



**Minutes of the Finance & Staffing Committee Meeting
held on Monday 1 October 2018 at 7.00 pm
at 2 Knowle Park Lane, Fair Oak**

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

Apologies: Cllrs R Rushton & Sorley

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

Also in attendance: Parish Council's I.T Consultant

PUBLIC SESSION

No members of the public were present.

6 DECLARATIONS OF INTEREST

Cllrs Mrs Douglas, J Goss & P Speary in Minute No. 17.

7 MINUTES

RESOLVED:

That the minutes of the Finance & Staffing Committee meeting held on 2 July 2018, previously approved by Full Council on 16 July 2018 be noted.

8 CLERKS VERBAL REPORT

There were no issues to raise.

9 FUTURE I.T PROVISION

Members welcomed the Council's I.T consultant to the meeting. Members were informed that owing to the expansion of the Council and the new requirements under GDPR the Council's I.T provision was currently not fit for purpose.

Issues requiring consideration included: -

- Member use of their own laptops/home PC's for Parish Council business and GDPR compliance including potential risk of data breaches
- The continued use of a hard drive which required manual backup
- The limitations of the hard drive, including security risks and the need for a server (cloud based)
- The growing number of users to the Council's I.T systems and the need for greater flexibility and smarter working including the potential use of Sharepoint which had been rolled out across Hampshire County Council

RESOLVED

That the Clerk investigate the costs of improving the Council's I.T provision for inclusion in the 2019/20 budget.

10 BUDGET REQUESTS FROM LEISURE & PROPERTIES COMMITTEE

Members considered the budget request from the Leisure & Properties Committee.

RESOLVED

That the budget requests be approved.

11 HANDHELD PAYMENT TERMINAL AND PAYAL

Members considered the benefits of purchasing a handheld payment terminal and Paypal account to offer greater flexibility for residents when paying for services.

RESOLVED

(a) That the Council enter into a 12-month contract with Payzone for the use of a handheld payment terminal and that this be reviewed in 9 months' time; and

(b) That the Council set up a Paypal account to allow customers to pay for services online and that this be reviewed in 9 months' time.

12 FINANCE UPDATE (REPORT B)

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.

13 COMMUNITY INVESTMENT PROGRAMME (REPORT C)

Members considered the Community Investment Programme.

Members raised a number of suggestions which would be shared with Eastleigh Borough Council for inclusion in the programme.

RESOLVED

That the report be noted.

14 GRANT AID REQUESTS (REPORT D)

Members considered two applications for grant aid requests.

RESOLVED

(a) That the application received from Fair Oak Village Hall Management Committee be approved in full; and

(b) That the application received from Knowle Park Allotment Association be approved in full.

15 EXTERNAL AUDITORS REPORT (REPORT F)

Members considered the report of the External Auditor and the appointment of the Internal Auditor.

Members thanked the Responsible Finance Officer in the successful management of the Council's accounts.

Members discussed the continuing appointment of the Council's Internal Auditor.

RESOLVED

- (a) That the report of the External Auditor be noted; and
- (b) That the appointment of the Internal Auditor be reviewed for the start of the new financial year.

16 WORK PROGRAMME (REPORT F)

Members considered the work programme.

RESOLVED

That the work programme be noted.

17 HORTON HEATH COMMUNITY CENTRE BUDGET

Cllrs Mrs Douglas, Goss & Spearey disclosed a pecuniary interest on the grounds that they were Trustees for the Horton Heath Community Association. They did not participate in the discussion and did not vote. Consequently, the meeting became inquorate. The Clerk would therefore defer this matter to Full Council on 15 October for consideration.

RESOLVED

That this item be deferred for consideration at the Full Council meeting on 15 October 2018.

18 ADDITIONAL MEETING DATE

RESOLVED

That an additional Committee meeting take place on Monday, 12 November 2018 at 7.00pm.

19 EXCLUSION OF THE PUBLIC AND THE PRESS

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)”

20 STAFFING MATTERS (REPORT G)

Members considered the report.

RESOLVED

That the recommendations set out in the report be approved.

This was all the business and the meeting finished at 8.45 pm.

Signed Chairman