



**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