



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

1 October 2018

You are hereby summoned to attend a meeting of FINANCE & STAFFING COMMITTEE at the Parish Offices, 2 Knowle Park Lane, Fair Oak on **Monday, 1 October 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

PART I – PUBLIC SESSION

1. APOLOGIES

To note any apologies for absence.

2. 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.

3. MINUTES (PAPER A, PAGES 3-5)

To confirm the minutes of the meeting held on 2 July 2018 (approved by the Full Council on 16 July 2018) as a correct record.

4. CLERK'S VERBAL REPORT

To consider any matters which the Clerk may wish to raise with the Committee.

5. FUTURE I.T PROVISION

To receive a presentation from Matthew Tracey, I.T Support Consultant on the future I.T needs of the Parish Council.

6. BUDGET REQUESTS FROM LEISURE & PROPERTIES COMMITTEE (VERBAL REPORT)

To consider the budget requests from the Leisure & Properties Committee for inclusion in the 2019/20 budget.

7. HANDHELD PAYMENT TERMINAL AND PAYPAL (VERBAL REPORT)

- (a) To agree to entering a 12-month contract for the use of a handheld payment terminal; and
- (b) To agree to payment of Paypal fees to allow the Parish Council to except online payments via its website.

8. FINANCE UPDATE (REPORT B, PAGES 6–13)

To note the finance position of the Parish Council and to agree the recommendations as set out in the report.

9. COMMUNITY INVESTMENT PROGRAMME (REPORT C, PAGES 14–16)

To discuss the draft Investment Programme for Fair Oak & Horton Heath; and make amendments for final approval by Full Council.

10. GRANT AID REQUESTS (REPORT D, PAGES 17-29)

To consider requests for grant aid.

11. EXTERNAL AUDITOR'S REPORT (REPORT E, PAGES 30-37)

To note the comments received in the External Auditors Report & discuss Internal Auditor post.

12. WORK PROGRAMME (REPORT F, PAGES 38-39)

To consider the work programme and make any amendments if necessary.

13. HORTON HEATH COMMUNITY CENTRE BUDGET (VERBAL REPORT)

To agree to the virement of £2,000 from general reserves to cover any maintenance costs associated with the Community Building and to delegate the spending of this budget to the Clerk in consultation with the Chairman of the Council.

14. ADDITIONAL MEETING DATE

RECOMMENDATION:

That an additional meeting be arranged to assist with the budget process to be held on Monday, 5 November 2018.

15. EXCLUSION OF THE PUBLIC AND THE PRESS

At the conclusion of this part of the Agenda, the Chairman will move the following resolution:
-“That, under Section 1(2) of the Public Bodies Admissions to Meetings Act 1960, the public and the Press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information which would be prejudicial to the public interest by reason of its confidential nature (staffing matter)”

PART II – PRIVATE SESSION

Members are reminded that reports and information relating to this session are not for publication and should be treated as strictly confidential.

16. STAFFING MATTERS (REPORT G, TO FOLLOW)

To consider staffing matters and make amendments to budgets if necessary.

To: Committee Members

Cllr P Barrett
Cllr Mrs H Douglas (Chairman)
Cllr J Goss
Cllr H McGuinness

Cllr J Noel
Cllr R Rushton
Cllr J Sorley
Cllr P Spearey

Officers

Mr C Burchett (Ranger)
Mrs Greenslade (Deputy Clerk)
Ms M Stephens (Clerk)

**Minutes of the Finance & Staffing Committee Meeting
held on Monday 2 July 2018 at 7.00 pm
at 2 Knowle Park Lane, Fair Oak**

Councillors Present: Mrs H Douglas (Chairman), Mr J Goss, Mr H McGuinness, Mr J Sorley and Mr P Spearey

Apologies: Cllrs P Barrett & R Rushton

In Attendance: Ms M Stephens, Clerk & Mrs J Cahill, Responsible Finance Officer (RFO)

PUBLIC SESSION

No members of the public were present.

1 DECLARATIONS OF INTEREST

Cllr Mrs Douglas in Minute No. 3.

2 MINUTES

RESOLVED:

That the minutes of the Finance & Staffing Committee meeting held on 5 March 2018, previously approved by Full Council on 16 April 2018 be noted. There were no matters arising.

3 QUARTERLY FINANCE UPDATE (REPORT A)

Cllr Mrs Douglas disclosed a pecuniary interest on the grounds that she was a Governor for Wyvern College, whose grant application was under discussion. She did not participate in the discussion and did not vote. Cllr Spearey took the Chair for the relevant part of the meeting.

Expenditure to Date

The Committee received the quarterly finance report outlining the current expenditure to date, the current direct debits, two grant applications, credit card request for the RFO and members' I.T equipment.

The Committee noted that the current expenditure to 25 June 2018 was £71,332. Members discussed the detail of the expenditure and asked Officers questions to which answers were given. Members requested that the RFO investigate the high cost of the water usage at the Cemetery and the cleaning materials for the Parish Office. Officers would email members with an explanation on this.

Section 137 Grants

(Cllr Spearey in the Chair)

Members discussed the two grant applications. In respect of the application received from the Asian Welfare & Cultural Association, members considered that although contribution to the project (the Eastleigh Mela) would not directly benefit residents of Fair Oak & Horton Heath, it was likely that some residents would attend. As such, members agreed that a grant award of £100 be made.

In respect of the grant application received from Wyvern College, for a contribution towards the annual Arts Festival, members agreed that as this would directly benefit residents, namely current pupils at the College as well as children and young people from neighbouring schools, and their parents, that the full grant request of £500 be awarded.

(Cllr Mrs Douglas in the Chair)

RFO Debit Card

Members considered the request that the RFO should be authorised a Parish Council debit card. As the RFO was responsible for all aspects of finance, including the monitoring of expenditure. Members agreed, that the RFO should be authorised a card.

In discussing the Clerk's request that finances be made available for the purchase of ipads for all members of the Parish Council in order to assist with GDPR compliance, members felt that such expenditure should not be sanctioned at this time. However, this could be budgeted for in next year's budget to allow flexibility, should it become apparent that members required ipads in order to ensure data protection compliance and undertake their duties as Councillors efficiently as well as safeguarding the Parish Council's data.

Following discussion, it was:

RESOLVED:

- a) That the contents of the report be noted;
- b) That the current expenditure as set out in Appendix 1 to Report A to the Committee be noted;
- c) That the direct debits, as set out in Appendix 2 to Report A to the Committee be noted;
- d) That the Responsible Finance Officer be authorised a Parish Council debit card;
- e) That the Asian Welfare & Cultural Association be awarded a grant allocation of £100;
- f) That the Wyvern College be awarded a grant allocation of £500; and
- g) That the request for the purchase of ipads for members of the Parish Council not be granted, but that these be included in the 2019/2020 budget setting process.

4 INTERNAL AUDIT

Members considered the report of the Internal Auditor for 2018/19 which had already been presented to Full Council in May 2018.

RESOLVED

That the report be noted.

5 FINANCIAL RISK ASSESSMENT

Members considered the Parish Council's Financial Risk Assessment set out in Appendix 1 to Report C to the Committee.

RESOLVED

That the Parish Council's Financial Risk Assessment set out in Appendix 1 to Report C to the Committee be approved.

This was all the business and the meeting finished at 7.38 pm.

Signed Chairman

Detailed Income & Expenditure by Budget Heading 01/09/2018

Month No: 6

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| 100 Income | | | | | | | |
| 1076 Precept | 208,987 | 0 | (208,987) | | | 0.0% | |
| 1090 Interest Received | 1,015 | 1,000 | (15) | | | 101.5% | |
| 1110 Photocopying Income | 0 | 100 | 100 | | | 0.0% | |
| 1120 Community Events Income | 1,627 | 600 | (1,027) | | | 271.1% | |
| 1200 Hiring Fees | 403 | 0 | (403) | | | 0.0% | |
| 1300 Football Income | 2,109 | 1,000 | (1,109) | | | 210.9% | |
| 1310 Cricket Income | 2,164 | 1,700 | (464) | | | 127.3% | |
| 1900 Other Income | 1,340 | 500 | (840) | | | 267.9% | |
| Income :- Income | 217,644 | 4,900 | (212,744) | | | 4441.7% | 0 |

Movement to/(from) Gen Reserve

217,644

| | | | | | | | |
|--|---------------|----------------|---------------|----------|---------------|--------------|----------|
| 110 Administration | | | | | | | |
| 4000 Salaries | 28,216 | 81,404 | 53,188 | | 53,188 | 34.7% | |
| 4010 Employer's Pension | 6,815 | 18,934 | 12,119 | | 12,119 | 36.0% | |
| 4030 Sickness/Holiday Cover | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 4055 Insurance | 1,420 | 10,500 | 9,080 | | 9,080 | 13.5% | |
| 4060 Audit | 850 | 2,000 | 1,150 | | 1,150 | 42.5% | |
| 4070 Legal & Professional Fees | 2,674 | 2,000 | (674) | | (674) | 133.7% | |
| 4075 Postage | 0 | 450 | 450 | | 450 | 0.0% | |
| 4080 Stationery | 121 | 800 | 679 | | 679 | 15.1% | |
| 4085 Printer Consumables | 400 | 750 | 350 | | 350 | 53.3% | |
| 4090 Admin Maintenance | 1,078 | 2,000 | 922 | | 922 | 53.9% | |
| 4095 Bank Charges | (0) | 30 | 30 | | 30 | (1.4%) | |
| 4100 Chairman's Allowance | 158 | 300 | 142 | | 142 | 52.5% | |
| 4105 Conference/Training/Staffing | 1,306 | 2,500 | 1,194 | | 1,194 | 52.2% | |
| 4110 Clothing | 195 | 1,000 | 805 | | 805 | 19.5% | |
| 4115 Newsletter | 1,799 | 3,500 | 1,701 | | 1,701 | 51.4% | |
| 4120 Telephone & Broadband | 474 | 1,000 | 526 | | 526 | 47.4% | |
| 4125 Mobile Phone | 484 | 500 | 16 | | 16 | 96.9% | |
| 4132 Subscriptions | 1,580 | 1,700 | 120 | | 120 | 92.9% | |
| 4133 Software and support | 1,412 | 2,500 | 1,088 | | 1,088 | 56.5% | |
| 4140 Card Payments | 0 | 300 | 300 | | 300 | 0.0% | |
| 4150 Website | 447 | 800 | 353 | | 353 | 55.9% | |
| 4160 Noticeboards | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4990 Sundry Expenses | 323 | 1,500 | 1,177 | | 1,177 | 21.5% | |
| Administration :- Indirect Expenditure | 49,750 | 139,968 | 90,218 | 0 | 90,218 | 35.5% | 0 |

Movement to/(from) Gen Reserve

(49,750)

Detailed Income & Expenditure by Budget Heading 01/09/2018

Month No: 6

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 150 Parish Office | | | | | | | |
| 4055 Insurance | (1,420) | 0 | 1,420 | | 1,420 | 0.0% | |
| 4120 Telephone & Broadband | 3 | 0 | (3) | | (3) | 0.0% | |
| 4395 Business Rates | 13,292 | 500 | (12,792) | | (12,792) | 2658.3% | |
| 4400 Gas | 120 | 1,000 | 880 | | 880 | 12.0% | |
| 4405 Electricity | 203 | 800 | 597 | | 597 | 25.4% | |
| 4410 Water | 0 | 500 | 500 | | 500 | 0.0% | |
| 4415 Repairs | 50 | 0 | (50) | | (50) | 0.0% | |
| 4420 CCTV Maintenance | 104 | 500 | 396 | | 396 | 20.9% | |
| 4425 Health & Safety | 333 | 500 | 167 | | 167 | 66.6% | |
| 4435 Cleaning | 295 | 300 | 5 | | 5 | 98.3% | |
| 4440 Contract cleaning | 1,529 | 7,800 | 6,271 | | 6,271 | 19.6% | |
| 4990 Sundry Expenses | 126 | 0 | (126) | | (126) | 0.0% | |
| Parish Office :- Indirect Expenditure | 14,635 | 11,900 | (2,735) | 0 | (2,735) | 123.0% | 0 |
| Movement to/(from) Gen Reserve | (14,635) | | | | | | |
| 200 Property Maintenance Staff | | | | | | | |
| 4000 Salaries | 42,538 | 114,223 | 71,685 | | 71,685 | 37.2% | |
| 4010 Employer's Pension | 11,217 | 15,623 | 4,406 | | 4,406 | 71.8% | |
| 4030 Sickness/Holiday Cover | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| Property Maintenance Staff :- Indirect Expenditure | 53,756 | 132,846 | 79,090 | 0 | 79,090 | 40.5% | 0 |
| Movement to/(from) Gen Reserve | (53,756) | | | | | | |
| 210 Machinery and Van | | | | | | | |
| 4300 Machinery - General Repairs | 111 | 5,500 | 5,389 | | 5,389 | 2.0% | |
| 4305 Fuel | 2,275 | 7,000 | 4,725 | | 4,725 | 32.5% | |
| 4310 Road Tax | 500 | 500 | 0 | | 0 | 100.0% | |
| 4315 Maintenance - Vans | 483 | 1,250 | 767 | | 767 | 38.6% | |
| 4320 Vehicle Insurance | 1,246 | 3,000 | 1,754 | | 1,754 | 41.5% | |
| 4595 General Maintenance | 4 | 0 | (4) | | (4) | 0.0% | |
| Machinery and Van :- Indirect Expenditure | 4,620 | 17,250 | 12,630 | 0 | 12,630 | 26.8% | 0 |
| Movement to/(from) Gen Reserve | (4,620) | | | | | | |
| 230 Crowdhill Community Building | | | | | | | |
| 1200 Hiring Fees | 4,756 | 25,000 | 20,244 | | | 19.0% | |
| 1900 Other Income | 2,055 | 0 | (2,055) | | | 0.0% | |
| Crowdhill Community Building :- Income | 6,811 | 25,000 | 18,189 | | | 27.2% | 0 |
| 4120 Telephone & Broadband | 1,087 | 1,000 | (87) | | (87) | 108.7% | |

Detailed Income & Expenditure by Budget Heading 01/09/2018

Month No: 6

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4395 Business Rates | 463 | 0 | (463) | | (463) | 0.0% | |
| 4400 Gas | 786 | 1,200 | 414 | | 414 | 65.5% | |
| 4405 Electricity | 1,053 | 800 | (253) | | (253) | 131.7% | |
| 4410 Water | 0 | 500 | 500 | | 500 | 0.0% | |
| 4415 Repairs | 255 | 500 | 245 | | 245 | 51.0% | |
| 4425 Health & Safety | 226 | 3,000 | 2,774 | | 2,774 | 7.5% | |
| 4435 Cleaning | 217 | 300 | 83 | | 83 | 72.2% | |
| 4440 Contract cleaning | 0 | 10,920 | 10,920 | | 10,920 | 0.0% | |
| 4450 Equipment - Internal | 13,017 | 0 | (13,017) | | (13,017) | 0.0% | |
| 4455 Equipment - External | 10,247 | 0 | (10,247) | | (10,247) | 0.0% | |
| 4680 General Bin Emptying | 81 | 1,000 | 919 | | 919 | 8.1% | |
| 4990 Sundry Expenses | 13 | 0 | (13) | | (13) | 0.0% | |
| Crowdhill Community Building :- Indirect Expenditure | 27,446 | 19,220 | (8,226) | 0 | (8,226) | 142.8% | 0 |
| Movement to/(from) Gen Reserve | (20,635) | | | | | | |
| <u>240 Pavilion</u> | | | | | | | |
| 4120 Telephone & Broadband | 315 | 1,000 | 685 | | 685 | 31.5% | |
| 4400 Gas | (235) | 1,000 | 1,235 | | 1,235 | (23.5%) | |
| 4405 Electricity | (60) | 800 | 860 | | 860 | (7.6%) | |
| 4410 Water | 0 | 500 | 500 | | 500 | 0.0% | |
| 4415 Repairs | 200 | 12,600 | 12,400 | | 12,400 | 1.6% | |
| 4420 CCTV Maintenance | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4425 Health & Safety | 1,368 | 2,000 | 632 | | 632 | 68.4% | |
| 4430 Kitchen | 0 | 500 | 500 | | 500 | 0.0% | |
| 4435 Cleaning | 53 | 300 | 247 | | 247 | 17.6% | |
| Pavilion :- Indirect Expenditure | 1,641 | 19,700 | 18,059 | 0 | 18,059 | 8.3% | 0 |
| Movement to/(from) Gen Reserve | (1,641) | | | | | | |
| <u>250 HHCC</u> | | | | | | | |
| 4120 Telephone & Broadband | 241 | 1,000 | 759 | | 759 | 24.1% | |
| 4420 CCTV Maintenance | 200 | 200 | 0 | | 0 | 100.0% | |
| HHCC :- Indirect Expenditure | 441 | 1,200 | 759 | 0 | 759 | 36.8% | 0 |
| Movement to/(from) Gen Reserve | (441) | | | | | | |
| <u>280 Other Properties</u> | | | | | | | |
| 4480 Bus Shelters | 0 | 200 | 200 | | 200 | 0.0% | |
| 4485 Memorial | 0 | 100 | 100 | | 100 | 0.0% | |
| 4490 Memorial Clock | 200 | 200 | 0 | | 0 | 100.0% | |
| 4500 Speedwatch | 0 | 200 | 200 | | 200 | 0.0% | |

Detailed Income & Expenditure by Budget Heading 01/09/2018

Month No: 6

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4505 Village Flowers | 1,923 | 1,900 | (23) | | (23) | 101.2% | |
| Other Properties :- Indirect Expenditure | <u>2,123</u> | <u>2,600</u> | <u>477</u> | <u>0</u> | <u>477</u> | <u>81.7%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>(2,123)</u> | | | | | | |
| 290 General Grounds Maintenance | | | | | | | |
| 4530 Equipment - Purchases | 545 | 2,000 | 1,455 | | 1,455 | 27.2% | |
| 4535 Equipment - Maintenance | 516 | 1,500 | 984 | | 984 | 34.4% | |
| 4540 Materials | 307 | 1,500 | 1,193 | | 1,193 | 20.5% | |
| 4595 General Maintenance | 31 | 0 | (31) | | (31) | 0.0% | |
| General Grounds Maintenance :- Indirect Expenditure | <u>1,398</u> | <u>5,000</u> | <u>3,602</u> | <u>0</u> | <u>3,602</u> | <u>28.0%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>(1,398)</u> | | | | | | |
| 300 Lapstone Playing Fields | | | | | | | |
| 4570 Equipment - Cricket Maint. | 0 | 500 | 500 | | 500 | 0.0% | |
| 4575 Cricket (Winter) | 0 | 500 | 500 | | 500 | 0.0% | |
| 4580 Football | 1,462 | 1,500 | 38 | | 38 | 97.5% | |
| 4585 Tennis | 0 | 500 | 500 | | 500 | 0.0% | |
| 4590 Pitch Maintenance | 8,505 | 8,000 | (505) | | (505) | 106.3% | |
| 4595 General Maintenance | 566 | 1,000 | 434 | | 434 | 56.6% | |
| 4600 Dog Bin Emptying | 73 | 200 | 127 | | 127 | 36.5% | |
| 4680 General Bin Emptying | 411 | 1,000 | 589 | | 589 | 41.1% | |
| Lapstone Playing Fields :- Indirect Expenditure | <u>11,017</u> | <u>13,200</u> | <u>2,183</u> | <u>0</u> | <u>2,183</u> | <u>83.5%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>(11,017)</u> | | | | | | |
| 310 Knowle Park | | | | | | | |
| 4595 General Maintenance | 570 | 2,000 | 1,430 | | 1,430 | 28.5% | |
| 4630 Fencing | 306 | 500 | 194 | | 194 | 61.2% | |
| 4640 Water Supply -White Tree Close | 0 | 100 | 100 | | 100 | 0.0% | |
| 4645 Seating/Bins | 0 | 200 | 200 | | 200 | 0.0% | |
| Knowle Park :- Indirect Expenditure | <u>876</u> | <u>2,800</u> | <u>1,924</u> | <u>0</u> | <u>1,924</u> | <u>31.3%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>(876)</u> | | | | | | |
| 320 New Century Park | | | | | | | |
| 4420 CCTV Maintenance | 250 | 1,000 | 750 | | 750 | 25.0% | |
| 4595 General Maintenance | 772 | 1,000 | 228 | | 228 | 77.2% | |
| 4670 Signs & Bins | 15 | 200 | 185 | | 185 | 7.3% | |
| 4680 General Bin Emptying | 23 | 0 | (23) | | (23) | 0.0% | |
| New Century Park :- Indirect Expenditure | <u>1,060</u> | <u>2,200</u> | <u>1,140</u> | <u>0</u> | <u>1,140</u> | <u>48.2%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>(1,060)</u> | | | | | | |

Detailed Income & Expenditure by Budget Heading 01/09/2018

Month No: 6

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 330 Knowle Hill | | | | | | | |
| 4545 Fly tipping | 0 | 250 | 250 | | 250 | 0.0% | |
| 4595 General Maintenance | 0 | 500 | 500 | | 500 | 0.0% | |
| 4675 Signs | 0 | 100 | 100 | | 100 | 0.0% | |
| Knowle Hill :- Indirect Expenditure | <u>0</u> | <u>850</u> | <u>850</u> | <u>0</u> | <u>850</u> | <u>0.0%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>0</u> | | | | | | |
| 350 Lapstone Farm | | | | | | | |
| 4595 General Maintenance | 0 | 500 | 500 | | 500 | 0.0% | |
| 4670 Signs & Bins | 0 | 100 | 100 | | 100 | 0.0% | |
| 4790 Footpaths | 0 | 500 | 500 | | 500 | 0.0% | |
| Lapstone Farm :- Indirect Expenditure | <u>0</u> | <u>1,100</u> | <u>1,100</u> | <u>0</u> | <u>1,100</u> | <u>0.0%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>0</u> | | | | | | |
| 360 Oak Walk | | | | | | | |
| 4595 General Maintenance | 0 | 500 | 500 | | 500 | 0.0% | |
| 4670 Signs & Bins | 0 | 100 | 100 | | 100 | 0.0% | |
| Oak Walk :- Indirect Expenditure | <u>0</u> | <u>600</u> | <u>600</u> | <u>0</u> | <u>600</u> | <u>0.0%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>0</u> | | | | | | |
| 370 Daisy Dip | | | | | | | |
| 4595 General Maintenance | 0 | 500 | 500 | | 500 | 0.0% | |
| 4670 Signs & Bins | 0 | 100 | 100 | | 100 | 0.0% | |
| Daisy Dip :- Indirect Expenditure | <u>0</u> | <u>600</u> | <u>600</u> | <u>0</u> | <u>600</u> | <u>0.0%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>0</u> | | | | | | |
| 380 Wyvern Meadow | | | | | | | |
| 4595 General Maintenance | 16 | 500 | 484 | | 484 | 3.2% | |
| 4675 Signs | 0 | 100 | 100 | | 100 | 0.0% | |
| Wyvern Meadow :- Indirect Expenditure | <u>16</u> | <u>600</u> | <u>584</u> | <u>0</u> | <u>584</u> | <u>2.7%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>(16)</u> | | | | | | |
| 400 Play Areas General | | | | | | | |
| 4750 ROSPA Fees | 344 | 1,000 | 656 | | 656 | 34.4% | |
| Play Areas General :- Indirect Expenditure | <u>344</u> | <u>1,000</u> | <u>656</u> | <u>0</u> | <u>656</u> | <u>34.4%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>(344)</u> | | | | | | |

Detailed Income & Expenditure by Budget Heading 01/09/2018

Month No: 6

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 410 New Century Park Play Area | | | | | | | |
| 4595 General Maintenance | 116 | 500 | 384 | | 384 | 23.2% | |
| 4670 Signs & Bins | 0 | 100 | 100 | | 100 | 0.0% | |
| New Century Park Play Area :- Indirect Expenditure | 116 | 600 | 484 | 0 | 484 | 19.4% | 0 |
| Movement to/(from) Gen Reserve | (116) | | | | | | |
| 420 Dean Road Play Area | | | | | | | |
| 4595 General Maintenance | 0 | 500 | 500 | | 500 | 0.0% | |
| 4670 Signs & Bins | 0 | 100 | 100 | | 100 | 0.0% | |
| Dean Road Play Area :- Indirect Expenditure | 0 | 600 | 600 | 0 | 600 | 0.0% | 0 |
| Movement to/(from) Gen Reserve | 0 | | | | | | |
| 430 Meadowsweet Way Play Area | | | | | | | |
| 4595 General Maintenance | 932 | 1,000 | 68 | | 68 | 93.2% | |
| 4670 Signs & Bins | 84 | 100 | 16 | | 16 | 84.4% | |
| Meadowsweet Way Play Area :- Indirect Expenditure | 1,016 | 1,100 | 84 | 0 | 84 | 92.4% | 0 |
| Movement to/(from) Gen Reserve | (1,016) | | | | | | |
| 440 Knowle Park Play Area | | | | | | | |
| 4595 General Maintenance | 17,140 | 20,000 | 2,860 | | 2,860 | 85.7% | |
| 4670 Signs & Bins | 0 | 100 | 100 | | 100 | 0.0% | |
| 4770 Skatepark | 984 | 1,000 | 16 | | 16 | 98.4% | |
| Knowle Park Play Area :- Indirect Expenditure | 18,124 | 21,100 | 2,976 | 0 | 2,976 | 85.9% | 0 |
| Movement to/(from) Gen Reserve | (18,124) | | | | | | |
| 500 Allotments | | | | | | | |
| 1500 Allotment Income | 178 | 2,700 | 2,522 | | | 6.6% | |
| Allotments :- Income | 178 | 2,700 | 2,522 | | | 6.6% | 0 |
| 4410 Water | 29 | 0 | (29) | | (29) | 0.0% | |
| 4800 Allotments - Knowle Park | 770 | 2,000 | 1,230 | | 1,230 | 38.5% | |
| 4805 Allotments - Campbell Way | 29 | 100 | 71 | | 71 | 28.6% | |
| 4810 Allotments - Knowle Lane Ditch | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| Allotments :- Indirect Expenditure | 828 | 3,600 | 2,772 | 0 | 2,772 | 23.0% | 0 |
| Movement to/(from) Gen Reserve | (650) | | | | | | |

Detailed Income & Expenditure by Budget Heading 01/09/2018

Month No: 6

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 510 Cemetery | | | | | | | |
| 1520 Burials Income | 1,241 | 8,000 | 6,759 | | | 15.5% | |
| 1530 Memorials Income | 934 | 2,400 | 1,467 | | | 38.9% | |
| 1540 Cremation Income | 254 | 4,000 | 3,746 | | | 6.3% | |
| Cemetery :- Income | 2,429 | 14,400 | 11,972 | | | 16.9% | 0 |
| 4410 Water | 0 | 200 | 200 | | 200 | 0.0% | |
| 4595 General Maintenance | 645 | 500 | (145) | | (145) | 129.0% | |
| Cemetery :- Indirect Expenditure | 645 | 700 | 55 | 0 | 55 | 92.1% | 0 |
| Movement to/(from) Gen Reserve | 1,784 | | | | | | |
| 550 Trees | | | | | | | |
| 4825 Tree survey | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4830 Trees - Lapstone Playing Field | 0 | 500 | 500 | | 500 | 0.0% | |
| 4831 Trees - Knowle Park | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4832 Trees - New Century Park | 0 | 500 | 500 | | 500 | 0.0% | |
| 4833 Trees - Knowle Hill | 0 | 500 | 500 | | 500 | 0.0% | |
| 4834 Trees - Lapstone Farm | 0 | 500 | 500 | | 500 | 0.0% | |
| 4835 Trees - Oak Walk | 0 | 500 | 500 | | 500 | 0.0% | |
| 4836 Trees - Daisy Dip | 0 | 500 | 500 | | 500 | 0.0% | |
| 4837 Trees - Wyvern Meadow | 0 | 500 | 500 | | 500 | 0.0% | |
| 4838 Trees - Fair Oak Cemetery | 0 | 500 | 500 | | 500 | 0.0% | |
| 4839 Trees-HHCC open space | 0 | 500 | 500 | | 500 | 0.0% | |
| Trees :- Indirect Expenditure | 0 | 8,000 | 8,000 | 0 | 8,000 | 0.0% | 0 |
| Movement to/(from) Gen Reserve | 0 | | | | | | |
| 600 Other Expenses | | | | | | | |
| 1600 Community Events Income | 455 | 1,500 | 1,045 | | | 30.3% | |
| Other Expenses :- Income | 455 | 1,500 | 1,045 | | | 30.3% | 0 |
| 4850 Section 137 - Grants | 600 | 4,000 | 3,400 | | 3,400 | 15.0% | |
| 4855 Section 137 - Street Pastors | 500 | 500 | 0 | | 0 | 100.0% | |
| 4860 Village Centre Project | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4865 Election Expenses | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4870 Youth Project | 0 | 25,000 | 25,000 | | 25,000 | 0.0% | |
| 4875 Community Events Expenditure | 1,744 | 4,700 | 2,956 | | 2,956 | 37.1% | |
| 4880 PCSO Funding | 0 | 8,000 | 8,000 | | 8,000 | 0.0% | |
| Other Expenses :- Indirect Expenditure | 2,844 | 44,200 | 41,356 | 0 | 41,356 | 6.4% | 0 |
| Movement to/(from) Gen Reserve | (2,389) | | | | | | |

Detailed Income & Expenditure by Budget Heading 01/09/2018

Month No: 6

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 900 Reserves Spend | | | | | | | |
| 4994 New Office&Compound General | 4,156 | 0 | (4,156) | | (4,156) | 0.0% | 5,189 |
| 4996 RBS Software from gen reserve | (962) | 0 | 962 | | 962 | 0.0% | |
| Reserves Spend :- Indirect Expenditure | 3,195 | 0 | (3,195) | 0 | (3,195) | | 5,189 |
| 6000 plus Transfer from EMR | 5,189 | | | | | | |
| Movement to/(from) Gen Reserve | 1,995 | | | | | | |
| Grand Totals:- Income | 227,516 | 48,500 | (179,016) | | | 469.1% | |
| Expenditure | 195,890 | 452,534 | 256,644 | 0 | 256,644 | 43.3% | |
| Net Income over Expenditure | 31,626 | (404,034) | (435,660) | | | | |
| plus Transfer from EMR | 5,189 | | | | | | |
| Movement to/(from) Gen Reserve | 36,816 | | | | | | |

FINANCE & STAFFING COMMITTEE – 1 OCTOBER 2018

COMMUNITY INVESTMENT PROGRAMME

1. PURPOSE

- 1.1 To discuss the draft Community Investment Programme (CIP) and make recommendations for any alternations for submission to Eastleigh Borough Council for consideration.

2. BACKGROUND

- 2.1 The Community Investment Programme for Fair Oak and Horton Heath is a rolling programme which identifies areas of investment within the local community. Eastleigh Borough Council as the principal authority, receives monies through the Planning process via Section 106 agreements most commonly known as 'developers contributions'. Every year the Borough Council seeks the views of Town and Parish Council for their ideas on investments needed in their areas. This assists the Planning Officers when drafting Section 106 contracts with developers.
- 2.2 Once the Parishes have identified projects for inclusion on the Community Investment Programme it is submitted to Eastleigh Borough Council. It is essentially a 'wish list'.
- 2.3 The Community Investment Programme was last agreed by the Local Area Committee in March 2018.

3. THE COMMUNITY INVESTMENT PROGRAMME

- 3.1 The Community Investment Programme is an important tool used to identify projects which help to support neighbourhoods and enhance the lives of local people. This could be achieved by delivering new community assets or ensuring that current assets are modernised and adequately maintained. Members are asked to consider short to medium term projects for inclusion in the Plan. The draft programme is attached at **Appendix 1**.
- 3.2 Members might find it helpful to identify core themes that they feel would benefit residents and assign a project under each theme. Themes could include (in no particular order): -
 - Thriving rural villages – places for leisure (eat/drink), attractive places to shop, opportunities for employment. Broadband connectivity and access to community transport
 - Health and well-being – open spaces, with multiple sport use. Safe and attractive cycle and pathways – linking local communities
 - Improved community infrastructure – community transport, medical facilities, community buildings with diverse services such as creche, library, café
 - Sustainable environment – maintain rural nature, maintain local heritage
 - Social inclusion – facilities for both young and old, easy access, affordable
- 3.3 Things to consider: -
 - Cricket - The possibility of the introduction of a second cricket wicket at Lapstone playing fields. If a second wicket is put on the current site whilst retaining the football pitches, the Pavilion changing rooms will need to be extended. The Pavilion will require modernising throughout with increased use. The car park may need to be extended. If the introduction of a second wicket means that football pitches can be moved*, then the extension to the Pavilion is not needed. However, general decorating will need to take place.

- Football – out of both sports, football provides the most income. If the Parish had all weather pitches, this would mean regular, all year income. The demand for football, particularly for women's teams has increased. Provision of football should be considered in conjunction with the Horton Heath development and the allocated open space that will be provided. *multi-use sites are harder for ground staff to maintain and for office staff to manage bookings, income and conflicting expectations/demands from differing sports.
- The current Local Plan proposals include village centres for the two new developments at Bishopstoke and Fair Oak. Should this occur, this will have an impact on the future sustainability of Fair Oak Village Centre. Sandy Lane shops?
- Transfer of open space(s) from Eastleigh Borough Council to the Parish – the Parish is likely to see and increase in the transfer of open space from the Borough (Horton Heath, Pembers Hill Drive and Pembers Hill) this will increase the workload of the ground staff as well as increase the need for additional equipment. Storage of this equipment (via a small depot) with toilets for ground staff should be considered at Horton Heath.
- Horton Heath – any allocated open space – should have allotment space. Currently 22 residents on the waiting list. Community building – what facilities should this offer? (creche, café, multi-purpose function rooms). Free wifi!

3.4 The Programme will be submitted to every Committee for discussion and will be submitted to Full Council on 15 October 2018 for final approval prior to submission to Eastleigh Borough Council.

4. LEISURE & PROPERTIES/POLICY & RESOURCES COMMITTEES COMMENTS

4.1 The Leisure & Properties Committee considered this matter at their meeting on 10 September and the Policy & Resources Committee on 17 September. The Leisure & Properties Committee made the suggestion that the CIP be amalgamated with the Council's asset register in order to assist members with allocating projects to the CIP. This was supported by the Policy & Resources Committee.

5. RECOMMENDATIONS

5.1 That members consider the current Community Investment Plan as set out in Appendix 1 and make recommendations for submission to Eastleigh Borough Council for consideration.

For further information:

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

APPENDIX 1

| Project/location | Proposal | Priority (L-M-H) | When (S-M-L) | Size (S-M-L) | Feasibility / Cost exercise Total Project Cost | Allocated DCs | Short-term allocation required (estimate if no Feasibility) | Long-term allocation required (estimate if no Feasibility) | Justification/comment |
|---|--|------------------|--------------|--------------|--|---------------|---|--|---|
| CS Objective – Green Borough – Developing green infrastructure | | | | | | | | | |
| Open space/Local First | | | | | | | | | |
| New Century Park | Demolition of scout hut and provision of car park and enhance New Century Park play area facilities, also increasing Park and Stride capability of the area | H | S | M | No | | 80,000 | | The Scout troop have now been re-housed in the Crowdhill (Woodland) Community Centre and the building is now dormant. New Century Park well used by people of all ages. Car Parking very limited and locals unable to use the village hall car park as gate is locked and often closed. Park and Stride not permitted from the village hall car park. Facilities need enhancing and car parking provided to maximise appropriate use of this key village open space. Play are needs enlarging and enhancing subject to the demolition of the scout hut which is no longer required due to the scouts finding a new base. Building is past its useful lifecycle and is no longer viable to run and maintain. |
| | New Play equipment for existing play area. | M | M | M | No | | 70,000 | | Equipment in young children's areas felt not suitable for very young toddlers when parents are there with older under 8s. Also equipment is over 30 years old and does not meet current safety practices. |
| New Allotments | Large requirement for allotments. | M | M | L-M | No | | | 95,000 | Existing allotments very popular and have waiting list (25 people – at least 2 years waiting currently). Provides health and well-being, economic and environmental benefits to community. Needs to be at Horton Heath end of parish. |
| LAP Objective – Green Borough – community facilities/community development | | | | | | | | | |
| Fair Oak Village Hall | Fair Oak village hall extension | M | M-L | L | 450,000 (2016) | | | 450,000 | Village hall committee wants to extend the premises to enable more hiring's. £450k + VAT (2016), for build and fit out of 300m sq building. £10k for planning permission and full consultancy services |
| Fair Oak library | Extend existing library to meet the needs of expanding population. | M | M | L | No | | | 500,000 | New facility to meet MLA space standards. Space at existing library falls below MLA space standards when taking into account projected increase in future population. HCC to advise further in light of proposals at Horton Heath. |
| LAP Objective – Green Borough – quality public realm | | | | | | | | | |
| General Improvement Areas | Chamberlayne Arms Square refurb and other landscaping eg raised planters | M | L | | | 20,000 | 200,000 | | 1970s scheme is now in poor state of repair and run down. Explore sponsorship opportunities and other funding as only £20k available from DCs |
| CS Objective – Healthy Community – Enabling healthier lifestyles / wellbeing | | | | | | | | | |
| Lapstone Playing Fields | Extra changing rooms for the playing fields at Lapstone playing fields | H | S | L | 255,000 | 50,000 | | | Two team changing rooms plus official's space. The new changing rooms are to enable more girls to be accommodated as users. Girls remain under-represented in football and cricket |
| CS Objective – Prosperous Place – Increase provision of housing and more diverse mix | | | | | | | | | |
| | Development of Local Plan sites and exception sites | H | S-M-L | | | | | | Development of a range of sites |
| CS Objective – Prosperous Place – Ensuring appropriate infrastructure inc. employment land | | | | | | | | | |
| | Delivery of local Plan | H | S-M-L | | | | | | |
| CS Objective – Prosperous Place – Enabling the right skills and employment mix | | | | | | | | | |
| | To be developed through the Prosperous Places Strategy | H | S-M-L | | | | | | |
| CS Objective – Prosperous Place – Reinventing town and local centres | | | | | | | | | |
| Fair Oak Village Centre | Full upgrade and enhancement of the village centre to enable new and existing residents to be part of the community by maintaining a vibrant, effective hub. | H-M | S-M | L | No | | | 100,000 - 5,000,000 | Currently the village centre has become tired and lacks the capacity to meet the needs of an increasing population. Investment is needed to ensure a vibrant local hub is available to maintain community cohesion an attractive environment, the health, wellbeing and economic sustainability of the population |



Fair Oak & Horton Heath Parish Council

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

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

Da

APPLICATION FOR GRANT AID

| | | |
|----|--|--|
| 1 | Name and address of Organisation | FAIR OAK VILLAGE HALL SHORTS ROAD FAIR OAK SO50 7EJ |
| 2 | Name and address of the person making this application on behalf of the Organisation | DIANE RADDON 8 CARROL CLOSE FAIR OAK SO50 7LW |
| | Email address | XXXXXXXXXXXXXXXXXXXX |
| 3 | Your position in the Organisation | Treasurer to the Board of Trustees |
| 4 | Telephone number for communication | Home XXXXXXXXXX Hall 023 806082282 |
| 5 | If a Registered Charity, please give Charity Number | 279089 |
| 6 | What are the objectives of the Organisation, and do any "Membership" criteria apply? | To provide hall facilities to the residents of Fair Oak. |
| 7 | What is your total "Membership", and what proportion or number are resident in Fair Oak and Horton Heath | N/A |
| 8 | Is the grant to solely benefit residents of Fair Oak and Horton Heath? | YES/NO (If not what proportion or number of FO&HH residents will benefit?) |
| 9 | What is the total cost for this project? | £732 |
| 10 | What is the total amount of Grant Aid sought? | £400 |

| | | |
|----|--|---|
| 11 | Have you applied to or do you intend to apply to any other organisations for Grant Aid for the coming year? | No |
| 12 | For what purpose is the Grant required? | To help put on a professional pantomime |
| 13 | What is your estimated income for the coming year? | £50k |
| 14 | What is your estimated expenditure for the coming year? | £49k. |
| 15 | Please give details of any other applications for funding that you have made to the Parish Council in the past year or are planning to make. | |

Signature .. ~~XXXXXXXXXXXX~~ Date 5/9/18

After completion, please return the Form the Clerk to the Parish Council at the address at the head of the Form. Please send:-

- 1 The completed application form.
- 2 A copy of the most recent audited Income and Expenditure Account and Balance Sheet for your Organisation, together with a copy of relevant bank statements covering the period since that Balance Sheet date.
- 3 A copy of the Organisation's constitution or other Governing Instrument.
4. Copies of any quotations, estimates or budgets for any project for which Grant Aid is sought.



HURRICANE PRODUCTIONS LTD

Theatrical Production Co.
0800 731 2677

DIANE RADDON
FAIR OAK VILLAGE HALL
SHORTS ROAD
FAIR OAK, EASTLEIGH
HAMPSHIRE
SO50 7EJ

'Peter Pan'

Performance Contract

YOUR REFERENCE #

50097

VENUE: FAIR OAK VILLAGE HALL SHORTS ROAD, SO50 7EJ

DATE OF PERFORMANCE:

SATURDAY 15TH DECEMBER

TIME OF PERFORMANCE:

~~2.00 PM~~ 2.30pm agreed by phone with Chris on

TOTAL PRICE:

£610.00 + VAT (£732.00)

18/4/18

Your performance is confirmed, you are now liable for the deposit, please sign both copies of the contract, return one copy in SAE with £180.00, cheques payable to: HURRICANE PRODUCTIONS LTD

If paying deposit via BACS, please ensure your transaction is referenced **50097** and tick here ☐

Hurricane Productions Ltd. HSBC Sort Code 40-47-11 Account 82109301

You will be invoiced 28 days prior to performance, payment must be received no later than 14 days prior to performance.

I HAVE READ THE TERMS & CONDITIONS BELOW AND HEREBY CONFIRM THE ABOVE PANTOMIME BOOKING.

SIGNED:ISSUE DATE: 16/04/2018
FAIR OAK VILLAGE HALL

PRINT NAME:.....

Terms & Conditions:

In the event that you decide to cancel your show, we must receive your written / email cancellation more than 28 days prior to SATURDAY 15TH DECEMBER you will forfeit only the deposit.

If your cancellation is received between 28-14 days prior to performance you will be liable for 50% price of your performance.

**** If you cancel for whatever reason within 14 days of performance you will be liable for 100% of the total price ****

In the event of the school being closed due to bad weather we cannot offer a refund. All actors are pre-paid. We will endeavor to reschedule if possible (within the 'Peter Pan' tour) but there will be an additional fee of £300.00 as it will be a different team of actors.

In the unlikely event we the 'company' are forced to cancel a performance, we will endeavour to reschedule your performance, if this is not possible, you will be entitled to an immediate refund of any payments received.

This contract excludes any right to claim for consequential loss by either party.

FREEPOST RTTR-EGTU-KYRL 7 Glenfield Road, Banstead, Surrey SM7 2DG

email: office@touringtheatre.com / website: www.touringtheatre.com

| FAIR OAK VILLAGE HALL MANAGEMENT COMMITTEE - Receipts and Payments Account for the Year End 31/03/2018 | | | | | | |
|--|-----------|--|--|------------------|-------------|--------------------|
| RECEIPTS | 2017 | | | | 2018 | |
| Lettings - Society | 37,930.18 | | | | £ 39,292.00 | |
| Lettings - Private | 4,028.00 | | | | £ 3,523.00 | |
| Local Council PC Rent | 6,700.00 | | | | £ 5,100.00 | |
| Donations | - | | | | £ 71.00 | |
| Misc | 168.69 | | | | £ 135.06 | |
| Interest HICA | 1.07 | | | | £ 0.90 | |
| Interest 14 Day Notice | 24.38 | | | | £ 18.68 | |
| Grants | 300.00 | | | | £ 800.00 | |
| Fund Raising | 2,353.00 | | | | £ 1,576.75 | |
| Insurance payment | - | | | 51,505.32 | | £ 50,517.39 |
| LESS PAYMENTS | | | | | | |
| Wages | 23,002.07 | | | | £ 24,608.56 | |
| Water Rates | 931.20 | | | | £ 1,390.86 | |
| Gas | 1,349.00 | | | | £ 1,656.00 | |
| Electric | 2,088.00 | | | | £ 2,578.00 | |
| Telephone | 1,268.89 | | | | £ 1,320.22 | |
| Bank Charges | 18.38 | | | | £ 18.38 | |
| Maintenance | 4,898.74 | | | | £ 6,546.16 | |
| Miscellaneous Expenses | 202.50 | | | | £ 135.00 | |
| Admin/Stationery | 1,027.07 | | | | £ 2,118.46 | |
| Insurance Premium | 1,202.01 | | | | £ 1,188.29 | |
| Deposit Refunds | 775.00 | | | | £ 695.00 | |
| Interest Revenue | 1,442.40 | | | | £ 1,028.00 | |
| Honorariums | 400.00 | | | | £ 400.00 | |
| Fund Raising Events | 1,334.00 | | | | £ 732.00 | |
| PPL Licence | 1,044.00 | | | | £ 1,104.41 | |
| New Tables | - | | | | £ 1,106.57 | |
| Plumbing | 768.00 | | | | £ 492.00 | |
| Toilet refurbishment | - | | | | £ 450.00 | |
| Decorating internal | | | | | £ 930.00 | |
| New Windows Porch | 1,159.00 | | | | £ - | |
| Landscape contribution Pre-School | 1,000.00 | | | | £ - | |
| | | | | 43,910.26 | | £ 48,497.91 |
| | | | | 7,595.06 | | £ 2,019.48 |
| Add as at 1st April | | | | | | |
| Current Account HSBC Fund Raising | 2,538.24 | | | | £ 3,898.86 | |
| Current Account Nat West | 13,424.10 | | | | £ 19,633.09 | |
| HICA | 1,863.30 | | | | £ 1,864.37 | |
| 14 Day Notice | 12,082.19 | | | | £ 12,106.57 | |
| Made up as:- | | | | | | |
| Current Account HSBC Fund Raising | 3,898.86 | | | 29,907.83 | £ 5,513.29 | £ 37,502.89 |
| Current Account Nat West | 19,633.09 | | | 37,502.89 | £ 20,018.56 | £ 39,522.37 |
| HICA | 1,864.37 | | | | £ 1,865.27 | |
| 14 Day Notice | 12,106.57 | | | | £ 12,125.25 | |
| | | | | 37,502.89 | | £ 39,522.37 |



Fair Oak & Horton Heath Parish Council

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

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

Db

APPLICATION FOR GRANT AID

| | | |
|---|---|---|
| 1 | Name and address of Organisation | Knowle Park Allotment Association |
| 2 | Name and address of the person making this application on behalf of the Organisation Email address | Robina Conduct 13 Burnetts gdns. Horton Heath Eastleigh SO50 7BY XXXXXXXXXXXX |
| 3 | Your position in the Organisation | Committee member |
| 4 | Telephone number for communication | XXXXXXXX |
| 5 | If a Registered Charity, please give Charity Number | No |
| 6 | What are the objectives of the Organisation, and do any "Membership" criteria apply? | To promote the interest of the members and Parish council with regards to correct cultivation, good management and enjoyment of the allotments. |
| 7 | What is your total "Membership", and what proportion or number are resident in Fair Oak and Horton Heath | 35 99% |
| 8 | Is the grant to solely benefit residents of Fair | YES/NO (If not what proportion or number of FO&HH residents will benefit?) |

| | | |
|----|---|---|
| | Oak and Horton Heath? | Yes |
| 9 | What is the total cost for this project? | £200/£350 The cost of speakers varies a lot from £50 to £250 or more plus travel. |
| 10 | What is the total amount of Grant Aid sought? | £200 |
| 11 | Have you applied to or do you intend to apply to any other organisations for Grant Aid for the coming year? | No |
| 12 | For what purpose is the Grant required? | To help with the costs of having Speakers to our regular meetings during the year who give us relevant information and advice to promote interest, and discussion among the members, and hopefully to improve quality and production on our allotments. |
| 13 | What is your estimated income for the coming year? | £175 membership fees plus monies raised at our yearly plant sale. |
| 14 | What is your estimated expenditure for the coming year? | Approx. £200/£500 plus any maintenance on the shed/shop. We try to buy one large item each year for the use of the allotments. |
| 15 | Please give details of any other applications for funding that you have made to the Parish Council | None |

| | | |
|--|---|--|
| | in the past year or are planning to make. | |
|--|---|--|

Signature~~XXXXXXXXXX~~..... Date20.9.2018.....

After completion, please return the Form the Clerk to the Parish Council at the address at the head of the Form. Please send:-

- 1 The completed application form.
- 2 A copy of the most recent audited Income and Expenditure Account and Balance Sheet for your Organisation, together with a copy of relevant bank statements covering the period since that Balance Sheet date.
- 3 A copy of the Organisation's constitution or other Governing Instrument.
- 4 Copies of any quotations, estimates or budgets for any project for which Grant Aid is sought.

Please note that once your application is approved, the Council will only release funds on receipt of an invoice/till receipt.

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KNOWLE PARK, FAIR OAK ALLOTMENT GROUP

Constitution

- 1. The name** of the Association shall be the Friends of Knowle Park Allotment Association Group (referred to as the Association).
- 2. The objectives of the Association shall be:**
 - a) To promote the interests of the Members and the Parish Council with regard to the proper cultivation, good management and enjoyment of the Allotments. In particular
 - To provide an effective vehicle through which communication between the allotment holders and the Parish Council could be maintained
 - To bring to the notice of the Council prime concerns of allotment holders
 - To harness the enthusiasm of allotment holders and convert this into effective use of resources, skills and abilities for the improvement of local sites
 - To assist the Council in identifying non-active plots/tenants
 - To support the Parish council in focusing allotment spending to maximum effect
 - To appoint representatives to sit on the Parish Council/Association Allotments Working Group
 - To work with other groups in Eastleigh area to widen public support for allotments
 - b) To maintain and improve the condition of the sites as a whole and to encourage and educate others to do the same.
 - c) To conduct negotiations with the Parish Council and others.
- 3. The Constitution of the Association shall be: -**
 - a) Every member shall be provided with a copy of this constitution upon his or her acceptance of membership by the committee.
 - b) Every member undertakes to abide by this Constitution and any alterations that maybe made in accordance with the rules.

4. Membership of the Association

- (a) The Association shall consist of KPAA supporters whose application for membership has been approved and have paid the appropriate KPAA annual subscription. And shall include waiting-list members.
- (b) The Association shall keep a record of its members to include name, address and telephone number.
- (c) A member may retire from the Association.

5. Committee of Management

- a) The affairs of the Association shall be conducted by a Committee of Management comprising a minimum of the Secretary, Treasurer and Chairperson though other officers may be elected, if considered appropriate by General Meeting. (Any member may attend Committee meetings as a non-voting observer without right to speak)
- b) The tenure of any post on the Committee and of all other officers voted for at The Annual General Meeting whether permanent or temporary shall be voluntary, unpaid and open only to Members of the Association.
- c) The officers shall be elected for the ensuing year at the Annual General Meeting by a majority vote.
- d) Officers shall be eligible for re-election each year.
- e) Casual vacancies shall be filled by the Committee and those so appointed shall hold office until the next Annual General Meeting.
- f) The Secretary, Treasurer, Chairperson and other elected members of the Committee shall keep accurate records of their dealing on behalf of the Association which shall be available for inspection by Members.

6. Association Meetings

- a) Members of the Association shall be eligible to vote at General Meetings, Annual General Meetings and Extraordinary Meetings.
- b) The Annual General Meeting shall be held each year at a time and place chosen by the Committee, at least 21 days notice shall be given to Members.
- c) The Treasurer shall at this meeting submit accounts for the year.
- d) The Secretary's report shall be submitted at the AGM.

- e) Resolutions for discussion at the AGM must be submitted to the Secretary at least 7 working days before the meeting to allow preparation for the meeting.

7. Extraordinary General Meetings

- a) An EGM may be called on the direction of the Committee, or by 10 of the members, and notice delivered to the Secretary.
- b) All members shall be given at least 21 days notice of such a meeting.
- c) Only the matters raised for calling the EGM will be discussed.
- d) No other business shall be taken at the meeting.

8. Bank Account

- a) The Committee shall maintain a bank account in the name of the Association and all monies received from any source on behalf of the Association shall be paid into that account.
- b) Records and accounts of all transactions shall be kept by the Treasurer.
- c) Cheques shall be signed by a minimum of two signatories.

9. Dissolution

The Association can be dissolved at a General Meeting by an affirmative vote to this effect of three quarters of the membership present and voting. Any assets are tied, and so must then be transferred to the KPAA Company Secretary for safekeeping. They can not be divided among the members.

Jo Cahill
Fair Oak And Horton Heath Parish Council
2 ... park lane
fair oak
Eastleigh
SO50

Our ref HA0100
Your ref SB03161

Email sba@pkf-littlejohn.com

20 September 2018

Dear M Cahill

Fair Oak And Horton Heath Parish Council
Completion of the limited assurance review for the year ended 31 March 2018

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Fair Oak And Horton Heath Parish Council for the year ended 31 March 2018. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference HA0100 or Fair Oak And Horton Heath Parish Council as a reference when paying by BACS.

Timetable for 2018/19

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be no earlier than Monday 10 June 2019, i.e. 10 weeks after the year end.

It is anticipated that the instructions will be sent out during March 2019 in line with current practice, subject to arrangements for the 2018/19 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.

In line with the Accounts and Audit Regulations 2015:

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2019, i.e. 1 to 12 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Monday 3 June and Friday 12 July 2019; and
 - at the latest, between Monday 1 July and Friday 9 August 2019.

If there are any changes to the above arising from updates to the statutory requirements, you will be notified in good time.

In order to assist you in this process, we plan to include a pro forma template notice with a suggested inspection period on our website, as in previous years. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Yours sincerely

PKF Littlejohn LLP

Fair Oak And Horton Heath Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2018

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

| | |
|--|---|
| <p>1. The audit of accounts for Fair Oak And Horton Heath Parish Council for the year ended 31 March 2018 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Fair Oak And Horton Heath Parish Council on application to:</p> <p>(a) _____ _____ _____ _____</p> <p>(b) _____ _____ _____</p> <p>3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) _____</p> <p>Date of announcement: (e) _____</p> | <p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p> |
|--|---|

Jo Cahill
Fair Oak And Horton Heath Parish Council
2 ... park lane
fair oak
Eastleigh
SO50

Our ref HA0100
Your ref SB03161
Invoice no: SB201802277
VAT no: GB 440 4982 50

Email sba@pkf-littlejohn.com

20 September 2018

INVOICE

Professional services rendered in connection with the following:

| | |
|--|-----------|
| Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2018 | £1,300.00 |
|--|-----------|

| | |
|--|-------|
| Additional charges (where applicable) as detailed on attached appendix A | £0.00 |
|--|-------|

| | |
|---|-------|
| Additional fees (where applicable) as detailed on attached appendix B | £0.00 |
|---|-------|

| | |
|-----------|-----------|
| TOTAL NET | £1,300.00 |
|-----------|-----------|

| | |
|-----------|---------|
| VAT @ 20% | £260.00 |
|-----------|---------|

| | |
|---------------|-----------|
| TOTAL PAYABLE | £1,560.00 |
|---------------|-----------|

PAYMENT IS DUE ON RECEIPT OF INVOICE

For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf, London E14 4HD

For payments by credit transfer, our bank details are:-

HSBC Bank plc Sort Code: 40-02-31

Account number: 11070797

Account Name: PKF Littlejohn LLP

Please include HA0100 or Fair Oak And Horton Heath Parish Council as the reference.

For account queries, contact creditcontrol@pkf-littlejohn.com.

Jo Cahill
Fair Oak And Horton Heath Parish Council
2 ... park lane
fair oak
Eastleigh
SO50

Our ref HA0100
Your ref SB03161
Invoice no: SB201802277
VAT no: GB 440 4982 50

Email sba@pkf-littlejohn.com

20 September 2018

REMITTANCE ADVICE

Professional services rendered in connection with the following:

| | |
|--|-----------|
| Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2018 | £1,300.00 |
|--|-----------|

| | |
|--|-------|
| Additional charges (where applicable) as detailed on attached appendix A | £0.00 |
|--|-------|

| | |
|---|-------|
| Additional fees (where applicable) as detailed on attached appendix B | £0.00 |
|---|-------|

| | |
|-----------|-----------|
| TOTAL NET | £1,300.00 |
|-----------|-----------|

| | |
|-----------|---------|
| VAT @ 20% | £260.00 |
|-----------|---------|

| | |
|---------------|-----------|
| TOTAL PAYABLE | £1,560.00 |
|---------------|-----------|

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For account queries, contact creditcontrol@pkf-littlejohn.com.

Tel: +44 (0)20 7516 2200 • Fax: +44 (0)20 7516 2400 • DX 42660 Isle of Dogs • www.pkf-littlejohn.com

PKF Littlejohn LLP • 1 Westferry Circus • Canary Wharf • London E14 4HD

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. 0C342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

Section 3 – External Auditor Report and Certificate 2017/18

In respect of **Fair Oak and Horton Heath Parish Council HA0100**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

XXXXXXXXXXXXXXXXXX

Date

19/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

FAIR OAK AND MORTON HEATH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

| | Agreed | | 'Yes' means that this authority: |
|---|-------------------------------------|--------------------------|---|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | has only done what it has the legal power to do and has complied with Proper Practices in doing so. |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | considered and documented the financial and other risks it faces and dealt with them properly. |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | responded to matters brought to its attention by internal and external audit. |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant. |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

27

21/05/2018

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

XXXXXXXXXX

Clerk

XXXXXXXXXXXX

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

Section 2 – Accounting Statements 2017/18 for

FAIR OAK AND MORTON HEATH PARISH COUNCIL

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2017 £ | 31 March 2018 £ | |
| 1. Balances brought forward | 599,101 | 581,714 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 306,903 | 345,248 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 43,751 | 193,415 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 147,652 | 155,279 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |
| 5. (-) Loan interest/capital repayments | NIL | NIL | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 220,388 | 409,750 | Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 581,714 | 555,348 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 581,483 | 558,226 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 1,149,362 | 1,887,130 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | NIL | NIL | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | The Council acts as sole trustee for and is responsible for managing Trust funds or assets. |
| | | ✓ | N.B. The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

XXXXXXXXXX

Date

18/05/18

I confirm that these Accounting Statements were approved by this authority on this date:

21/05/18

and recorded as minute reference:

27.

Signed by Chairman of the meeting where approval of the Accounting Statements is given

XXXXXXXXXX

FINANCE & RESOURCES COMMITTEE – WORK PROGRAMME (2018/2019)

F

| ITEM | OBJECTIVE | METHOD | LEAD OFFICER |
|------------------------------------|---|---------------------|-----------------------------------|
| 1 OCTOBER 2018 | | | |
| Future I.T Provision | To receive advice from Matthew Tracey, I.T Support Consultant on the future I.T needs of the Parish Council. | Verbal discussion | Mel Stephens |
| Leisure Committee Budget Requests | To consider any requests from the Leisure & Properties Committee for inclusion in the forthcoming budget. | Briefing Note | Mel Stephens/Joanne Cahill |
| Handheld Payment Terminal & Paypal | To approve the purchase of a handheld terminal and papal costs to give residents greater flexibility when paying for Parish services. | Verbal report | Mel Stephens/Joanne Cahill |
| Community Investment Programme | To discuss the current programme and amend if necessary. | Verbal discussion | Mel Stephens |
| Mid Term Financial Review | To note the current spend to date. | Report | Joanne Cahill |
| Grant Application | To consider a grant application. | Briefing Note | Mel Stephens |
| Staffing Matters | To discuss. | Confidential Report | Mel Stephens |

| ITEM | OBJECTIVE | METHOD | LEAD OFFICER |
|------------------------|---|--------|-----------------------------------|
| 5 NOVEMBER 2018 | | | |
| Draft Budget 2019/20 | To discuss the draft budget and make recommendations to Full Council. | Report | Mel Stephens/Joanne Cahill |
| External Audit Report | To consider any recommendations from the report. | Report | Joanne Cahill |

| ITEM | OBJECTIVE | METHOD | LEAD OFFICER |
|-------------------------------|---|--------|-----------------------------------|
| 3 DECEMBER 2018 | | | |
| Final Budget & Parish Precept | To discuss the final budget and parish precept for adoption at the Full Council meeting on 17 December. | Report | Mel Stephens/Joanne Cahill |
| Grant Aid Process | To review the current process. | Report | Mel Stephens |

| ITEM | OBJECTIVE | METHOD | LEAD OFFICER |
|---------------------------------|---|---------------------|-----------------------------------|
| 4 MARCH 2019 | | | |
| Internal Audit Review Checklist | To consider any recommendations. | Report | Joanne Cahill |
| Allocation of capital reserves | To consider the allocation of capital reserves | Report | Mel Stephens/Joanne Cahill |
| Staff Appraisals | To consider any issues arising from the appraisal process | Confidential Report | Mel Stephens |
| Workforce Budget | To consider the workforce budget. | Confidential Report | Mel Stephens |

Possible future items yet to be allocated:

- DBS checks for staff?

Future Meeting Dates (yet to be confirmed): -

1 July 2019

7 October 2019

4 November 2019

2 December 2019