



FAIR OAK & HORTON HEATH PARISH COUNCIL

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SUMMONS

Dear Member

6 January 2021

You are hereby summoned to attend a meeting of the FINANCE COMMITTEE held on **Tuesday, 12 January 2021 at 9.00 a.m.**

Please note that this will be a 'virtual meeting'.

Melanie Stephens

Melanie Stephens, Parish Clerk

AGENDA

PART I - PUBLIC SESSION

APOLOGIES

1 MINUTES (PAPER A, PAGES 2-4)

To note the minutes of the meeting held on 15 December 2020.

2 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

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Members are reminded that reports and information relating to this session are not for publication and should be treated as strictly confidential.

4 STAFF SALARIES (REPORT B)

To agree the staff salaries for 2021/22 and how this impacts the final budget.

5 STAFFING DURING LOCKDOWN (VERBAL UPDATE)

To consider staffing structure during lockdown including furlough scheme.

Cllr P Barrett
Cllr H Douglas (Chairman)
Cllr N Couldrey
Cllr M Marsh

Cllr H McGuinness
Cllr P Spearey
Cllr B Tennent
Cllr T Higby

Mrs J Cahill (RFO)
Ms M Stephens (Clerk)



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Minutes of the FINANCE COMMITTEE “virtual” meeting held on Tuesday 15 December 2020 at 10.00am

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

Ap	Cllr Barrett	P	Cllr Marsh
P	Cllr Couldrey (in the Chair)	A	Cllr McGuinness
P	Cllr Douglas	Ap	Cllr Spearey
P	Cllr Higby (Part)	P	Cllr Tennent

Officers in attendance: Ms M Stephens, 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.

43 ELECTION OF CHAIRMAN

As Cllr Douglas was experiencing some technical difficulties during the meeting, it was:

RESOLVED:

That Cllr Couldrey be elected as Chairman.

(Cllr Couldrey in the Chair)

44 MINUTES OF MEETINGS (PAPER A)

RESOLVED:

That the minutes of the meeting held on 9 March 2020 be noted.

45 DECLARATIONS OF INTEREST

Cllrs Couldrey and Douglas raised interests in Minute item 46.

46 COMMUNITY GRANTS (REPORT B)

Cllr Couldrey disclosed a pecuniary interest in the Community Library application on the grounds that he was a Trustee of the Charity. He did not participate in the discussion and did not vote.

Cllr Douglas disclosed a pecuniary interest in the Squash Club application as her husband was the applicant. She did not participate in the discussion and did not vote.

Members considered the suggested allocation for the applications received and following discussion, it was: -

RESOLVED:

That the grant allocations as set out in paragraph 4.1 of the report be approved, namely: -

- a) That the Cricket Club be awarded £500;
- b) That the Community Library be awarded £1,000;
- c) That the MHA Communities be awarded £400;
- d) That the Morelands Camping be awarded £500;
- e) That the Squash Club be awarded £500;
- f) That Victim Support be awarded £100; and
- g) That the Village Hall be awarded £1,000.

47 BUDGET TASK & FINISH GROUP (REPORT C)

The Committee considered the findings report of the Budget Task & Finish Group. The new process of examining the budget with a smaller number of members had worked well.

The Committee was happy to support the proposed budget, to be put to January Full Council, for final decision subject to the following amendments: -

That as the Council will have delivered a water fountain at Lapstone Playing fields this financial year, the £5k allocated to a water fountain be re-allocated to support drainage works at Knowle Park.

In relation to the issue of staff salaries, the Committee agreed that a special meeting be arranged in January to look at this issue in more detail, including benchmarking against other Towns and Parish Councils.

RECOMMENDED:

That subject to the amendments set out above, the budget proposals put forward by the Budget Task & Finish Group and the final budget as set out in Appendix 1 to the report be approved.

48 WORK PROGRAMME (REPORT D)

RESOLVED:

That the work programme be noted.

49 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).

50 STAFF SALARIES 2021/22 (REPORT E)

The Committee considered the proposed staff salaries for 2021/22.

Members discussed whether staff should receive a salary rise (suggested 2%), some felt that staff salaries should stay in line with the Government sector workers who would receive 0% increase, others felt that given the pandemic and the hard work of the team, a rise should be applied.

Members requested that the Clerk undertake benchmarking and budget scenarios for discussion at an extra Finance Committee meeting.

As such, it was: -

RESOLVED:

That a special Finance Committee be held on Tuesday 12 January 2021 at 9.00am to determine this matter.

Signed..... Chairman

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