



Fair Oak & Horton Heath Parish Council

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**Minutes of the Full Council meeting
held on Monday 15 July 2019 at 7.00 pm
at 2 Knowle Park Lane, Fair Oak**

P – present, Ab – absent, Ap – apologies.

P	Cllr Abbott	P	Cllr Douglas	P	Cllr Mignot
P	Cllr Anderson	P	Cllr Forfar	Ap	Cllr Scott
P	Cllr Barrett	P	Cllr Higby	P	Cllr Spearey
Ap	Cllr Bird	Ap	Cllr Jermy	P	Cllr Tennent
P	Cllr Couldrey	P	Cllr McGuinness	P	Cllr Warrillow

Officers in attendance: Ms M Stephens, Clerk & Mrs L Greenslade Deputy Clerk

PUBLIC SESSION

There were no members present.

31 DECLARATIONS OF INTEREST

None received.

32 MINUTES OF MEETINGS (PAPER A)

RESOLVED

- a) That the minutes of the Full Council meeting held on 17 June 2019 be signed by the Chairman as a correct record;
- b) That the minutes of the Planning Committee held on 24 June 2019 be signed by the Chairman as a correct record; and
- c) That the minutes of the Finance Committee held on 11 July 2019 and recommendations held therein be approved and signed by the Chairman as a correct record.

33 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT B)

Members considered the report of the Responsible Financial Officer.

Cllr McGuinness asked in future for a breakdown of the income and expenditure at the Woodland Community Centre. The Clerk advised that a progress report on the Centre, including finance data would be submitted to a future meeting.

RESOLVED

- a) That the report be approved; and
- b) That the BACS payments be authorised.

34 HUMAN RESOURCES POLICIES (REPORT C)

The Council considered the implementation of several key human resources documents including: - grievance policy & procedure, disciplinary policy & procedure, equality & diversity policy, anti-harassment & bullying policy & procedure, anti-bribery policy and whistleblowing policy & procedure.

These policies were essential guidance for employees and managers on how to handle a range of employment issues.

Cllr Higby offered advice on the policies and suggested a number of amendments. As such it was;

RESOLVED

That the Clerk and Cllr Higby would undertake a further view the policies set out in Report C; and these would be brought to the next meeting for consideration.

35 WOODLAND COMMUNITY CENTRE (PAPER D)

The Council considered a request from Rainbows Pre-School that a brick-built porch be erected at the rear exit of the nursery.

The Pre-School had secured external funding for this and had sought a number of quotes for the work.

RESOLVED

- a) That the request from Rainbows Pre-School to erect a porch at the rear exit of the nursery at the Woodland Community Centre be approved; and
- b) That the works and completed building be monitored and inspected by the Council's Operations Manager.

36 FORWARD PLAN (REPORT E)

RESOLVED

That the Forward Plan as set out in Report E be approved, subject to the amendments; and

Tthat the HR Policies be considered at the September Council meeting.

37 MEMBERSHIP OF COMMITTEES

Owing to the resignation of Cllr Warrillow from the Planning Committee and the current vacancy, it was moved and seconded that Cllrs Abbott and Forfar be appointed to this committee.

RESOLVED

That Cllrs Abbott & Forfar be appointed to serve on the Planning Committee.

This was all the business and the meeting closed at 7.20 pm.

Signed Chairman