



## FAIR OAK & HORTON HEATH PARISH COUNCIL

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

(023) 8069 2403 enquiries@fairoak-pc.gov.uk

www.fairoak-pc.gov.uk @fairoakandhortonheathparishcouncil

### SUMMONS

Dear Member

10 November 2020

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 16 November 2020** at **7.00 p.m.**

**Please note** that this will be a 'virtual meeting'. To access the meeting please click [here](#).

*Melanie Stephens*

Melanie Stephens, Parish Clerk

**PUBLIC PARTICIPATION:** Members of the public can submit questions for public participation (held in the first 15 minutes before the meeting), either by emailing [clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk) by 5pm on Friday 13 November 2020 or utilising the live Q&A function as part of MS Teams.

### AGENDA

#### PART I - PUBLIC SESSION

#### APOLOGIES

#### 1 MINUTES (PAPER A, PAGES 3-6)

- a) To approve the minutes of the Council meeting held on 19 October 2020 as a correct record.
- b) To note the planning comments made w/e 2 & 23 October 2020.

#### 2 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

#### 3 REPORT OF RESPONSIBLE FINANCE OFFICER (REPORT B, PAGES 7-14)

To approve the report of the Responsible Finance Officer, note cheque signing and BACS payments.

#### 4 LIBRARY TASK & FINISH GROUP (REPORT C, PAGE 15-17)

To receive initial findings from the group.

#### 5 CORPORATE PLAN TASK & FINISH GROUP (REPORT D, TO FOLLOW)

To receive an update.

#### 6 WORK PROGRAMME (REPORT E, PAGES 18-20)

To note the work programme.

#### 7 APPOINTMENT TO OUTSIDE BODY/MEMBERSHIP OF COMMITTEES

To consider any changes that the Council might wish to make to the membership of Committees. There is currently one vacancy on the Asset Committee.

To appoint a member to the Twynams Charity Trust.

## **8 EXCLUSION OF THE PUBLIC AND THE PRESS**

At the conclusion of this part of the Agenda, the Chairman will move the following resolution: -

“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 (commercial matters)”

## **PART II – PRIVATE SESSION**

Members are reminded that reports and information relating to this session are not for publication and should be treated as strictly confidential.

## **9 Y-ZONE REVIEW (REPORT F, PAGES 21-52)**

To consider the review and pass comments to Eastleigh Borough Council.

### **To: Councillors**

D Abbott  
S Anderson  
P Barrett  
C Bird  
N Couldrey

H Douglas (Chairman)  
K Forfar  
T Higby  
M Marsh  
H McGuinness

T Mignot  
D Scott  
P Spearey (Vice-Chairman)  
B Tennent  
G Warrillow

### **Officers**

J Cahill (Finance Officer)  
L Greenslade (Deputy Clerk)  
M Johnson (Ops Manager)  
M Stephens (Clerk)



## FAIR OAK & HORTON HEATH PARISH COUNCIL

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL  
 (023) 8069 2403 enquiries@fairoak-pc.gov.uk  
 www.fairoak-pc.gov.uk @fairoakandhortonheathparishcouncil

### Minutes of the FULL COUNCIL “virtual” meeting held on Monday 19 October 2020 at 7.00 pm

P – present, Pt – part of the meeting, Ab – absent, Ap – apologies.

Ab	Cllr Abbott	P	Cllr Douglas (Chairman)	Ab	Cllr Mignot
P	Cllr Anderson	Ap	Cllr Forfar	Ap	Cllr Scott
Ap	Cllr Barrett	P	Cllr Higby	Ap	Cllr Spearey (Vice-Chairman)
P	Cllr Bird	Pt	Cllr Marsh (from item 55)	P	Cllr Tennent
Ap	Cllr Couldrey	P	Cllr McGuinness	Ab	Cllr Warrillow

**Officers in attendance:** Ms M Stephens, Clerk, Mrs L Greenslade, Deputy Clerk & Mrs J Cahill, Responsible Finance Officer

### PUBLIC SESSION

No members of the public were “live” at the meeting. There were no Q&A’s.

### 47 MINUTES OF MEETINGS (PAPER A)

#### RESOLVED:

- That the minutes of the Full Council meeting held on 21 September 2020 be signed by the Chairman as a correct record; and
- That the planning delegated decisions of 18 September 2020 be noted.

### 48 DECLARATIONS OF INTEREST

There were no declarations of interest raised.

### 49 EXTERNAL AUDITORS REPORT (REPORT B)

The Finance Officer reported that the External Auditor had raised no issues and made no comments on the final audit and accounts for year ending March 2020. The Chairman thanked the Finance Officer for her hard work in producing a successful audit.

#### RESOLVED

That the report of the External Auditors be noted.

### 50 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT C)

Members considered the report of the Responsible Financial Officer and raised no queries.

#### RESOLVED:

- That the contents of the report be noted; and
- That the BACS payments be authorised.

### 51 UPPER BARN COPSE LAND TRANSFER (REPORT D)

Members considered the request from Eastleigh Borough Council to accept formal transfer of Upper Barn Copse play area and surrounding public open space following their approach in 2018.

The Clerk pointed out the key considerations and financial implications as set out in the report.

Cllr McGuinness thought it prudent to wait until the Play inspection report had been completed in November. All agreed to accept transfer pending the receipt of the play inspection report and that transfer should be completed in time for the start of the next financial year.

**RESOLVED:**

- a) That the Parish Council accept the transfer of the public open space and play area at Upper Barn Copse (subject to a satisfactory Play inspection report); and
- b) That delegated authority be given to the Parish Clerk, in consultation with the Chairman, to undertake all necessary legal formalities to facilitate the transfer.

**52 LIBRARY TASK & FINISH GROUP**

Cllr Couldrey had given his apologies for the meeting but had given a written report (attached to these minutes as Appendix 1)

**RESOLVED**

That the progress report be noted.

**53 WORK PROGRAMME (REPORT E)**

**RESOLVED**

That the Work Programme be noted.

**54 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 (commercial matter).

**55 STAFFING MATTERS**

The Clerk gave a verbal report on staffing issues. This included proposals for "special recognition" awards and employee enhancements.

**RESOLVED**

- a) That the Clerk's verbal report on staffing issues be noted; and
- b) That the Clerk draft a special recognition awards scheme for consideration at a future Council meeting.

This was all the business and the meeting closed at 8.00pm.

Signed..... Chairman

## PLANNING APPLICATION

Comments made with delegated authority, by the chairman in consultation with the committee, to planning applications received during the coronavirus.

Planning application to w/e 2 October 2020

**Application No:** [F/20/88658](#)

**Site Address:** Holme Farm, Durley Road, horton Heath, SO50 7DY

**Description:** Demolition of the existing two storey four bed detached dwelling and outbuildings and erection of replacement two storey detached four bed dwelling with improved access onto Durley Road.

**Comments:** No Objection

**Application No:** [H/20/88770](#)

**Site Address:** Inglenook, Botley Road, Fair Oak, SO50 7AN

**Description:** Enlargement of rear facing dormer window

**Comments:** No objection

**Application No:** [H/20/88700](#) .

**Site Address:** Mayfield House, Botley Road, Fair Oak, SO50 7AN

**Description:** Attached garage

**Comments:** No objection

## PLANNING APPLICATION

Comments made with delegated authority, by the chairman in consultation with the committee, to planning applications received during the coronavirus.

Planning application to w/e 23 October 2020.

**Application No:** [F/19/86707](#) **Amended Documents Received.**

**Site Address:** Southampton International Airport, Mitchell Way, Eastleigh, SO18 2HG

**Description:** Construction of a 164 metre runway extension at the northern end of the existing runway, associated blast screen to the north of the proposed runway extension, removal of existing bund and the reconfiguration and extension of existing long stay car parking to the east and west of Mitchell Way to provide additional long stay spaces. This application is subject to an Environmental Impact Assessment. (see attached information sheet)

**Comments:** No objection

**Application No:** [F/20/88608](#)

**Site Address:** Garden Centre, Winchester Road, Fair Oak, SO50 7HD

**Description:** Redevelopment of garden centre to remove redundant storage barns and provide new industrial storage unit, indoor + outdoor soft play, toilets, entrance and staff room, to include retrospective permission for two open sided canopies.

**Comments:** No objection

**Financial Statement Summary**

- Total cash held across all bank accounts as at 31st October is £845,239
- Total Petty cash held as at 31<sup>st</sup> October is £60.78
- Total receipts for October into the current account was £11,201  
£2,717 relates to the VAT refund for quarter 2 (July – September 20)
- Total current account payments for October was £218,034.  
£170,000 relates to a bank transfer from the Current account to the Premier account.  
(see attached for additional breakdown)
- Total BACS invoice payments outstanding is £12,193
- There are no cheques that require signing this month.

---

**Fair Oak & Horton Heath Parish Council**

**Bank - Cash and Investment Reconciliation as at 1 November 2020**

---

**Confirmed Bank & Investment Balances**

Bank Statement Balances

31/10/2020	Current Account	59,043.81
31/10/2020	Premier Account	477,561.86
31/10/2020	Public Sector Deposit Fund	308,573.00
31/10/2020	Petty Cash	60.78

**845,239.45**

Unpresented Payments

**150.00**

**845,089.45**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

**845,089.45**

All Cash & Bank Accounts

1	Current Account	58,893.81
2	Premier Account	477,561.86
3	Public Sector Deposit Fund	308,573.00
4	Petty Cash	60.78
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>845,089.45</b>



Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
01/10/2020	108	DAVI	DAVID BOWEN	697.50	0.00	697.50	697.50
05/10/2020	ARQ762	TRAV	TRAV	432.04	86.41	518.45	518.45
08/10/2020	6382	EBC001	EBC	23.36	4.67	28.03	28.03
08/10/2020	ABN146	TRAV	TRAV	135.54	27.11	162.65	162.65
13/10/2020	0385	TRAD001	TRADE	46.50	9.30	55.80	55.80
15/10/2020	4154	TRAD001	TRADE	8.33	1.66	9.99	9.99
16/10/2020	0502	TRAD001	TRADE	27.00	5.40	32.40	32.40
16/10/2020	612	PAUL	PAUL	300.00	0.00	300.00	300.00
16/10/2020	1222	RUND	RUND	500.00	100.00	600.00	600.00
16/10/2020	1252	ABLEM	ABLE	1,400.00	280.00	1,680.00	1,680.00
16/10/2020	2489	REAL001	REALTIS	59.00	11.80	70.80	70.80
16/10/2020	6413	SHA001	SHAW	1,057.00	211.40	1,268.40	1,268.40
16/10/2020	19836	FOX001	FOX	25.00	0.00	25.00	25.00
16/10/2020	26781	ACE001	ACE	197.50	39.50	237.00	237.00
16/10/2020	39220	SOUTHE	SOUTHE	356.51	0.00	356.51	356.51
16/10/2020	85025	EAST	EASTL	98.00	19.60	117.60	117.60
16/10/2020	532703	ALLSPEED	ALLSPE	186.60	37.32	223.92	223.92
19/10/2020	7972	TRAD001	TRADE	43.83	8.77	52.60	52.60
22/10/2020	6826	TRAD001	TRADE	9.39	1.88	11.27	11.27
30/10/2020	107	DAVI	DAVID BOWEN	461.25	0.00	461.25	461.25
30/10/2020	0680	BARGA	BARGA	3,947.33	789.47	4,736.80	4,736.80
30/10/2020	5512	TRAD001	TRADE	8.25	1.65	9.90	9.90
30/10/2020	13932	FIREC	FIREC	100.00	20.00	120.00	120.00
30/10/2020	77081	ACE001	ACE	88.57	17.71	106.28	106.28
30/10/2020	233446	SOUR001	SOURCE	259.09	51.82	310.91	310.91
TOTAL INVOICES				10,467.59	1,725.47	12,193.06	12,193.06

## Receipts for Month 7

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	265,726.45					265,726.45	
	Banked: 01/10/2020	49.00						
	Mr Smith	49.00			1500	500	49.00	Allotment Plot b18
	Banked: 01/10/2020	14.50						
	Mr C	14.50			1500	500	14.50	Allotment Plot CW6
	Banked: 01/10/2020	25.75						
	Mr B	25.75			1500	500	25.75	Allotment Plot C1
	Banked: 01/10/2020	25.75						
	Mr C	25.75			1500	500	25.75	Allotment Plot C8
	Banked: 01/10/2020	56.00						
	Sales Recpts Page 130	56.00	56.00		100			Sales Recpts Page 130
	Banked: 05/10/2020	51.50						
	Mr F	51.50			1500	500	51.50	Allotment Plot b13
	Banked: 05/10/2020	51.50						
	Ms H	51.50			1500	500	51.50	Allotment Plot A06
	Banked: 05/10/2020	13.00						
	Sales Recpts Page 123	13.00	13.00		100			Sales Recpts Page 123
	Banked: 05/10/2020	2,694.25						
Page 115	Premier Account	2,694.25			210		2,694.25	Sales for Sue M
	Banked: 06/10/2020	146.25						
	Sales Recpts Page 126	146.25	146.25		100			Sales Recpts Page 126
	Banked: 09/10/2020	266.00						
	Mr D	266.00			1520	510	266.00	Burial
	Banked: 09/10/2020	56.00						
	Sales Recpts Page 124	56.00	56.00		100			Sales Recpts Page 124
	Banked: 09/10/2020	28.00						
	Sales Recpts Page 125	28.00	28.00		100			Sales Recpts Page 125
	Banked: 09/10/2020	90.00						
	Sales Recpts Page 127	90.00	90.00		100			Sales Recpts Page 127
	Banked: 09/10/2020	56.00						
	Sales Recpts Page 128	56.00	56.00		100			Sales Recpts Page 128
	Banked: 09/10/2020	62.00						
	Sales Recpts Page 129	62.00	62.00		100			Sales Recpts Page 129
	Banked: 09/10/2020	28.00						
	Sales Recpts Page 131	28.00	28.00		100			Sales Recpts Page 131
	Banked: 09/10/2020	28.00						
	Sales Recpts Page 132	28.00	28.00		100			Sales Recpts Page 132

Continued on Page 2

## Receipts for Month 7

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 09/10/2020	56.00						
	Sales Recpts Page 133	56.00	56.00		100			Sales Recpts Page 133
	Banked: 09/10/2020	28.00						
	Sales Recpts Page 134	28.00	28.00		100			Sales Recpts Page 134
	Banked: 09/10/2020	28.00						
	Sales Recpts Page 135	28.00	28.00		100			Sales Recpts Page 135
	Banked: 09/10/2020	107.25						
	Sales Recpts Page 136	107.25	107.25		100			Sales Recpts Page 136
	Banked: 09/10/2020	104.00						
	Sales Recpts Page 137	104.00	104.00		100			Sales Recpts Page 137
	Banked: 11/10/2020	51.50						
	Mr K	51.50			1500	500	51.50	Allotment Plot b19
	Banked: 11/10/2020	10.00						
	FAIR PAK VILLAGE HALL	10.00			1900	100	10.00	garage payment
	Banked: 13/10/2020	51.50						
	Mr K	51.50			1500	500	51.50	Allotment Plot
	Banked: 13/10/2020	2,717.16						
	HMRC	2,717.16			105		2,717.16	VAT REFUND
	Banked: 14/10/2020	39.50						
	Mrs B	39.50			1500	500	39.50	Allotment plot
	Banked: 15/10/2020	28.35						
	Mrs S	28.35			1200	230	28.35	Woodland Hall hire
	Banked: 16/10/2020	580.50						
	New forest funeral	580.50			1520	510	580.50	Burial
	Banked: 19/10/2020	590.50						
	eastleigh indep funeral	590.50			1520	510	590.50	burial
	Banked: 19/10/2020	25.75						
	Mr A	25.75			1500	500	25.75	allotment c19
	Banked: 23/10/2020	198.50						
	independant funeral dir	198.50			1540	510	198.50	Ms A
	Banked: 27/10/2020	1,100.00						
	fair oak cricket club	1,100.00			1310	100	1,100.00	fair oak cricket club
	Banked: 28/10/2020	198.50						
	Dignity funerals	198.50			1520	510	198.50	Dignity funerals
	Banked: 28/10/2020	55.00						
	metal processing	55.00			1900	100	55.00	scrap metal

## Receipts for Month 7

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 30/10/2020	720.00						
	Sales Recpts Page 138	720.00	720.00		100			Sales Recpts Page 138
	Banked: 30/10/2020	234.00						
	Sales Recpts Page 139	234.00	234.00		100			Sales Recpts Page 139
	Banked: 31/10/2020	535.50						
recoding	Premier Account	535.50			210		535.50	recoding of reciepts
	Banked: 31/10/2020	308.25						
trans	Premier Account	308.25			210		308.25	recoding
	Banked: 31/10/2020	-308.25						
	recipt entered twice	-308.25			1200	230	-308.25	recipt entered twice
Total Receipts for Month		11,201.01	1,840.50	0.00			9,360.51	
Cashbook Totals		<u>276,927.46</u>	<u>1,840.50</u>	<u>0.00</u>			<u>275,086.96</u>	

## Payments for Month 7

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/10/2020	southern electric	DD	53.00		8.83	4405	240	44.17	elec Pavillion
01/10/2020	take payments	VISA	50.00		8.33	4140	110	41.67	card terminsl
01/10/2020	ableman	3682	2,706.00	2,706.00		500			GRAVEL FOOTPATHS
01/10/2020	ACELIFTAWAY	3683	615.85	615.85		500			skip Hire
01/10/2020	binder loams	3684	609.60	609.60		500			Binder Loam
01/10/2020	CEDERPEST	3685	114.00	114.00		500			pest conrtol KP
01/10/2020	CONDOR	3686	15.77	15.77		500			printer consumables
01/10/2020	DJ SCOTT	3687	6.18	6.18		500			tension spring
01/10/2020	EBC	3688	2,859.52	2,859.52		500			Dog bins
01/10/2020	FLEET	3689	451.62	451.62		500			Pitch linemarker
01/10/2020	PKF	3690	1,560.00	1,560.00		500			Year end audit
01/10/2020	QIC systems	3691	265.08	265.08		500			monthly licence
01/10/2020	SMART MARKETING	3692	1,038.00	1,038.00		500			accessibility audit and mktng
01/10/2020	TRADE UK	3693	190.93	190.93		500			misc materials
01/10/2020	Travis perkins	3694	219.55	219.55		500			cutting discs
02/10/2020	Premier Account	trans	170,000.00			210		170,000.00	transfer
05/10/2020	BT	DD	105.12		17.52	4120	240	87.60	tel and broadband
05/10/2020	BT	DD	105.12		17.52	4120	250	87.60	tel and broadband
05/10/2020	southern electric	DD	247.85		41.31	4405	150	206.54	electricity -PO
06/10/2020	Came and company	BACS	9,325.48			4055	110	9,325.48	Insurance
06/10/2020	allsar	DD	400.63		66.77	4305	210	333.86	Fuel
08/10/2020	Peninsula	DD	21.60		3.60	4030	110	18.00	EAP
08/10/2020	British Gas	DD	2,570.56		428.43	4400	250	2,142.13	gas
08/10/2020	southern electric	DD	930.87		155.14	4405	250	775.73	electricity - HH
12/10/2020	barclaycard	DD	48.00		8.00	4140	110	40.00	card terminal
12/10/2020	flowershop	VISA	31.00			4100	110	31.00	flowers bereavement
12/10/2020	adobe	VISA	12.64		2.11	4132	110	10.53	adobe
12/10/2020	carters of swanwick	VISA	967.00		161.17	4530	290	805.83	New Tools
14/10/2020	o2	DD	24.92		4.15	4125	110	20.77	mobile phines
14/10/2020	Overline	DD	166.78		27.80	4120	110	138.98	tel and Broadband
14/10/2020	Overline	DD	63.79		10.63	4120	230	53.16	tel and Broadband
15/10/2020	payroll	BACS	14,017.87			4000	110	14,017.87	payroll
15/10/2020	BRSA	DD	29.93		4.99	4410	500	24.94	water allotments
16/10/2020	sage payroll	DD	20.40		3.40	4132	110	17.00	sage payroll software
16/10/2020	Peninsula	DD	356.50		59.42	4070	110	297.08	employeeer services
16/10/2020	BRSA	DD	453.53			4410	230	453.53	Water - woodlands
16/10/2020	amazon	VISA	58.95			4990	230	58.95	Wheelie bin for food bank
16/10/2020	Hampshire pensions	BACS	2,888.90			4010	110	2,888.90	Pensions
16/10/2020	HMRC	BACS	3,720.97			4000	110	3,720.97	paye
19/10/2020	BRSA	DD	314.94			4410	250	314.94	Water - HH
20/10/2020	amazon	VISA	38.46			4085	110	38.46	Printer Cartridges
23/10/2020	British Gas	DD	16.18		2.70	4440	150	13.48	gas - PO
23/10/2020	EBC	DD	280.90		46.82	4680	300	234.08	Trade refuse
23/10/2020	Payzone	DD	18.00		3.00	4140	110	15.00	card payment terminal
26/10/2020	Printerinks	VISA	39.79			4085	110	39.79	Printer Cartridge
31/10/2020	BT	DD	1.87		0.31	4120	110	1.56	tel and Broadband office

---

Total Payments for Month	218,033.65	10,652.10	1,081.95	206,299.60
Balance Carried Fwd	58,893.81			
Cashbook Totals	<u>276,927.46</u>	<u>10,652.10</u>	<u>1,081.95</u>	<u>265,193.41</u>

## **FULL COUNCIL – 16 NOVEMBER 2020**

### **LIBRARY TASK & FINISH GROUP**

#### **1 BACKGROUND**

- 1.1 The Task and Finish Group reported to the Council in September that it thought that there was a real chance to establish a community library run by volunteers to replace the formal library service run by Hampshire County Council (HCC). Accordingly, the Council agreed to facilitate the establishment of a community library by calling for volunteers and helping them to take the project forward.

#### **2 DEVELOPMENTS**

- 2.1 A call for volunteers elicited a good response with over 30 people saying they were prepared to help staff the library when it was established. Rather fewer were prepared to help set up the library but 15 people are now working on different aspects of the proposals. The Group has had a couple of meetings with HCC's transition team and have indicated their support for the outline proposal.

#### **3 PROPOSAL**

- 3.1 The volunteers intend to set up a charitable incorporated organisation (CIO), to be called Fair Oak Community Library, to run a library in the current library premises after it is closed by HCC. HCC is prepared to transfer, the building, the stock and the furniture of the library but will not transfer any IT used for managing the library. On that basis, the volunteers have set up a number of working parties to investigate and manage different aspects of the establishment and running of the library.

#### **4 RELATIONSHIP WITH THE COUNCIL**

- 4.1 The Council has never agreed to take on and run a library. It has agreed to facilitate others to do so and it is expected that the newly formed CIO will be the body that runs the library. However, the extent of Council involvement needs to be established. The CIO will face a number of difficulties and the support of the Council to manage those would greatly improve the chances of success. Moreover, the Council may need to consider what it might do if the project were not successful. In that event, there could be considerable pressure on the Council to continue the library itself. The Council should also take into account that the library is currently the only community facility in the centre of the village. The task and finish group has evolved a proposal to address these concerns.

#### **5 PROPERTY**

- 5.1 The CIO wants use of the library premises to provide a library and community hub. But if it acquired the property and was then dissolved, the property could pass out of community control. Accordingly, the Group has tentatively agreed with HCC and the volunteers that the freehold of the property be transferred to the Parish Council by HCC. HCC insists on certain restrictions to ensure that the premises remain in community use. The CIO would then be given a licence to occupy the premises (by the Parish Council) for use as a library and community hub. It follows that if the CIO were to fail, the Council will still have the premises.

## **6 CHARITABLE INCORPORATED ORGANISATION (CIO)**

- 6.1 The CIO would not be under the control of the Council. Community interest companies are controlled by their trustees who are in analogous position to directors of a company. So the people who control the appointment of trustees are key. There are a number of different groups that might do so, but the task & finish group have opted for trustees to be elected by members of the library. This gives the Council no opportunity to intervene in the running of the CIO if things are going wrong. Accordingly, the task & finish group has proposed that the Council has power to appoint two trustees. That does not give them control but it does give the Council, acting through its two appointees, an opportunity of summoning meetings and acting to sort out the problems.

## **7 SUPPORTING THE PROJECT**

- 7.1 The costs of the project have not yet been ascertained. Various estimates have been provided by HCC but their reliability is unknown. What we do know is that there will be significant costs and a limited or negligible income. It is clear that some fundraising will be needed. However there are two areas where the Council's support would be invaluable.
- 7.2 First, the Council has provided some of its officers' time, contacts and expertise. This has made it easier to identify and understand issues. It is hoped that can continue. Moreover, it already runs a number of community buildings and it is hoped that it could also run the library premises without undertaking significant additional administrative obligations.
- 7.3 Second, whilst financial of the project are yet unknown, the group are currently seeking to identify financial risks. Some of these can be managed by insurance. The CIO will have to take out appropriate insurance policies to guard against breach of its obligations to public and volunteers e.g public liability and occupiers liability cover. But risks which can't be insured are a worry. In particular, the risk of repairs to the building is not something that a body with minimal income can contemplate with equanimity. Given the Council's interest in the property, it is also in its interests to see that it is maintained and repaired. Moreover, the scale of the repairing risks, which could overwhelm the CIO, is much less significant to the Council. It is hoped that the Council would be prepared to assume this risk.

## **8 FINANCIAL IMPLICATIONS**

- 8.1 The costs of establishing the new library service will be significant. It is not yet known what they will be. But the Task & Finish Group are hopeful that they can be covered by a grant from HCC of up to £10,000 which is available for this purpose. The CIO does not intend to ask the Council to make any commitment to provide funds for set-up costs.
- 8.2 Nonetheless, there will be continuing costs and the Council is asked to consider a request to support these, the budget for which is yet unknown. HCC have given various estimates. Its initial consultation suggested that closing the library would save £37,000 of which £27,000 was the cost of staff. The cost of premises was included at £1,000 but a later estimate of property costs put these at £5,320 pa. The Clerk has estimated the annual cost of the project, a copy of which is attached. But it does not include property costs (deliberately). So on that basis expenditure would be £20,000 pa.
- 8.3 Any support from the Council will have to be viewed against the additional financial burden on residents. In the current year, an additional pound on the parish rate would



raise c£4,065. It would increase the rate payable by a band D ratepayer from £119.11 to £120.66, an increased cost to ratepayers of £1.55 per (Band D) household or 1.03%.

## **9 RECOMMENDATIONS**

- 9.1 That the Council consider the scope of its involvement in the CIO moving forward;
- 9.2 That the Council consider whether it wishes to accept responsibility of the library building should HCC be mindful to transfer the building;
- 9.3 That the Council appoint two representatives to serve as Trustees of the CIO; and
- 9.4 That the Council consider whether it wishes to financially support the library service, including asset liabilities for the building, for inclusion in next years' budget.

### **For further information please contact:**

Cllr Couldrey, Chairman of the Library Task & Finish Group

[Nick.couldrey@fairoak-pc.gov.uk](mailto:Nick.couldrey@fairoak-pc.gov.uk)

## FULL COUNCIL – WORK PROGRAMME (2020/2021)

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
<b>16 NOVEMBER 2020</b>			
Finance Report	To approve the monthly finance report	Report	<b>Clerk/Finance Officer</b>
Y-Zone Review	To consider the external review of the Y-Zone	Report	<b>Clerk</b>
Library Task & Finish Group	To receive initial findings and recommendations from the Task & Finish Group	Report	<b>Clerk</b>
Corporate Plan Task & Finish Group	Development of corporate plan/action plan	Report	<b>Clerk</b>
<b>DECEMBER 2020</b>			
Budget Task & Finish Group	To receive recommendations from the Group	Report	<b>Clerk/Finance Officer</b>
Fees and Charges	To set the fees and charges for the 2021/22 financial year	Report	<b>Clerk/Finance Officer</b>
Finance Report	To approve the monthly finance report	Report	<b>Clerk/Finance Officer</b>
HR Policies	To approve various HR policies contained in new employee handbook	Report	<b>Clerk</b>
Village Signs	To approve the village signs	Report	<b>Operations Manager</b>
Café Task & Finish Group	initial findings and recommendations from the Task & Finish Group	Report	<b>Clerk</b>
Shorts Road/Scout Lease	To receive an update on the negotiation process (confidential item)	Report	<b>Clerk</b>

**JANUARY 2021**

Corporate Action Plan	To set a corporate action plan for next 5 years	Presentation	<b>Clerk</b>
Data Protection Annual Audit	To receive the annual audit	Report	<b>Clerk</b>
Health & Safety	To update the Council on progress with Health & Safety matters following internal audit	Report	<b>Operations Manager</b>
Annual Budget	To set the budget for the 2021/22 financial year	Report	<b>Clerk/Finance Officer</b>
Finance Report	To approve the monthly finance report	Report	<b>Clerk/Finance Officer</b>
Pembers Hill Drive Public Open Space	To receive an update on this parcel of land.	Report	<b>Clerk</b>

**FEBRUARY 2021**

Internal Auditor Interim Report	To receive the internal auditor's report and approve the audit action plan	Report	<b>Clerk</b>
Finance Report	To approve the monthly finance report	Report	<b>Clerk/Finance Officer</b>

**MARCH 2021**

Finance Report	To approve the monthly finance report	Report	<b>Clerk/Finance Officer</b>
<b>APRIL 2021</b>			
Finance Report	To approve the monthly finance report	Report	<b>Clerk/Finance Officer</b>
<b>MAY 2021</b>			
Governance documents	To approve adoptions of governance documents – council constitution/standing orders, financial regulations	Report	<b>Clerk</b>
Finance Report	To approve the monthly finance report	Report	<b>Clerk/Finance Officer</b>