



## 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

27 November 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, 3 December 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

#### **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 2-4)**

To confirm the minutes of the meeting held on 12 November 2018.

#### **4. GRANT APPLICATIONS (REPORT B, PAGES 5-8)**

To consider applications for grant aid.

#### **5. MARKETING & PROMOTIONS (VERBAL REPORT)**

To consider commencing a marketing and promotions scheme to increase usage and participation of the Parish building, including the appointment of an external consultant.

#### **6. BUDGET 2019/20 (REPORT C, TO FOLLOW)**

To agree the draft budget 2019/20.

#### **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**

Mrs J Cahill (RFO)  
Ms M Stephens (Clerk)

**Minutes of the Finance & Staffing Committee Meeting  
held on Monday 12 November 2018 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

**Councillors Present:** Mrs Douglas (Chairman), Goss, McGuinness, Noel and Spearey

**Also in Attendance:** Cllr Bird

**Officers in Attendance:** Ms Stephens, Clerk & Mrs Cahill, Responsible Finance Officer

**Apologies:** Cllr Sorley

**PUBLIC SESSION**

No members of the public were present.

**21 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**22 MINUTES**

**RESOLVED:**

That the minutes of the Finance & Staffing Committee meeting held on 1 October 2018, previously approved by Full Council on 15 October 2018, be noted.

**23 CLERKS VERBAL REPORT**

There were no issues to raise.

**24 PCSO FUNDING**

Members discussed the Parish Council's future PCSO funding contribution in light of potential changes to the way in which Hampshire Constabulary allocates its PCSO resource.

Members were informed that Hound, West End and Hedge End Councils had recently agreed to cease their funding contribution. Some members expressed the view that should the Parish decide to continue contributing towards PCSO's, this should be on the proviso that there be a dedicated PCSO resource for the Parish. Members therefore requested that the Clerk seek clarification from Hampshire Constabulary on this matter and report back findings at the next Committee meeting.

**RESOLVED**

That the Clerk seek further clarification from Hampshire Constabulary regarding the PCSO allocation & funding arrangements for discussion at the next Committee meeting.

**25 STAFFING STRUCTURE**

The Clerk highlighted to members the potential need to review the current staffing structure and arrangements, in light of the fact that the Parish was growing in size and taking on more areas/levels of responsibility, and the impact this had had and would continue to have, on the current workforce.

It was suggested that South East Employers be approached to work with the Clerk to review the structure and determine whether this was sustainable and fit for purpose.

Members requested that prior to external review being undertaken, the Clerk work with a member of the Council to review the current arrangements and report back to the next Committee meeting for further consideration. Cllr Noel volunteered to undertake this task with the Clerk.

#### **RESOLVED**

That the Clerk and Cllr Noel undertake a desk exercise reviewing current staffing arrangements and make recommendations to the Committee at the next meeting.

### **26 DRAFT BUDGET 2019/20 (REPORT B)**

Members considered the draft budget for 2019/20.

Some members expressed the view that the uplift in the budget was necessary to ensure the effective running of the Council. Members acknowledged that the cost of running both community buildings and the Parish Office had proved more expensive than originally anticipated. Business rates on all three buildings were particularly high. Unfortunately, rate relief was not applicable to the Parish Council as a public authority.

Other members expressed the view that the proposed increase was too high and therefore suggested that a number of adjustments be made, including the possibility of transferring funds from ear marked reserves. Members requested that the Clerk and RFO examine options for further discussion at the next meeting. Members also requested that further clarification and options be explored in relation to income for the Council.

In examining the sports fixture fees and charges, members agreed that given the standard of the facilities on offer at the Lapstone Playing fields, and comparing the prices of other local councils, that an increase in cricket fees should be applied. In addition, members felt that given the officer time spent on invoicing for cricket fixtures, an annual/seasonal fee should be applied. It was agreed that this should be set at £3000 for the 2019/20 season to include exclusive use of the Pavilion during that time, provided that no other bookings for the Pavilion had been made by the Council. Dates for fixtures and Pavilion hire should be notified in advance.

Members agreed to review in further detail other fees and charges at the next Committee meeting.

#### **RESOLVED**

- (a) That the draft budget be reviewed at the next Committee meeting; and
- (b) That the cricket fees for 2019/20 be set at £3000 for the season, with the exclusive use of the Pavilion (during the cricket season) being included in this price.

### **27 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT C)**

Members considered the report of the Responsible Finance Officer.

Members raised a number of queries to which answers were given.

#### **RESOLVED**

That the finance update be noted.

### **28 CHRISTMAS OPENING HOURS**

#### **RESOLVED**

*That the Parish Office close on the following days over the Christmas period: -*

***Monday 24 December (Christmas Eve)***  
***Tuesday 25 December (Christmas Day)***  
***Wednesday 26 December (Boxing Day)***  
***Monday 31 December (New Year's Eve)***

**29 WORK PROGRAMME (REPORT D)**

Members considered the work programme for 2018/19.

**RESOLVED**

That the work programme be agreed subject to the inclusion of review of I.T and Organisational Review for the December Committee meeting.

**30 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED**

“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)”

**31 STAFFING MATTER**

There is a confidential minute for this item.

This was all the business and the meeting finished at 8.55 pm.

Signed ..... Chairman



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 fund all the resources needed for all girls to participate fully in the new Guiding program starting in 2019.
13	What is your estimated income for the coming year?	£2,500
14	What is your estimated expenditure for the coming year?	£2,350
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.	None

Signature .....

XXXXXX  
XXXXXX  
XXXXXX

Date 23/11/18

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.



## APPLICATION FOR GRANT AID

1	Name and address of Organisation	FAIR OAK GARDENING CLUB
2	Name and address of the person making this application on behalf of the Organisation	MR JOHN EMERY XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX
	Email address	NONE
3	Your position in the Organisation	TREASURER
4	Telephone number for communication	XXXXXXXXXXXX
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 INCREASE MEMBERS KNOWLEDGE OF GARDENING, HORTICULTURE MATTERS IN THE U.K. AND WORLDWIDE.
7	What is your total "Membership", and what proportion or number are resident in Fair Oak and Horton Heath	TOTAL 29. 90% LIVE IN FAIR OAK & HORTON HEATH AREA.
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?) AS ABOVE. 90% LIVE IN FAIR OAK & HORTON HEATH AREA.
9	What is the total cost for this project?	£800 THE SPEAKER COMMITTEE MEMBER HAVING GREAT DIFFICULTY FINDING PEOPLE WITHIN OUR BUDGET.
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 ASSIST TOWARDS GOOD QUALITY SPEAKERS, WHO'S FEES HAVE INCREASED CONSIDERABLY IN RECENT YEARS. 45 MILE TRAVELLING MAKES A SIGNIFICANT DIFFERENCE.
13	What is your estimated income for the coming year?	£1,150.
14	What is your estimated expenditure for the coming year?	£1,350.
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.	RECEIVED GRANT AID FOR SPEAKERS FROM FAIR OAK AND HORTON HEATH PARISH COUNCIL SINCE 2003.

Signature ~~XXXXXXXXXX~~ Date 12/11/18.

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.
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- 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.

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