply to employees of the Council.

3. OUT OF HOURS EMERGENCY RESPONSE

- 3.1 There are circumstances where a Councillor of Fair Oak & Horton Heath Parish Council may be contacted by a member of the public regarding an emergency out of hours.

- 3.2 The Parish office is open for general enquiries from 9.30am to 1pm Monday to Friday.

- 3.3 All emergency enquiries outside of office hours should be covered by the following:

- All reports of break ins, fire, anti-social behaviour & emergency incidents should be directed to the Emergency Services in the first instance. If in an emergency dial 999 or for less urgent matters dial 101.
- All reports of Water Leaks should be reported to the Water Company – Southern Water 0845 278 0845.
- All other matters will be dealt with the next working day.
- For incidents on gated public open space see 3.4 below.

- 3.4 In the event of an emergency on 'gated/locked' parish land, all emergency services have been given the relevant codes to these sites. However, in the event that this procedure fails, members of the public may contact Councillors (using their published contact details on the Parish website) for assistance to gain entry to these sites. Should a member of the Council be contacted they are to follow the following steps: -

- The Councillor should confirm the nature of the emergency;
- Establish whether the emergency services need to be called, if they haven't already done so;
- If emergency services are on site, and the codes have not (despite the Parish Council previously providing these codes) been passed on to the emergency response team, councillors should speak directly to a member of the emergency services;
- Once the Councillors is in no reasonable doubt that they are being addressed by a member of the emergency services, and the emergency warrants

disclosure of the gate codes, they should provide the relevant gate code to allow access; and

- The Councillor should record the details of the incident and report it to the Clerk & Parish Ranger the next working day.

3.5 Councillors will be provided with gate codes once a year. These codes will be changed annually to limit the risk of a security breach.

3.6 Once in receipt of gate codes, the Councillors must store these securely and treat them with the strictest of confidence.

3.7 Should there be a breach of any of the gate codes, all codes will be changed, and Councillors will be re-issued with new codes.

3.8 In the event that a Councillor leaves the Parish Council, all gate codes will be changed and re-issued.

This policy will be reviewed annually (next review date January 2020).

POLICY & RESOURCES COMMITTEE – 21 JANUARY 2019

REVIEW OF COMMITTEE STRUCTURE & STANDARD COMMITTEE TEMPLATES

1. PURPOSE

- 1.1 To review the Parish Council's current committee structure, frequency of meetings and agree standard committee templates for all agendas and minutes.

2. BACKGROUND

- 2.1 The Council holds frequent Council, Committee & Sub-Committee meetings as well as ad-hoc liaison meetings which can cause Councillors, (who are unpaid) difficulties in attendance. As such some meetings, particularly Planning Committee, has struggled to formulate a quorum (see below for further details on quorums).
- 2.2 In addition, frequent Council meetings place pressure on staff, in addition to their other duties. The Council has since May 2018 been mindful of its obligations under the Transparency Act and has received written reports to accompany agenda items. This ensures that members of the public are fully aware of the decisions being made and their implications. However, preparing these reports can be complicated and time-consuming. Written reports are essential when holding decision makers to account, being transparent and fully informing Councillors of the options open to them.
- 2.3 Current frequency of meetings, between 1 May 2018 and 1 May 2019 is set out in the table below: -

Meeting	Frequency
Full Council (& Annual Parish)	7
Planning & Highways Committee	20
Leisure & Properties Committee	5
Policy Committee	5
Finance & Resources Committee	5
Community Events Sub-Committee	2
Horton Heath Sub-Committee	2
I.T Development Working Group	2
Total	48

- 2.4 In addition to the above the Chairman, Vice-Chairman and Clerk regularly attend liaison meetings with Eastleigh Borough Council, the Local Area Committee, Horton Heath Steering Group and the Y-Zone Youth Centre.

3. TYPES OF MEETINGS

- 3.1 In order to conduct the business of the Council legally and efficiently, the Council must have a robust structure consisting of the below types of meetings: -
- **Full Council Meetings** are public meetings of the full council. Their purpose is to make decisions or ratify recommendations/decisions made by Committees. The full council is made up of all 15 elected members.
 - **Committee Meetings** are also public meetings, which bring together a smaller number of councillors to concentrate on a specific function of the council and share the workload.

Committees have limited decision-making powers, dependant on their terms of reference. The number of councillors appointed to Committees varies but is usually between 6-8 members.

- **Task and Finish Groups** are set up for short-term projects. They are not subject to the strict rules that apply to formal council meetings and do not make decisions but explore options for council to consider. These types of meetings allow greater flexibility both in the format of the meeting, the numbers needed and the absence of strict procedures. These meetings are not open to the public. However, they produce reports with recommendations at the end of their investigations, which are scrutinised by their parent Committee. A smaller number of members are appointed to task & finish group, usually between 3-5, but no more than 6.

4. QUORUMS

- 4.1 The Parish Council's adopted Standing Orders set out the required number of Councillors which need to be present at meetings in order to obtain a quorum (that is the minimum number of Cllrs needed for the meeting to take place in formal session where decision can be made). The following Standing Order refers: -

3(v) No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

The Parish Council has struggled in the recent past with obtaining quorums for meetings. Member attendance is sometimes poor, this could be due to high level of frequency of meetings.

5. SUGGESTED STRUCTURE

- 5.1 In considering all of the issues set out above, as well as having looked at the structure of other Neighbouring Councils, it is suggested that the new structure (set out in **Appendix 1**) apply with effect from 1 May 2019: -

Meeting	Frequency	Terms of Reference
Full Council (15 Members)	Monthly	All decisions of the Council where not covered by a Committee including policy & governance/strategic direction
Planning (6 Members)	Monthly	All planning matters
Asset Management (8 Members)	Every other month	All facilities, assets matters including POS
Finance (8 Members)	Quarterly	Finance, audit and resources matters including staffing

Horton Heath Sub-Committee (6 Members)	Ad hoc when needed	Horton Heath development.
Community Events Task & Finish Group (4 Members)	Twice per year	Communications and community involvement including community events

- 5.2 Should members agree to the new structure, a schedule of meeting dates will be developed for members to agree at the AGM in May. The new structure aims to alleviate pressure for Councillors and staff, whilst ensuring that key business of the Council is managed efficiently.
- 5.3 Monthly Council meetings are suggested to ensure that the Council is making decisions in a timely way. The Council also needs to ensure that it is authorising monthly payments which are published as appendix to the Council minutes in order to meet transparency requirements.
- 5.4 In addition, monthly planning meetings are required in order to meet the 21-day consultation response period required by Eastleigh Borough Council. Where an application deadline falls outside the Committee cycle, Eastleigh Borough Council have advised that, an extension on comments submitted would be permissible.
- 5.5 Terms of reference for the above Committees and Task & Finish Groups are set out in **Appendix 2**.
- 5.6 The memberships and appointments of Chairman and Vice-Chairman of the Council, Committees and Sub-Committees will be considered at the Annual General Meeting every May or as and when necessary by Full Council.

6. STANDARD TEMPLATES

- 6.1 In order to ensure that there is a consistent approach to the layout of agendas and minutes as well as standard items for Committees, draft templates for all agendas and minutes have been developed and are attached at **Appendix 3 (to be circulated at the meeting)**.

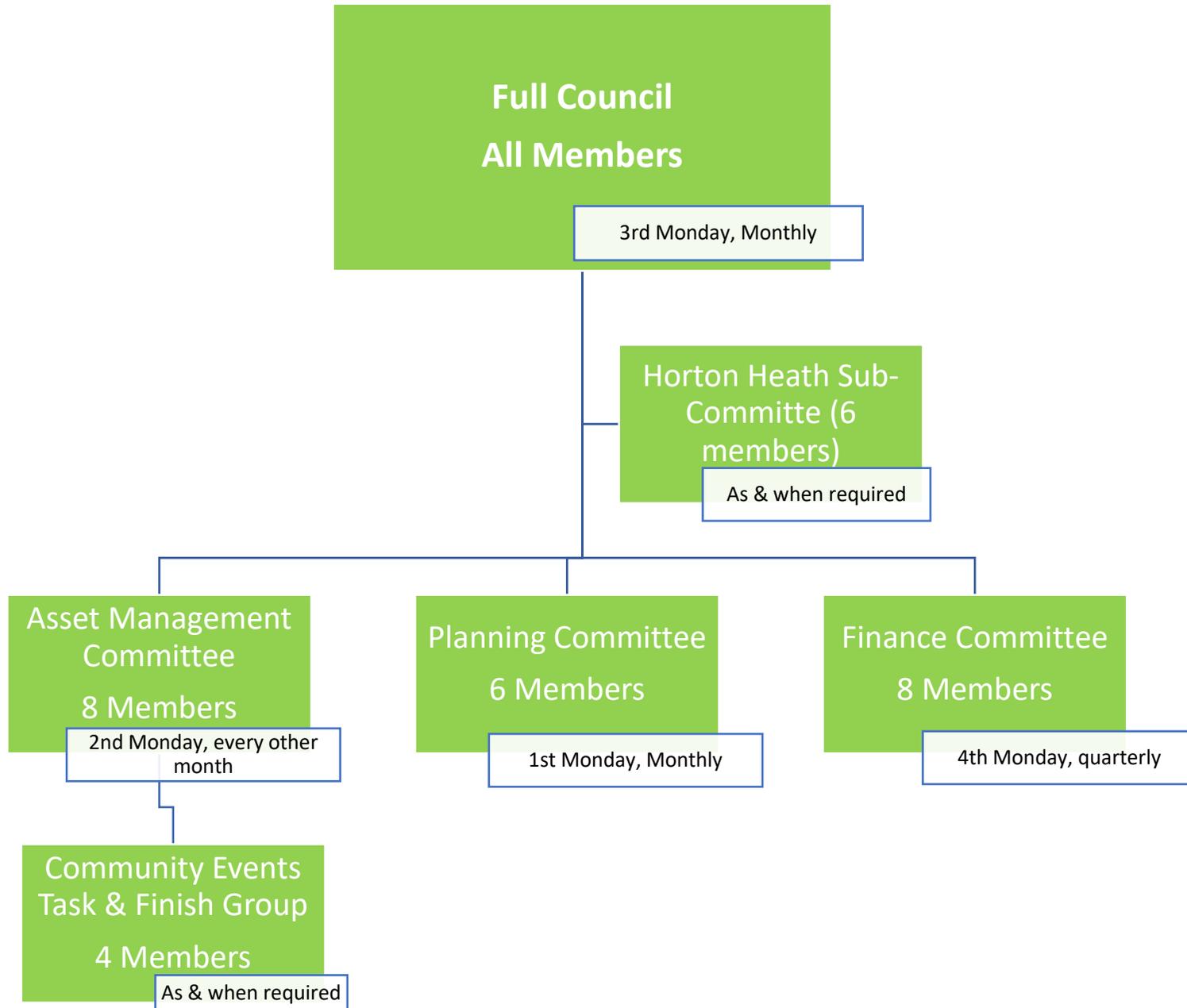
7. RECOMMENDATIONS

- 7.1 That members consider the proposed changes to the Committee structure, frequency of meetings and standard agenda and minute templates (as set out in appendices 1-3) and recommended their adoption by Full Council;
- 7.2 That the above changes take effect from 1 May 2019; and
- 7.3 That the Clerk, in consultation with the Chairman, be given delegated authority to make the necessary changes to the Council's Standing Orders in light of the above.

For further information contact:

Melanie Stephens, Parish Clerk
clerk@fairoak-pc.gov.uk

Fair Oak Parish Council Committee Structure Chart – Effective May 2019





Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: enquiries@fair oak-pc.gov.uk

TERMS OF REFERENCE FOR FULL COUNCIL, COMMITTEES AND TASK & FINISH GROUPS

FULL COUNCIL

The following matters shall be reserved for decision by Full Council, but the appropriate Committee(s) may make recommendations for Full Council's consideration: -

1. The precept & annual budget
2. Borrowing money
3. To appoint a Chairman and Vice-Chairman of the Council
4. To appoint membership of Committees and Task & Finish Groups
5. Nomination or appointment to representatives to outside bodies
6. To agree terms of reference of Full Council/Committees/Task & Finish Groups
7. To agree, amend or revoke Standing Orders, administration, finance and governance arrangements of the Council
8. To agree, amend or revoke Financial Regulations
9. To agree adoption of policies
10. To confirm the schedule of meetings of Full Council/Committees/Task & Finish Groups for the ensuing year
11. To grant dispensations
12. Making, amending or revoking Bylaws
13. Making of Orders under Statutory Powers
14. Matters of principle or policy
15. Appointment of Internal Auditor
16. To directly receive letter of assurance, action plan, comments and recommendations made the Internal/External Auditors
17. To receive and approve annual governance statement prior to 30th June
18. To receive and approve annual accounting statement prior to 30th June
19. To receive and note accounts following any amendment required by the external auditor
20. New power or duties
21. Prosecution or defence in court of law
22. Receipt of reports and decision on recommendations from various Committees, Sub-Committees and Task & Finish Groups
23. Authorising the sealing of various documents with the Common Seal
24. Staffing, administration and governance matters
25. To deal with all issues where time prevents them being referred to the relevant Committee/Sub-Committee

26. To consider and submit comments on planning applications where time prevents consideration by the Planning Committee
27. To agree banking arrangements and agree the Annual Investment Strategy
28. Approving accounting statements and the annual governance statement
29. Writing off bad debts over £25
30. To set strategic policies and governance documents
31. Virement between one cost centre and another
32. Payments in relation to termination of staff contracts
33. To agree the Annual Service Level Agreement with Fair Oak Cricket Club
34. To consider candidates Co-option
35. Any other matters not delegated to a Committee, Sub-Committee or Task & Finish Group.

ASSET MANAGEMENT COMMITTEE

Delegated Business

The Committee has delegated authority to deal with the following matters to conclusion: -

1. Administration, maintenance and use of Fair Oak & Horton Heath Parish Council (FOPC existing facilities and assets:
 - All public open spaces;
 - All FOPC properties including Parish Office, Community Centres & Sports buildings;
 - Children's play areas and skate parks;
 - Parks;
 - Community Orchard;
 - Cemetery;
 - Allotments;
 - Footpaths & public rights of way
 - Implement of play areas and other project enhancements within approved budgets;
 - Vehicles and street furniture.
2. Setting terms and conditions of use and provision of relevant equipment for areas under its control.
3. Liaison with community organisations which have an interest in recreational facilities in FOPC's control.
4. Responsible for all communications, marketing & promotions of facilities and assets.
5. Working with statutory partners, key stakeholders and community groups to support them in providing services in the community.
6. To maintain existing FOPC bus shelters and street furniture.
7. To purchase new street furniture within approved budgets.
8. To consider all youth matters including the partnership agreement with Eastleigh Borough Council and Bishopstoke Parish Council in relation to the Y-Zone.
9. To receive recommendations put forward by the Community Events Task & Finish Group.
10. To set up and disband Task & Finish Groups as and when necessary and agree their terms of reference.
11. To consider recommendations put forward by Task & Finish Groups reporting to the Committee.
12. To deal with consultations which time prevents being presented to Full Council.
13. To consider matters relating to the organisation of community events.
14. Consider requests by residents/community organisation regarding use of assets.
15. To consider annual health & safety, inspections and risk assessments.
16. To agree all income and expenditure relating to this Committee within approved budgets.
17. Any other matter deemed to be the responsibility of this committee or at the request of the full council.

Referred Business

To consider and make recommendations to Full Council on the following matters: -

1. Prepare budget estimates for the Finance Committee

2. To consider proposals for the transfer of Public Open Space and other community assets from Eastleigh Borough Council and make recommendation to the Full Council.
3. Provision of additional recreational facilities
4. Upgrading/improvements of FOPC facilities
5. For unbudgeted items, recommend expenditure relating to all assets and facilities.

FINANCE COMMITTEE

Delegated Business

The Committee has delegated authority to deal with the following matters to conclusion: -

1. Allocation of grants and donations within the agreed criteria and budget.
2. To agree Service Level Agreements with external agencies and to deal with any resulting issues arising under the terms of the Service Level Agreements/Agreements.
3. All financial and accounting matters.
4. Undertake an annual review of the Council's assets register.
5. Complete Annual Financial Risk Management.
6. Staffing, administration and governance matters.
7. Leases and licences.
8. To set up and disband Task & Finish Groups as and when necessary and agree their terms of reference.
9. To consider recommendations put forward by Task & Finish Groups reporting to the Committee.
10. Annual review of fees and charges of FOPC facilities and properties.
11. To review the FOPC insurance policy document premium charge.
12. To annual review the Council's Investment Policy.
13. To review the Community Investment Programme and make recommendations to Full Council on the use of Section 106 monies received by the Parish Council.
14. To consider any fundraising projects.
15. To support the Clerk in the appointment and management of staff, with 3 nominated councillors to participate in recruitment for senior officers.
16. To support the Clerk in the appointment and management of consultants
17. To agree terms and conditions of employment for all staff.
18. To consider any staffing matters including staffing structure, levels of pay & Clerk appraisal.
19. To consider all other personnel and administration matters not dealt by other Committees and make recommendations to Full Council where appropriate.
20. Any other matter deemed to be the responsibility of this committee or at the request of the full council.

Referred Business

To consider and make recommendations to Full Council on the following matters: -

1. Prepare annual budget and precept request
2. Monitor income and expenditure within the budget estimates approved by FOPC and make necessary recommendations.

3. To make recommendations on use of reserves.
4. To consider expenditure proposed by the Asset Management Committee
5. To consider all reports from the Internal & External Auditors
6. To consider all aspects of financial administration of FOPC business (such as banking arrangements and investments) and make recommendations to Full Council.

PLANNING COMMITTEE

Delegated Business

The Committee has delegated authority to deal with the following matters to conclusion: -

1. To consider and submit comments on planning applications, development proposals, tree preservation orders and street trading proposals sent for consultation by Eastleigh Borough Council.
2. Any applications that cannot be considered by the Committee within the timeframes allocated by Eastleigh Borough Council, the following procedures will be applied: -
 - (i) The Deputy Clerk shall seek an extension from the Borough Council in which to receive comments by the Parish Council;
 - (ii) Where a request for an extension has been denied, the Deputy Clerk shall seek an agreed response by the Chairman and Vice-Chairman of the Committee which will be forwarded to Eastleigh Borough Council for consideration. The full Committee will also be sent the submitted comments for information.
3. To consider any highways, transportation and environment matters upon which FOPC is consulted by a statutory agency.
4. To consider and agree comments on local and strategic planning matters (such as the Local Plan) sent for consultation by Eastleigh Borough Council.
5. To discuss matters concerning sustainability (economic, environmental and social).
6. To deal with consultation requests from Eastleigh Borough Council on liquor licences.
7. To receive requests for street naming and make suggestions appropriate to the locality.
8. To deal with consultations which time prevents being presented to Full Council.
9. To set up and disband Task & Finish Groups as and when necessary and agree their terms of reference.
10. To consider recommendations put forward by Task & Finish Groups reporting to the Committee.
11. Any other matter deemed to be the responsibility of this committee or at the request of the full council.

Referred Business

To consider and make recommendations to Full Council on the following matters: -

1. Prepare budget requests for consideration of the Finance Committee.
2. Strategic plans, consultations and other related documents.
3. Recommend expenditure on behalf of the Council relevant to the Committee.

COMMUNITY EVENTS TASK & FINISH GROUP

The Committee has delegated authority to deal with the following matters to conclusion: -

1. Organise public events on behalf of the Parish Council.
2. Consider the promotion and communication matters for the parish including the Newsletter, website and social media.
3. Liaise with local community organisations and statutory partners in the organisation of key parish events including the annual carnival and remembrance Sunday.
4. Consider nominations for the annual Chairman's Citizen/Community Group Award.
5. Formulate & submit proposals to the Finance Committee in respect of income and expenditure relating to community matters, events and communications.
6. Any other matter deemed to be the responsibility of this sub-committee or at the request of the full council.

CHAIRMAN’S COMMUNITY AWARDS

1. PURPOSE

1.1 To agree the policy for the Chairman’s Community Awards, including eligibility criteria, and application form.

2. BACKGROUND

2.1 The Community Events Sub-Committee at its meeting in 3 September 2018 recommended to the Leisure Committee that £50 of the income received from the 2018 carnival be allocated to a Chairman’s award along with the presenting of the Roger Smith Cup.

2.2 In order to facilitate the above, officers suggested that a formal award process be established to recognise the exceptional people and community groups that exist in Fair Oak & Horton Heath as a thank you for the incredible work they do within the community.

3. CHAIRMAN’S COMMUNITY AWARD CATAGORIES

3.1 Many town and parish councils have established an award system pay a special tribute to individuals and community groups for their work within the community. Some Council’s have various awards, under various themes such as youth award, environmental champion, individual community ‘spirit’ award and voluntary group award.

3.2 To simplify the process, members might wish to consider having two awards, namely; Youth Hero and Voluntary Group award. With the following criteria for each award: -

<p style="text-align: center;">YOUTH HERO</p> <p style="text-align: center;">“To recognise a young person making a difference in the community”</p>	<p style="text-align: center;">VOLUNTARY GROUP AWARD</p> <p style="text-align: center;">“To recognise the efforts of an organisation to help support those vulnerable in the Community”</p>
<p>Criteria:</p> <ul style="list-style-type: none"> • Individuals must be 18 or under • Must operate/serve residents of Fair Oak & Horton Heath • Must live in Fair Oak & Horton Heath 	<p>Criteria:</p> <ul style="list-style-type: none"> • Work of the organisation must directly benefit residents of Fair Oak & Horton Heath • Must be a not-for-profit organisation

4. NOMINATION & SELECTION PROCESS

4.1 Individuals and groups should not self-nominate. The Parish Council, through its website & Social Media page will invite residents to nominate an individual (for the Youth Hero award) or organisation by completing a ‘downloaded’ application form (attached at **Appendix 1**). It is suggested that that a timeframe be set for receipt and close of applications. Namely beginning of February – beginning of April.

4.2 Once the deadline for receipt of applications is received, it is suggested that the Clerk,

Chairman and Vice-Chairman review and shortlist all nominations. With an award ceremony at the Annual Parish Meeting.

- 4.3 It is suggested that the Chairman present the awards at the Annual Parish meeting. Where winners will be presented with a certificate and small token of gratitude.

5. FINANCE

- 5.1 The Parish Council will need to consider whether prizes for the awards and their values.

6. RECOMMENDATIONS

- 6.1 That members consider agree the principle and process for the Chairman's Community Awards including the nomination form attached at **Appendix 1**; and
- 6.2 That members decided on the type and value of any awards given.

For further information contact:

Melanie Stephens, Parish Clerk
clerk@fairoak-pc.gov.uk



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2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

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CHAIRMAN'S COMMUNITY ACHIEVEMENT AWARDS

Fair Oak & Horton Heath Parish Council have established these awards as a way of thanking the exceptional individuals and groups for the incredible work they do in our community. It gives the Chairman, Councillors and Staff of the Parish an opportunity to officially praise the commitment and hard work of those who selflessly strive to make a positive difference to the lives of others.

All applicants are advised to have read the eligibility criteria and nomination rules, listed at the end of this form, before applying.

Nominations will be accepted from Monday 28 January 2019 – 12 Noon, Friday 22 March 2019. Entries received after this date will not be accepted.

WHICH AWARD CATEGORY ARE YOU MAKING THIS NOMINATION FOR? (PLEASE TICK APPROPRIATE BOX)

Young Hero Award*

*Must be 18 or under at the time of nomination

Voluntary Group Award

DETAILS OF PERSON MAKING NOMINATION

Name:	
Address:	
Telephone Number:	
Organisation (if relevant)	
Relationship to nominee	

PRESENTATION OF AWARDS AT ANNUAL PARISH MEETING (29 APRIL 2019 AT 7.00PM)

Winners of the awards will be invited to attend the Annual Parish meeting where the Chairman will present awards. This will be held on Monday, 29 April 2019 at 7.00pm. Will you be able to attend?

I/we will be attending

I will not be attending

DETAILS OF NOMINEE

Name of individual/Group nominated:	
Email address:	
Telephone Number:	

REASON FOR NOMINATION

Please describe the contribution the individual/group has made to the community of Fair Oak & Horton Heath and why they deserve to receive an award.

Please return this form to Mel Stephens, Fair Oak & Horton Heath Parish Council, 2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL or email: clerk@fairoak-pc.gov.uk

Data Protection:

Please note that the information you supply will only be used in relation to the Chairman's Community Awards and will be held by the Parish Council for a maximum of 2 years. During this time, any information provided on this form may be shared with judges or scheme administrators in order to access the nominations. Details, including photographs of winners, may also be published on the Council's website, newsletter and social media page.

POLICY & RESOURCES COMMITTEE – WORK PROGRAMME (2019/2020)

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
21 JANUARY 2019			
Committee Structure	To review the current structure.	Report to Committee	Mel Stephens
Out of Hours protocol for Cllrs & staff	To consider out of hours protocol for members & staff	Report to Committee	Mel Stephens

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
18 MARCH 2019			
Health & Safety Review	In light of new buildings coming under the ownership of the Parish Council, to consider appointing a Health & Safety specialist to undertake a review of the Parish properties to ensure that the Parish Council is compliant.	Report to Committee	Mel Stephens
DDA Policy Review	To review the current policy to ensure that it is fit for purpose.	Report to Committee	Mel Stephens
Corporate Plan	To consider developing a Corporate Plan for the Parish Council.	Report to Committee	Mel Stephens
Asset Transfer Partnership Agreement	To develop an asset transfer partnership agreement for submission to Eastleigh Borough Council for consideration.	Report to Committee	Mel Stephens
Charges for charities (and possibly staff) on all room booking	To review the hire charges applicable to charities and staff members	Report to Committee	Mel Stephens

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
17 JUNE 2019			
Corporate Plan	To consider the final draft of the Corporate Plan	Report to Committee	Mel Stephens
Lone Worker Policy	To approve the Lone Worker Policy.	Report to Committee	Mel Stephens
Emergency Planning	To approve an emergency plan for the Parish.	Report to Committee	Mel Stephens
Freedom of Information	To review the current policy to ensure that it is fit for purpose.	Report to Committee	Mel Stephens

Possible future items yet to be allocated:

- Tree Policy
- Open Space Policy
- Consultation Documents
- Pre-Planning Application Policy
- Website Accessibility statement (by 2020)
- Employers handbook & new starter kit
- Equality & Diversity Policy
- Retention and Destruction (policy needs updated)
- Marketing/Communications Strategy
- Business Plan (for community centre(s))
- I.T/Smarter working
- Review bookings policy
- Community engagement strategy
- Review of Committee structure and terms of reference

Future Meeting Dates (yet to be confirmed): -

- 16 September 2019
- 18 November 2019