



**Minutes of the Finance and Staffing Committee Meeting
held on Monday 2 October 2017 at 7.30 pm
in the Fair Oak Village Hall**

Those Present: Mrs H Douglas (Chairman), Mr A Cossey, Mr H McGuinness, Mr J Sorley & Mr P Spearey

Apologies: Mr P Barrett, Mr J Goss, Mr J Noel & Mr R Rushton

Other Members Present: None

In Attendance: Mrs C Gosling (Clerk) & Mrs J Cahill (RFO)

PUBLIC SESSION

None present.

14 DECLARATIONS OF INTEREST

Mr J Sorley – Fair Oak Village Hall.

15 MINUTES

The Minutes of the meeting dated 3 July 2017 (previously approved at Full Council on 17 July 2017) were noted. There were no matters arising.

16 CORRESPONDENCE

From HALC – training dates for 2018. Noted.

17 SPEND TO DATE

The RFO explained the new layout of the budget report. She presented the performance to date against budget 2017/18. Total spend to date is £184,116. Available spend £174,473.

18 SECTION 137 GRANT PROVISION

Applications for grant provision were received from:

Fair Oak Village Hall donation towards the Christmas Pantomime. Mr Cossey proposed £300, seconded by Mr Spearey and all agreed.

Fair Oak Widows for funding towards their party. Mr Spearey proposed £200, seconded by Mr Cossey and all voted in favour.

19 BOOKING SOFTWARE

The Council had purchased the accounts, cemetery and allotment software. The booking software will automatically generate financial information into the accounts software. Mr Spearey agreed to purchase the software total cost £1004 in preparation for the new buildings, Mr Cossey seconded and all voted in favour.

20 BUDGET 2017/18

The RFO outlined the budget requirements for consideration from the Leisure Committee:

- £6,500 for shower refurbishment (as per legionella recommendations)
- £500 to make good shower tiling
- £17,000 for Knowle Park play area safety surface
- £2,500 to improve drainage to Knowle Park play area
- £1,000 for a new intruder alarm at the Pavilion
- £1,000 for aluminium goal

Other items for consideration:

- Portaloo at the allotments - £1,000 (12 months)
- RBS Software £2,500 ongoing costs
- Crowdhill Green Community Centre – cost centre
- Caretaker/Cleaner for new buildings
- Parish Office – utilities, business rates etc

The RFO was asked to prepare the draft budget.

21 PUBLIC BODIES ADMISSIONS TO MEETINGS ACT 1960-C/2

Mrs Douglas proposed, Mr Spearey seconded and all voted in favour to pass a resolution to exclude the press and public from the meeting by reasons of the confidential nature of the business to be transacted.

22 STAFFING MATTERS

Members discussed the resignation of the Groundsman Apprentice, Mr Reynolds' completion of a chainsaw course, Admin Team training on new software and staff absenteeism. – see confidential minutes.

This was all the business and the meeting closed at 8.15 pm

Signed Chairman