

## SUMMONS

Dear Member

14 March 2023

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 20 March 2023 at 6.00 pm** at the Parish Office, 2 Knowle Park Lane, Fair Oak.

*Melanie Stephens*

Melanie Stephens, Parish Clerk

**PUBLIC PARTICIPATION:** This meeting is open to members of the public. If you wish to speak at the meeting, you should submit a request by email to [clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk) by 4 pm on Friday 17 March 2023.

## AGENDA

### PART I - PUBLIC SESSION

#### APOLOGIES

#### 1. DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

#### 2. MINUTES OF MEETINGS (PAPER A, PAGES 4-12)

- a) To approve the minutes of the Council meeting held on 20 February 2023 as a correct record, and
- b) To note the planning delegated decisions made w/e 13 January 2023; 13 February 2023; 20 February 2023

#### 3. STOKE PARK FARM (PRESENTATION)

To receive a presentation from Eastleigh Borough Council's Estates and Contracts Manager.

The consultation can be found via [Stoke Park Farm - Eastleigh Borough Council Citizen Space - Citizen Space](#)

#### **4. CHAIRMAN'S ANNOUNCEMENTS**

#### **5. CLERK'S UPDATE**

#### **6. FINANCE REPORT (REPORT B, PAGES 13-21)**

To consider the report of the Finance Officer and approve the BACS payments.

#### **7. PLANNING APPLICATION**

To consider the following planning application for formal comments to Eastleigh Borough Council:

**Application No:** [F/23/94713](#)

**Address:** Cockpit Farm Barn, Knowle Lane, Horton Heath

**Description:** Construction of 6.no dwellings, including landscaping, parking and associated works following demolition and site preparation.

**Planning Specialist Contact Details**

Email: [alex.webb@eastleigh.gov.uk](mailto:alex.webb@eastleigh.gov.uk)

#### **8. DISCUSS IN-SHOP ADVERTISING OF VAPING PRODUCTS IN THE VILLAGE**

To consider asking local shops not to display vaping products in prominent positions.

#### **9. TRAINING POLICY (REPORT C, PAGES 22-27)**

To review and approve the Training Policy.

#### **10. WORK PROGRAMME (REPORT D, PAGES 28)**

To note the work programme and make any amendments as necessary.

#### **11. 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.

## 12. STAFFING MATTERS

To note the outcome of the staff appraisal process.

### **To: Councillors**

S Anderson  
P Barrett  
C Bird  
N Couldrey  
H Douglas (Chairman)  
K Forfar  
T Higby  
M Marsh

### **Councillors (cont)**

G Meech  
H McGuinness  
Vacancy  
D Scott  
M Smith  
B Tennent  
G Stupple

### **Officers:**

J Cahill (Finance Officer)  
M Leadbitter-Allen (Deputy Clerk)  
M Johnson (Operations Manager)  
M Stephens (Clerk)

**Minutes of the Full Council Meeting  
held on Monday 20 February 2023 at 6.00 pm.  
at the Parish Office, 2 Knowle Park Lane, Fair Oak**

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

Ab - Cllr Anderson	Ap - Cllr Scott	P - Cllr Stupple
P - Cllr Forfar	Ap - Cllr Bird	P - Cllr Douglas (Chairman)
Vacancy	Ap - Cllr Marsh	Ap - Cllr Couldrey (Vice Chair)
Ap - Cllr Barrett	P - Cllr Smith	Ab - Cllr McGuinness
Ap - Cllr Higby	P - Cllr Meech	P - Cllr Tennent

**Officers in attendance:** Ms Mel Stephens, Clerk, Mrs Michelle Leadbitter- Allen, Deputy Clerk and Mrs J Cahill, Responsible Finance Officer (RFO), Mr Martin Johnson, Operations Manager

**Apologies:** Cllrs Barrett, Bird, Couldrey, Higby, Marsh & Scott

**PUBLIC SESSION**

A Community Library Trustee was in attendance.

**84 DECLARATIONS OF INTEREST**

None.

**85 MINUTES (PAPER A)**

**RESOLVED:**

- (a) That the minutes of the Full Council meeting held on 16 January 2023, be signed by the Chairman as a correct record; and
- (b) That the delegated planning decisions for w/e 30 December 2022 be noted.

**86 FINANCE REPORT (REPORT B)**

Members considered the report and update from the Finance Officer. After consideration, it was: -

## **RESOLVED:**

- a) That the contents of the report be noted; and
- b) That the BACs payments be approved.

## **87 CHAIRMAN'S ANNOUNCEMENTS**

There were none.

## **88 CLERK'S UPDATE**

The Clerk gave a presentation updating members on key activities taking place across the organisation. The presentation was attached as Appendix 1 to these minutes.

The following issues were raised during the presentation: -

- The Council would hold a naming ceremony for the new electric vehicles at the Coronation Event in May.
- A programme of works for Twynams Field would be shared with members shortly.
- The artificial grass contractor had attended the Splashpad site, and a way forward had been agreed with the Clerk and Operations Manager. The Clerk would continue to hold back payment on the works until she was satisfied that these had been completed to a high standard.
- The paths at the cemetery had been reinstated and the Clerk commended the Operations Team for their work on this project.
- Unfortunately, the Council had been unsuccessful in securing the Social Value Fund for a 4kW solar installation at Woodland Community Centre, narrowly missing out to a charitable organisation in Hedge End, however, the Deputy Clerk would continue to look for other solar project funding opportunities.
- At the last meeting of the Full Council members agreed to appoint Char.gy to install and deliver EV charging facilities to our community centres and parish office car parks. Sadly, the Council had received notification from Char.gy that they could no longer access the funding to honour the agreement. The Deputy Clerk would continue to look for other opportunities to fulfil this objective.
- The Clerk and Deputy Clerk had performed nine thermal imaging surveys for members of the Greening Campaign and would be performing a further three within a few days of the meeting. Due to the success of this service, a waiting list had been set up to allow more residents to access this service toward the end of the year. Officers would collaborate with the Community Development Officer to adapt this into a community service led by local volunteers.
- The Clerk had secured a grant with the Woodland Trust to provide 420 mixed species whips for planting in November at Lapstone Farm. Children from Fair Oak Infants School would be offered the opportunity to help plant a tree and name it, effectively becoming the tree's custodian.

- The Operations Manager said that the Council's tree surgeon had unfortunately identified another 20 trees at the Lapstone Orchard with Ash Dieback which would need to be felled.
- Following the receipt of the costings from the appointed contractor DB Vision for building works at the Community Café on 24 February, a programme of works would be established and circulated to members. The Communications Officer would update the residents using FAQs on the project's progress the following week.
- Plans to complete the bee and tree planting with involvement from Reach Out Care had been initiated at Meadowsweet Way.
- Y-Zone was back in operation and had reported growing attendance figures.
- Appropriate candidates for the vacancy of Community Development Office had been identified and would be invited to attend an interview on 2 March.
- Members were informed that due to the appointed subcontractor's work commitments, the commencement of works at Crowdhill Play Area would be delayed until April 2023.
- Two Duke of Edinburgh students working towards their Bronze Award would be working alongside the Operations Team commencing in March.
- Cllr Stupple reported that the As One Campaign had gained traction with another 3 Road Associations formed at the last meeting on Sunday 19 February.

**Action:** MS consult Cllr Stupple regarding photography at Meadowsweet Way

## **89 HCC COUNTRYSIDE SERVICES PLANNING CONSULTATION (REPORT C)**

After consideration, the council objected to the proposal and issued the following comments: -

- The proposed path exceeds the length of the existing path giving a longer walking route, giving rise to accessibility and access concerns.
- The proposed path diverts through existing hedgerows, giving concerns about habitat loss.
- Ancient and existing footpaths/public rights of way should be conserved for future generations to enjoy.
- Preservation of natural heritage in an overdeveloped area is paramount.
- The needs of the land over are disproportionate to the needs of the local residents and local wildlife.

### **RESOLVED:**

That the above comments be submitted to Hampshire County Council Countryside Services

**Action:** MLA

## **90 ASSET BUDGET ITEMS (REPORT C)**

The Council considered a proposal for the reallocation of a total of £18,250 of funds from the underspent budget for the Lapstone Boardwalk Reinstatement Project. The funds would be used to purchase equipment to support the efficiency and physical well-being of the Operations Team.

The Operations Manager had requested £8,500 to purchase battery-operated handheld tools to replace the ageing equipment currently used by the Operations Team. Replacing this equipment would reduce ergonomic stress and allow for more flexible working.

Members also considered the proposal for reallocating £9,750 to purchase an additional zero-turn ride-on mower which would improve the working efficiency of the team and allow them to dedicate more time to their increasing workload.

### **RESOLVED:**

- a) That £8,500 of budgetary underspends be allocated to the purchase of various ground maintenance electrical equipment and;
- b) That £9,750 of underspends be allocated to the purchase of a new ride-on mower with lighting and registration kit.

**Action:** MJ

## **91 COMMUNICATIONS AND EVENTS TASK & FINISH GROUP (REPORT D)**

The Council considered a request for further funds to support activities at the Kings Coronation Event on 6 May.

Council members agreed that the King's Coronation was a historic event that deserved to be celebrated as such it was agreed: -

### **RESOLVED:**

- (a) That the activities for the Kings Coronation Event as set out in the report be approved and;
- (b) That £3,000 be taken from the Community Development Ear Marked Reserve to support the event.

## **92 LIBRARY BUILDING IMPROVEMENTS PROJECT (REPORT E)**

The Clerk reported that following the receipt of tenders in November it was evident that there was a shortfall in funds. The Local Area Committee had however agreed to fund the shortfall through Section 106 contributions at their meeting in January.

Officers had recommended a preferred contractor following tender analysis. The preferred contractor had agreed to hold the prices on their quotation despite the overrun on the tender cooling-off period. The tender price for the basic package of works came to £88,289, this did not include extra over-works requested by the library. The total project

cost as set out in paragraph 6 of the report, was £124,374 (this included extra over-works).

It was agreed that the Community Library could use the Leaf Room at Woodland Community Centre as a pop-up library during the refurbishment. However, members were advised that this would put additional pressure on the Operations Team during their busiest period.

**RESOLVED:**

- a) That the appointment of H Monfared (Builders) be agreed for the sum of £88,289 and;
- b) That £124,374 be allocated towards the cost of the project as set out in paragraph six, and;
- c) That delegated authority to oversee the completion of the project by the Clerk in consultation with the Chair of the Council be agreed.

**Action:** MS and MJ to manage the increased workload on the Operations Team

**93 WORK PROGRAMME & MEMBER TRAINING SCHEDULE (REPORT G)**

Council members reviewed the work programme.

**RESOLVED:**

That the work programme and the member training programme be noted.

Signed ..... Chairman

This was all the business and the meeting closed at 6.40 pm.

**Minutes of the Special Council Meeting  
held on Tuesday 7 February 2023 at 6.00 pm.  
at the Parish Office, 2 Knowle Park Lane, Fair Oak**

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

Ap - Cllr Anderson	Ap - Cllr Scott	P - Cllr Stupple
P - Cllr Forfar	Ap - Cllr Bird	P - Cllr Douglas (Chair)
Vacancy	P - Cllr Marsh	P - Cllr Couldrey (Vice-Chair)
Ap - Cllr Barrett	P - Cllr Smith	Ab - Cllr McGuinness
Ap - Cllr Higby	Ap - Cllr Meech	Ap - Cllr Tennent

**Officers in attendance:** Mel Stephens, Clerk and Michelle Leadbitter- Allen, Deputy Clerk

**PUBLIC PARTICIPATION:** Richard Kirby, Trinity Rose Architects

## **82. DECLARATIONS OF INTEREST**

Cllr Stupple in Minute No. 83.

## **83. COMMUNITY CAFÉ PROJECT**

Cllr Stupple raised a non-pecuniary interest as a Trustee of the Fountain Café. He did not consider that there were issues under common law that prevented him from remaining in the meeting to speak and to vote.

Councillors considered the progress made to date including the new foundation design scheme which required further budget requirements as set out in the appendix and the steps required to ensure the project remained on track.

The report highlighted but was not limited to the following salient points:

- Due to the nature of the site, significant groundwork investigation had been undertaken to determine the most appropriate foundation design for the café. Using the screw pile testing results, the structural engineer had drafted two foundation design options which were set out in paragraph 3 of the report.

- The Council's architects, Trinity Rose advised that the Council progress with the 'piled raft' scheme, listed as option one in the report. Richard Kirby gave a technical explanation of the foundation design recommending Option 1 due to its strength and stability, and compliance with current building safety regulations. He also explained that due to the ground instability of the site, whatever kind of building was erected, a foundation of this strength would be essential, especially when considering public safety.
- The Council had previously agreed on a budget of £386,440 following the completion of the tendering process in July 2022, of which £330,380 had been allocated for construction costs. With the new foundation scheme, construction costs had increased bringing a total of £377,877, giving a project cost £411,418. The Council has already spent approximately £45,000 on the project, leaving a project fund of £348,704. This meant that the Council would need to provide funds of an additional £62,714.35 to deliver the project.
- The Clerk and the Responsible Finance Officer had discussed the most suitable options for meeting this shortfall and recommended that the Council use a combination of funds from the Parish Council's Public Sector Fund and seek further Section 106 Developer Contribution Funds from the Borough Council. The amount from the Public Sector Fund once determined should be capped at that amount with no further funding requests sought.
- It was hoped that should the Borough Council (via the Local Area Committee) agree to the additional funds in March, the Clerk, along with Trinity Rose could draft necessary contracts with Vision D&B (the Council's appointed building contractor) enabling the project to move forward. It was hoped that work on-site would commence in mid-March.

All members agreed that the project was of significant importance to the local community and therefore supported the additional funding request. Following a discussion on the level of funding to be provided, it was: -

#### **RESOLVED:**

- That Option 1 of a 'Piled Raft' foundation design be agreed;
- That the full budget shortfall of £62,714.35 be taken from the Council's Public Sector Fund should funding from the Borough not be forthcoming;
- That the Clerk to seek funding of £23,000 from Eastleigh Borough Council via the Local Area Committee;
- That the Clerk be instructed, with support from Trinity Rose, to undertake value engineering to identify any project savings; and
- That the Council give the Clerk, in consultation with the Chair of the Council, the authority to draft the necessary contract with Vision D&B Ltd.

Action: Melanie Stephens

Signed ..... Chair

This was all the business and the meeting closed at 6.28 pm

## PLANNING APPLICATIONS

Planning application to w/e 13 January 2022

**Application No:** [H/22/94378](#)

**Address:** 39 Spring Close, Fair Oak, SO50 7BB

**Description:** Construction of a new entry porch

**Comments:** No objection

**Planning Specialist Contact Details**

Email: [dorothy.hei-tung-hoh@eastleigh.gov.uk](mailto:dorothy.hei-tung-hoh@eastleigh.gov.uk)

**Application No:** [F/22/94393](#)

**Address:** Unit 2 to 3, Botley Road, Fair Oak, SO50 7AN

**Description:** Change of use from a betting shop (Sui Generis) to a hot food takeaway (Sui Generis); installation of ventilation/plant equipment and other external alterations.

**Comments:** Referred to Full Council on 16 January 2023.

No objection in principle, but would like the following comments recorded:

- Would like to see an enhanced provision of litter bins for patrons using this facility.
- Would like bollards installed to prevent anti-social parking outside the facility.
- Would like noise from machinery and fans at this facility kept to a minimum to avoid disruption to neighbouring residents.

**Planning Specialist Contact Details**

Email: [rachael.morris@eastleigh.gov.uk](mailto:rachael.morris@eastleigh.gov.uk)

**Application No:** [T/23/94476](#)

**Address:** 27 Ascot Road, Horton Heath, SO50 7JP

**Description:** 1 no. Oak (T1)- Fell suppressed oak tree with heavy lean towards property, leaving 4/5m monolith.

Reason - To prevent potential future failure/root heave and damage to property. Suppressed tree growing at angle from the edge of a gully with some exposed roots at rear of stem.

**Comments:** Object – the tree appears to not be diseased or a danger to any property, neither is it on the applicant's land.

**Planning Specialist Contact Details**

Email: [chris.stringer@eastleigh.gov.uk](mailto:chris.stringer@eastleigh.gov.uk)

**Application No:** [F/22/94435](#)

**Address:** Mortimers Farm, Mortimers Lane, Fair Oak, SO50 7EA

**Description:** Alterations and extensions and conversion of 4 existing barns including Grade 2 listed Threshing Barn and Granary to create 4 dwellings, demolition of modern barn and construction of 5 new dwellings with associated gardens parking and car port/bat barn new sewerage treatment and new footpath on the southern side of Mortimers Lane

**Comments:** Object - The developer appears to have disregarded the advice of the Winchester & Eastleigh Design Review Panel which sought to retain the traditional appearance of the barns.

**Planning Specialist Contact Details**

Email: [summer.sharpe@eastleigh.gov.uk](mailto:summer.sharpe@eastleigh.gov.uk)

**Application No:** [L/23/94460](#)

**Address:** Mortimers Farm, Mortimers Lane, Fair Oak, SO50 7EA

**Description:** Alterations and extensions and conversion of 4 existing barns including Grade 2 listed Threshing Barn and Granary to create 4 dwellings, demolition of modern barn and construction of 5 new dwellings with associated gardens parking and car port/bat barn new sewerage treatment and new footpath on the southern side of Mortimers Lane

**Comments:** Object - The developer appears to have disregarded the advice of the Winchester & Eastleigh Design Review Panel which sought to retain the traditional appearance of the barns.

**Planning Specialist Contact Details**

Email: [summer.sharpe@eastleigh.gov.uk](mailto:summer.sharpe@eastleigh.gov.uk)

**Application No:** [H/22/93504](#)

**Address:** 4 Maytree Close, Fair Oak, SO50 7BU

**Description:** Retention of partly built timber framed outbuilding in rear garden (Amended Description and Plans) (Retrospective Application)

Please reply to the planning officer on the below email address.

**Comments:** No objection

**Planning Specialist Contact Details**

Email: [claire.campbell-best@eastleigh.gov.uk](mailto:claire.campbell-best@eastleigh.gov.uk)

**Application No:** [H/22/94157](#)

**Address:** 1 Mitchell Drive, Fair Oak, SO50 7FT

**Description:** Retention of 2m height fence at the rear and 1.76m fence at front of the property(Retrospective Application)

**Comments:** No objection

**Planning Specialist Contact Details**

Email: [claire.campbell-best@eastleigh.gov.uk](mailto:claire.campbell-best@eastleigh.gov.uk)

## PLANNING APPLICATIONS

Planning applications to w/e 10 February 2023

**Application No:** [H/23/94558](#)

**Address:** 32 White Tree Close, Fair Oak, SO50 7FE

**Description:** Single-storey rear extension. Wood burner flue

**Comment:** The Council would like the planning authority to advocate that the log burner fitted at this property adheres to the latest EcoDesign regulations which state that stoves should have a minimum seasonal efficiency of 65%. This would ensure compliance with the UK Government's Clean Air Strategy limiting the population's exposure to harmful PM<sub>2.5</sub> emissions.

**Planning Specialist Contact Details**

Email: [alexandra.stone@eastleigh.gov.uk](mailto:alexandra.stone@eastleigh.gov.uk)

## PLANNING APPLICATIONS

Applications to w/c 13 February 2023

**Application No:** [F/22/94401](#)

**Address:** Long Meadow, Stroudood Lane, Lower Upham, SO32 1HG

**Description:** Application for the siting and use of a replacement, residential, mobile home

**Comments:** No objection

**Planning Specialist Contact Details**

Email: [alex.webb@eastleigh.gov.uk](mailto:alex.webb@eastleigh.gov.uk)

**Application No:** [H/23/94596](#)

**Address:** 2 Bramblegate, Botley Road, Fair Oak, SO50 7EY

**Description:** Loft conversion with rear dormer. Single storey rear extension

**Comments:** No objection

**Planning Specialist Contact Details**

Email: [alexandra.stone@eastleigh.gov.uk](mailto:alexandra.stone@eastleigh.gov.uk)

**Application No:** [H/23/94634](#)

**Address:** 113 Stoke Heights, Fair Oak, SO50 8AH

**Description:** Single storey front extension following the demolition of the front porch

**Comments:** No objection

**Planning Specialist Contact Details**

Email: [alexandra.stone@eastleigh.gov.uk](mailto:alexandra.stone@eastleigh.gov.uk)

**Application No:** [T/23/94667](#)

**Address:** 2 The Hedges, Botley Road, Horton Heath, SO50 7QJ

**Description:** 1 no. Oak (T1) - Removal of secondary lateral extending North West towards house back to primary scaffold limb. Potential weak point visible at historic pruning wound. Remove of over extending secondary lateral growing West towards house back to primary scaffold limb to maintain clearance from property. Removal of lowest lateral branch overhanging neighbouring field. Removal of overextending secondary lateral limb growing South towards neighbouring tree. Large amount of deadwood present. Removal of epicormic growth from main stem and primary limbs. Work to maintain good clearance. Please reply to the planning officer on the below email address.

**Comments:** No objection subject to the agreement of the EBC Tree Officer.

**Planning Specialist Contact Details**

Email: [trees@eastleigh.gov.uk](mailto:trees@eastleigh.gov.uk)

**Financial Statement Summary**

- Total cash held across all bank accounts as at 28<sup>th</sup> February is £1,120,791
- Total receipts for January into the current account totalled £88,518  
£73,411 relates to a receipt from Eastleigh Borough Council for Developers Contributions, towards the library (£64,911) and Knowle Park (£8,500)
- Total current account payments for February totalled £58,759  
(See attached breakdown)
- Total BACS invoice payments outstanding is £14,421
- There are no cheques that require signing this month.

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**Fair Oak & Horton Heath Parish Council**

**Bank - Cash and Investment Reconciliation as at 28 February 2023**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

		0.00	
28/02/2023	Current Account	468,571.39	
28/02/2023	Premier Account	338,423.39	
28/02/2023	Public Sector Deposit Fund	313,737.31	
28/02/2023	Petty Cash	59.30	
			<b>1,120,791.39</b>

Receipts not on Bank Statement

**0.00**

**Closing Balance**

**1,120,791.39**

All Cash & Bank Accounts

1	Current Account	468,571.39
2	Premier Account	338,423.39
3	Public Sector Deposit Fund	313,737.31
4	Petty Cash	59.30
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>1,120,791.39</b>

## Invoices Due for Payment by 31 March 2023

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
ACELIFTAWAY [ACE001]								
28/02/2023	93137		<i>allotment toilet</i>		28/03/2023	96.00		96.00
Total of Invoices Due (ACE001)						96.00	0.00	96.00
APPLETON SIGNS [APP001]								
01/08/2022	129283		<i>bench plaque</i>		01/08/2022	43.20		43.20
Total of Invoices Due (APP001)						43.20	0.00	43.20
CARTERS OF SWANWICK [CART]								
03/03/2023	6383		<i>Battery Powered Ops equipment</i>		31/03/2023	10,183.20		10,183.20
Total of Invoices Due (CART)						10,183.20	0.00	10,183.20
CWM AGGREGATES [CWM001]								
16/02/2023	35746		<i>Scalpings and gravel - cemetery</i>		18/03/2023	90.00		90.00
16/02/2023	35744		<i>Scalpings and gravel - cemetery</i>		18/03/2023	90.00		90.00
16/02/2023	35750		<i>Scalpings and gravel - cemetery</i>		18/03/2023	90.00		90.00
17/02/2023	35802		<i>Scalpings and gravel - cemetery</i>		19/03/2023	90.00		90.00
20/02/2023	35902		<i>Scalpings and gravel - cemetery</i>		22/03/2023	90.00		90.00
21/02/2023	35978		<i>Scalpings and gravel - cemetery</i>		23/02/2023	90.00		90.00
21/02/2023	35686		<i>Scalpings and gravel - cemetery</i>		23/02/2023	90.00		90.00
21/02/2023	36013		<i>Scalpings and gravel - cemetery</i>		23/03/2023	90.00		90.00
21/02/2023	36021		<i>Scalpings and gravel - cemetery</i>		23/03/2023	90.00		90.00
21/02/2023	9835		<i>cleaning supplies</i>		21/03/2023	329.42		329.42
22/02/2023	36090		<i>Scalpings and gravel - cemetery</i>		24/02/2023	90.00		90.00
01/03/2023	35722		<i>Scalpings and gravel - cemetery</i>		18/03/2023	38.40		38.40
01/03/2023	35733		<i>Scalpings and gravel - cemetery</i>		15/03/2023	90.00		90.00
Total of Invoices Due (CWM001)						1,357.82	0.00	1,357.82
eastleigh services [EAST]								
23/02/2023	96843		<i>Boiler service - Pav</i>		23/03/2023	128.40		128.40
23/02/2023	6846		<i>Boiler service - HH</i>		23/03/2023	110.40		110.40
23/02/2023	6845		<i>Boiler service -Office</i>		23/03/2023	152.40		152.40
23/02/2023	6844		<i>Boiler service - Woodlands</i>		23/03/2023	83.40		83.40
23/02/2023	96847		<i>Boiler service - Library</i>		23/03/2023	128.40		128.40
Total of Invoices Due (EAST)						603.00	0.00	603.00
EBC [EBC001]								
27/01/2023	2260		<i>Marketing support</i>		27/01/2023	78.00		78.00
28/02/2023	4092		<i>Supply 4 tries</i>		21/03/2023	450.00		450.00

## Invoices Due for Payment by 31 March 2023

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Total of Invoices Due (EBC001)						528.00	0.00	528.00
HOOPER SERVICES [HOOPER]								
27/02/2023	9839		Floor Pads		27/03/2023	148.84		148.84
Total of Invoices Due (HOOPER)						148.84	0.00	148.84
PAUL FREEMAN TREE SERVICES [PAUL]								
21/02/2023	1186		Fell Ash trees		07/03/2023	768.00		768.00
Total of Invoices Due (PAUL)						768.00	0.00	768.00
QIC systems [QIC]								
01/11/2022	5056		monthly licence		01/11/2022	307.50		307.50
06/11/2022	5056A		Monthly licence		06/12/2022	307.50		307.50
Total of Invoices Due (QIC)						615.00	0.00	615.00
SMART MARKETING [SMAR001]								
28/01/2023	2308		Marketing support		15/02/2023	78.00		78.00
Total of Invoices Due (SMAR001)						78.00	0.00	78.00
Total of Invoices Due (Creditors)						14,421.06	0.00	14,421.06
TOTAL OF INVOICES DUE (ALL LEDGERS)						14,421.06	0.00	14,421.06

## Receipts for Month 11

## 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 :	438,812.23					438,812.23	
	Banked: 01/02/2023	30.00						
	Sales Recpts Page 383	30.00	30.00		100			Sales Recpts Page 383
	Banked: 01/02/2023	30.00						
	Sales Recpts Page 384	30.00	30.00		100			Sales Recpts Page 384
	Banked: 01/02/2023	338.50						
	Sales Recpts Page 385	338.50	338.50		100			Sales Recpts Page 385
	Banked: 01/02/2023	144.00						
	Sales Recpts Page 386	144.00	144.00		100			Sales Recpts Page 386
	Banked: 01/02/2023	90.00						
	Sales Recpts Page 387	90.00	90.00		100			Sales Recpts Page 387
	Banked: 01/02/2023	30.00						
	Sales Recpts Page 388	30.00	30.00		100			Sales Recpts Page 388
	Banked: 01/02/2023	30.00						
	Sales Recpts Page 389	30.00	30.00		100			Sales Recpts Page 389
	Banked: 01/02/2023	150.00						
	Sales Recpts Page 390	150.00	150.00		100			Sales Recpts Page 390
	Banked: 01/02/2023	30.00						
	Sales Recpts Page 391	30.00	30.00		100			Sales Recpts Page 391
	Banked: 01/02/2023	30.00						
	Sales Recpts Page 392	30.00	30.00		100			Sales Recpts Page 392
	Banked: 01/02/2023	125.00						
	Sales Recpts Page 393	125.00	125.00		100			Sales Recpts Page 393
	Banked: 01/02/2023	60.00						
	Sales Recpts Page 394	60.00	60.00		100			Sales Recpts Page 394
	Banked: 01/02/2023	195.00						
	Sales Recpts Page 395	195.00	195.00		100			Sales Recpts Page 395
	Banked: 02/02/2023	315.00						
	Sales Recpts Page 396	315.00	315.00		100			Sales Recpts Page 396
	Banked: 02/02/2023	217.00						
	Sales Recpts Page 397	217.00	217.00		100			Sales Recpts Page 397
	Banked: 02/02/2023	147.00						
	Mrs C	147.00		24.50	1200	230	122.50	Hall Hire
	Banked: 03/02/2023	58.00						
	Mrs W	58.00		9.67	1200	230	48.33	Hall Hire
	Banked: 03/02/2023	9,574.00						
	Rainbows Preschool	9,574.00		1,595.67	1200	230	7,978.33	Hall hire

Continued on Page 2

## Receipts for Month 11

## 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: 03/02/2023	57.00						
	Mrs M	57.00		9.50	1200	230	47.50	hALL hIRE
	Banked: 04/02/2023	66.50						
	Mrs C	66.50		11.08	1200	230	55.42	Hall Hire
	Banked: 04/02/2023	233.75						
	Sales Recpts Page 398	233.75	233.75		100			Sales Recpts Page 398
	Banked: 05/02/2023	514.50						
	Sales Recpts Page 399	514.50	514.50		100			Sales Recpts Page 399
	Banked: 06/02/2023	57.00						
	Mrs M	57.00			1200	250	57.00	Hall Hire
	Banked: 07/02/2023	63.00						
	Mr N	63.00		10.50	1200	230	52.50	Hall Hire
	Banked: 08/02/2023	34.23						
	Tennis	34.23		5.70	1550	100	28.53	Tennis
	Banked: 09/02/2023	68.00						
	EBC	68.00		11.33	1200	230	56.67	Hll Hire
	Banked: 10/02/2023	385.00						
	Sales Recpts Page 400	385.00	385.00		100			Sales Recpts Page 400
	Banked: 10/02/2023	84.00						
	Mr C	84.00			1200	250	84.00	Hall Hire
	Banked: 13/02/2023	56.00						
	Sales Recpts Page 401	56.00	56.00		100			Sales Recpts Page 401
	Banked: 13/02/2023	5.00						
	Mrs M	5.00			1900	100	5.00	History books
	Banked: 14/02/2023	34.23						
	Tennis	34.23		5.70	1550	100	28.53	Tennis
	Banked: 14/02/2023	57.00						
	Mrs D	57.00		9.50	1200	230	47.50	Hall Hire
	Banked: 14/02/2023	76.00						
	Mrs	76.00		12.67	1200	230	63.33	Hall Hire
	Banked: 15/02/2023	114.00						
	J legal service	114.00		19.00	1200	230	95.00	Room hire
	Banked: 20/02/2023	11.06						
	stripe	11.06		1.84	1550	100	9.22	tennis
	Banked: 20/02/2023	300.00						
	wyvern FC	300.00			1300	100	300.00	underpayment

## Receipts for Month 11

## 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: 20/02/2023	514.00						
	Sales Recpts Page 402	514.00	514.00		100			Sales Recpts Page 402
	Banked: 20/02/2023	73,411.00						
	EBC	73,411.00			5010	900	64,911.00	Developers contributions
					315		64,911.00	Developers contributions
					6001	900	-64,911.00	Developers contributions
					5016	900	8,500.00	Developers contributions
					325		8,500.00	Developers contributions
					6001	900	-8,500.00	Developers contributions
	Banked: 21/02/2023	281.96						
	Sales Recpts Page 403	281.96	281.96		100			Sales Recpts Page 403
	Banked: 23/02/2023	5.53						
	tennis	5.53		0.92	1550	100	4.61	tennis
	Banked: 23/02/2023	183.00						
	Mrs W	183.00		30.50	1200	230	152.50	Hall Hire
	Banked: 24/02/2023	148.50						
	Sales Recpts Page 404	148.50	148.50		100			Sales Recpts Page 404
	Banked: 27/02/2023	11.06						
	tennis	11.06		1.84	1550	100	9.22	tennis
	Banked: 27/02/2023	114.00						
	Mr C	114.00			1200	250	114.00	Hall Hire
	Banked: 28/02/2023	5.19						
	Tennis	5.19			1550	100	5.19	Tennis
	Banked: 28/02/2023	34.23						
	Tennis	34.23			1550	100	34.23	Tennis
Total Receipts for Month		88,518.24	3,948.21	1,759.92			82,810.11	
Cashbook Totals		<u>527,330.47</u>	<u>3,948.21</u>	<u>1,759.92</u>			<u>521,622.34</u>	

## Payments for Month 11

## 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>
01/02/2023	EBC	9099	29.18	29.18		500			dog Bins
01/02/2023	FIRECARE &SECURITY	9100	1,702.68	1,702.68		500			Maintenance of Fire detection
01/02/2023	SOURCE SUPPLIES	9101	147.18	147.18		500			cleaning supplies
01/02/2023	WEDEMAN CONSULTING	9102	3,480.00	3,480.00		500			Foundation design Cafe
01/02/2023	CARTERS OF SWANWICK	4713	42.00	42.00		500			Equipment Maintenance
01/02/2023	CWM AGGREGATES	4714	153.60	153.60		500			Scalpings and gravel
01/02/2023	EBC	4715	868.31	868.31		500			Refuse collection Recycle
01/02/2023	FIRECARE &SECURITY	4716	1,011.54	1,011.54		500			Fire extinguish maintenance
01/02/2023	FLEET	4717	400.64	400.64		500			Pitch marker
01/02/2023	HCC	4718	134.08	134.08		500			stationary
01/02/2023	ACELIFTAWAY	95613	106.28	106.28		500			allotment toilet
01/02/2023	CARTERS OF SWANWICK	95614	1,528.65	1,528.65		500			van maintenance
01/02/2023	CWM AGGREGATES	95615	38.40	38.40		500			scalpings and gravel
01/02/2023	FIRECARE &SECURITY	95616	180.00	180.00		500			installation of Fire detection
01/02/2023	FOX'S CLEANING	95617	25.00	25.00		500			window cleaning
01/02/2023	MALCOLM MACNEISH	95618	455.00	455.00		500			PAT testing
01/02/2023	PAUL FREEMAN TREE SERVICES	95619	3,252.00	3,252.00		500			treework - Lapstone Farm
01/02/2023	QIC systems	95620	358.98	358.98		500			monthly licence
01/02/2023	Travis perkins	95621	125.40	125.40		500			Fence Panel
01/02/2023	bella crafts	30103	120.00	120.00		500			workshops kings coronation
01/02/2023	CWM AGGREGATES	30104	156.00	156.00		500			gravel
01/02/2023	MALCOLM MACNEISH	30105	1,305.00	1,305.00		500			Electrical works -vehicle char
01/02/2023	Travis perkins	30106	466.22	466.22		500			Disc cutter
01/02/2023	BREWERS	2235	64.68	64.68		500			Paint
02/02/2023	SE Gas	DD	1,873.92		312.32	4400	230	1,561.60	Gas - woodlands
02/02/2023	Indeed	VISA	212.97		35.50	4030	110	177.47	Job vacancy advertisement
03/02/2023	b&m	VISA	151.99		25.33	4595	470	126.66	Flowers for Upper Barne Co
06/02/2023	SSE	VISA	165.77		27.63	4400	230	138.14	Gas - woodlands
06/02/2023	Survey monkey	VISA	384.00		64.00	4132	110	320.00	Survey monkey
06/02/2023	Yacht wraps	BILL	1,392.00		232.00	4530	290	1,160.00	adhesive vehicle livery
07/02/2023	Allstar	DD	297.57		49.60	4305	210	247.97	Fuel
07/02/2023	screwfix	DD	107.04		17.84	4540	290	89.20	Materials
07/02/2023	IN- EXCESS	VISA	72.00		12.00	4540	290	60.00	Materials
08/02/2023	Peninsula	DD	21.60		3.60	4030	110	18.00	Employee EAP
08/02/2023	Shergolds	VISA	405.00		67.50	4505	280	337.50	Hanging baskets
10/02/2023	Farm forestry	VISA	373.10		62.18	4837	550	310.92	Spiral shelters for trees
10/02/2023	b&m	VISA	60.00		10.00	4595	470	50.00	Fruit trees - uppper Barne
10/02/2023	o2	DD	22.51		3.75	4125	110	18.76	Mobile Phones
13/02/2023	Hunt Forest Group	VISA	114.97		19.16	4315	210	95.81	van light
14/02/2023	Overline	DD	159.39		26.56	4120	110	132.83	Tel and Braodband
14/02/2023	Overline	DD	99.40		16.57	4120	230	82.83	Tel and Broadband
15/02/2023	Mrs F	BILL	27.00			1500	500	27.00	Allotment refund
15/02/2023	ACE LIFTAWAY	BILL	264.00		44.00	4595	480	220.00	skip hire
15/02/2023	STREET PASTORS	BILL	700.00			4855	600	700.00	Annual contribution

Continued on Page 5

## Payments for Month 11

## 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>
15/02/2023	hmrc	BILL	4,145.63			4000	110	4,145.63	PAYE
15/02/2023	Hampshire pensions	BILL	5,646.34			4010	110	5,646.34	pensions
15/02/2023	Mrs L	BILL	24.50			4990	150	24.50	Staff refund- office bins
15/02/2023	Mr G	BILL	15.50			4990	150	15.50	Staff refund - locksmiths
15/02/2023	British Gas	DD	383.35		63.89	4400	150	319.46	Gas - PO
15/02/2023	payroll	BILL	18,485.63			4000	110	18,485.63	payroll
15/02/2023	Smart Marketing	BILL	78.00		13.00	4134	110	65.00	marketing support
15/02/2023	inspire2coach	VISA	30.00			4585	300	30.00	Tennis safegaurd training
15/02/2023	Trade UK	VISA	8.50		1.42	4540	290	7.08	Materials
16/02/2023	Cf Corporate finance	DD	138.00		23.00	4090	110	115.00	Copier rental
16/02/2023	sage payroll	DD	32.40		5.40	4132	110	27.00	sage payroll
16/02/2023	Peninsula	DD	356.50		59.42	4070	110	297.08	employer services
17/02/2023	bt group	DD	122.17		20.36	4120	250	101.81	tel and broadband Horton heath
17/02/2023	Peninsula	DD	41.76		6.96	4030	110	34.80	Employee EAP
17/02/2023	Defib world	VISA	495.99		82.66	5013	900	413.33	defib batteries x2
20/02/2023	post office	VISA	113.00		18.83	4080	110	94.17	postage stamps
20/02/2023	Canva	VISA	10.99		1.83	4132	110	9.16	Canva
21/02/2023	hsbc	CHG	5.00			4095	110	5.00	bank charges
21/02/2023	SSE	VISA	1,385.75		230.96	4405	230	1,154.79	Electricity woodlands
22/02/2023	Home Bargains	VISA	22.98		3.83	4595	430	19.15	meadowsweet planting
23/02/2023	bt group	DD	117.37		19.56	4120	240	97.81	Tel and broadband
23/02/2023	SSE	DD	1,799.37		299.89	4400	250	1,499.48	Gas - Horton Heath
23/02/2023	sse gas	DD	426.11		71.02	4400	230	355.09	gas - woodlands
23/02/2023	the sign shed	VISA	15.36			4595	300	15.36	Waymarker sign
23/02/2023	world of water	VISA	421.92		70.32	4595	300	351.60	planting
24/02/2023	vodafone	DD	60.00		10.00	4133	110	50.00	Gigicube
27/02/2023	etsey	BILL	25.24		4.21	4595	320	21.03	Bee Signage NCP
27/02/2023	Etsy	BILL	26.95		4.49	4595	320	22.46	Bee Signage
28/02/2023	BNP Paribas	DD	203.94		33.99	4120	110	169.95	Telephone hantset rental
28/02/2023	SSE	BILL	897.46		149.58	4405	230	747.88	Woodland electricity
28/02/2023	commercial components	VISA	84.00		14.00	4315	210	70.00	van trye repair
28/02/2023	horton heath services	VISA	84.32		14.05	4305	210	70.27	Fuel
Total Payments for Month			58,759.08	16,150.82	2,252.21			40,356.05	
Balance Carried Fwd			468,571.39						
Cashbook Totals			527,330.47	16,150.82	2,252.21			508,927.44	

**FAIR OAK & HORTON HEATH PARISH COUNCIL**

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# CONSTITUTION

## CHAPTER 5

### OFFICER & COUNCILLOR

### TRAINING POLICY

Date Adopted: 20 March 2023

## 1 Introduction

1.1 This document forms the Council's Training Statement of Intent. It sets out:

- The Council's commitment to training.
- The identification of training needs
- Corporate training
- Financial assistance
- Study leave.
- Short courses/workshops
- Evaluation of training
- Links with other policies
- Reporting on progress

## 2 Commitment to Training

2.1 The Council is committed to the ongoing training and development of all Councillors and staff to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality of services.

2.2 According to the Chartered Institute of Personnel and Development (2007), training can be defined as *"A planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation."*

2.3 The Council recognises that its most important resource is its Councillors and staff and is committed to encouraging both Cllrs and staff to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.

2.4 The Council expects senior and specialist staff to undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional bodies and all staff to undertake training as deemed necessary to fulfil their duties in accordance with their contract of employment and job description.

2.5 Providing training yields several benefits:

- Improves the quality of the services and facilities that the Council provides;
- Enables the organisation to achieve its corporate aims and objectives.
- Improves the skill base of the employees, producing confident, highly qualified staff working as part of an effective and efficient team; and demonstrates that the staff are valued.
- Ensures Councillors have the knowledge and skills required for effective decision-making.

2.6 Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

### 3 Identification of training needs

3.1. Staff will be asked to identify their development needs with advice from their line manager during their annual appraisal or regular meetings with their line manager. There are a number of additional ways that the training needs of both Cllrs and staff may be recognised:

- Questionnaires
- During interview
- Following confirmation of appointment
- Formal and informal discussion (e.g., as part of staff Annual appraisal process)

3.2. Other circumstances may present the need for training:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling
- Changes in legislation
- Changes in systems
- New or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council
- A request from a member of staff or Cllr
- Devolved services/delivery of new services

3.2 Staff who wish to be nominated for a training course should discuss this in the first instance during their appraisal; where it will be determined whether the training is relevant to the authority's needs and/or service delivery.

### 4 Corporate Training

4.1. Corporate training is necessary to ensure that staff are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Data Protection and Equal Opportunities. Employees will be required to attend training courses, workshops or seminars where suitable training is identified.

4.2. Staff are required to complete all health and safety webinar training, accessed via Bright HR. Where appropriate, these will also be undertaken by Councillors.

### 5 Resourcing Training

5.1. An allocation will be made in the budget each year to fund training fees and travel expenses. The amount will be reviewed annually. The 2023/24 budget for both 15 Councillors and 15 staff members is £2,500.

5.2. The Council subscribes to the National Association of Local Councils, South East Employers, and The Society of Local Council Clerks in order to receive regular updates on matters relevant to the sector and have access to the courses and conferences which are provided.

5.3. There will also be sufficient funds set aside for appropriate technical literature and other information.

## **6 Financial Assistance**

6.1. It is important to note that all sponsored training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources. Each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified.

6.2. Other considerations include the following:

- The implication of employee release for training course(s) on the operational capability of the Council
- The most economic and effective means of training
- Provision and availability of training budget

6.3. For approved courses Cllrs and staff can expect the following to be sponsored:

- The course fee.
- Examination fees
- Associated membership fees.
- One payment to re-take a failed exam.

6.4. Cllrs and staff attending courses are expected to inform the Clerk immediately of any absences.

6.5. Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting a refund of financial assistance. Each case will be considered on an individual basis.

6.6. The Council operates a Return of Service agreement. Any staff member undertaking post-entry qualifications funded by the Council must be aware that should they leave employment within two years of completion of the qualification they may be required to repay all costs associated with the undertaking of such training. Each case is to be reviewed by the Clerk, or in the case of the Clerk's training, by the Chairman of the Council.

## **7 Study Leave**

7.1. Employees who are given approval to undertake external qualifications are granted the following:-

- Study time to attend day-release courses.

- Time to sit exams.
- Study time of one day per examination (to be discussed and agreed upon by the line manager in advance)
- Provision of study time must be agreed upon with the line manager prior to the course being undertaken.

## **8 Short Courses/Workshops/Residential Weekends (including conferences)**

8.1 Where staff attendance is required at a short course **outside normal office hours** or on a Saturday or Sunday, up to a normal working day of straight TOIL per day may be taken.

8.2 Cllrs and staff attending approved short courses/workshops/residential weekends can expect the following to be paid:

- The course fee (usually invoiced following the event)
- Travelling expenses in accordance with the Council's current policy
- Study time of one day per exam (to be discussed and agreed upon by the line manager in advance)
- Provision of study time must be agreed upon with the line manager prior to the course being undertaken.

## **9 Training Evaluation**

9.1. Records of all training undertaken by staff will be **stored on their BrightHR profile**.

9.2. As part of the Council's continuing commitment to training and development, Cllrs and staff are encouraged to share the information received and circulate training presentation papers for in-house training use. They are asked to provide feedback on the value and effectiveness of the training they undertake highlighting the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the authority.

## **10 Linking with other Council Policies**

10.1. How will this link to the Council's other policies?

- Equality of opportunity in all aspects of Cllr and staff development.
- Risk Management Policy - a commitment to Training and Development greatly assists in achieving good governance and an effective system of Risk Management.
- Health and Safety Policy - on-going training and development is key to ensuring a positive approach to Health and Safety is embedded throughout the authority;
- Undertaking training is a clear indication of Continuing Professional Development.

## **11 Reporting on Progress**

- 11.1. The Clerk will report at least annually to the **Full Council**, detailing **outcomes of all staff appraisals, including** attendance at training over the year **and future training needs identified**.

## **12 Conclusion**

- 12.1. **The benefits of having an adopted training policy, include:**

- Widen skills and experience.
- Provide opportunities to network.
- Provide the skills to confront challenges.
- Encourage innovation.
- Raise the standards of the Council.

## **13 Transparency**

- 13.1. In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's Website [www.fairoak-pc.gov.uk](http://www.fairoak-pc.gov.uk)

APRIL 2023			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Corporate Social Responsibility Policy/Sustainability Policy	Adopt CSR	Report/policy	Deputy Clerk
Internal Auditor Report	To consider the recommendations of the internal auditor	Report	Finance Officer
Employee Handbook	To review and adopt the handbook	Report	Clerk
Community Café	To receive an update on progress	Report	Clerk
Fixed Asset Register	To review and approve the Fixed Asset Register	Report	Finance Officer
Corporate Action Plan	To adopt the Action Plan following community consultation	Report	Clerk
MAY 2023			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Membership of Committees	To appoint members to committees	Report	Clerk
Standing Orders	To adopt Standing Orders	Report	Clerk
Final Accounts	To approve the Final Accounts for year end	Report	Finance Officer
Annual Governance Report	To approve the AGAR	Report	Finance Officer
UNALLOCATED ITEMS			
Health and Safety Policy	To review and adopt the policy	Report	Clerk
Website Accessibility Review	Receive an update and agree any recommendations from report	Report	Deputy Clerk (MLA)
Cemetery Road	To consider options appraisal	Report	Operations Manager
Parish Land Trading Policy	To consider adopting a policy	Report	Deputy Clerk
Green Flag Award Status for KP	To consider steps needed to achieve GF award status at KP	Report	Clerk/Operations Manager
Play Strategy	To consider the development of a Play Strategy	Report	Clerk
Meeting Schedule	Agree meeting dates from June 2023 -	report	Deputy Clerk
Crowdhill Green - Nature trail using remainder PA monies	To consider project proposal	Report	Clerk
Community pantry/fridge	To consider project proposal for the installation of a community pantry at the Café site	Report	Clerk
Dog Walking Signage Proposal	Receive presentation of Officer led consultation for walking areas within the parish and agree recommendation	Report	Operations Manager/Clerk/Deputy Clerk (MLA)
Data Protection Annual Audit	To receive the audit	Report	Clerk
Public Art	To note public art project proposal for Pembers Hill Farm	Report	Clerk