



## FAIR OAK & HORTON HEATH PARISH COUNCIL

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL ☎ (023) 8069 2403

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### SUMMONS

Dear Member

12 December 2023

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 18 December 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 15 December 2023.

### AGENDA

#### PART I – PUBLIC SESSION

##### APOLOGIES

#### 1. DECLARATIONS OF INTEREST

To receive declarations of interests.

#### 2. MINUTES OF MEETINGS (PAPER A, PAGE 3-11)

- a) To approve the minutes of the Council meeting held on 20 November 2023 as a correct record; and
- b) To approve the minutes of the Finance Committee meeting and recommendations therein, of the meeting held on 1 December 2023.

#### 3. CHAIRMANS ANNOUNCEMENTS

#### 4. CLERKS UPDATE

#### 5. BUDGET/PRECEPT 2024/25 (REPORT B, PAGES 12-30)

To agree the budget and precept request for 2024/25 including fees and charges.

#### 6. FINANCE REPORT (REPORT C, PAGES 31-40)

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

#### 7. INTERNAL AUDIT REPORT & RECOMMENDATIONS (REPORT D, PAGES 41-48)

To consider the interim report of the internal auditor and agree relevant actions.

#### 8. SPLASHPAD REVIEW (REPORT E, PAGE 49-52)

To review the 2023 splashpad season and agree any actions.

## **9. CAFÉ REPORT (REPORT F, TO FOLLOW)**

To approve the kitchen and landscape suppliers.

## **10. WORK PROGRAMME (REPORT G, PAGES 53-55)**

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

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Members are reminded that reports and information relating to this session are not for publication and should be treated as strictly confidential.

## **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)”

## **12. STAFFING UPDATE AND STAFF SALARIES 2024/25 (REPORT H, PAGES 56-59)**

To note current staffing levels and agree staff salaries for the 2024/25 financial year.

Please note that Appendix 1 to Report H is marked as confidential and will be circulated separately.

### **To: Councillors**

S Anderson  
P Barrett  
C Bird  
S Broomfield  
W Chivuchi  
N Couldrey (Vice-Chair)  
H Douglas (Chair)

K Forfar  
T Higby  
M Marsh  
G Meech  
D Scott  
M Smith  
G Stupple  
B Tennent

### **Officers:**

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



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### **Minutes of the Full Council Meeting held on Monday 20 November 2023 at the Parish Office, 2 Knowle Park Lane, Fair Oak**

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

Ap	Cllr Anderson	P	Cllr Couldrey	P	Cllr Meech
P	Cllr Barrett	P	Cllr Douglas	P	Cllr Scott
Ap	Cllr Bird	P	Cllr Forfar	P	Cllr Smith
P	Cllr Broomfield	P	Cllr Higby	P	Cllr Stupple
Ab	Cllr Chivuchi	P	Cllr Marsh	P	Cllr Tennent

**Officers in attendance:** Mel Stephens, Clerk, Michelle Leadbitter-Allen, Deputy Clerk, Jo Cahill, Finance Officer & Martin Johnson, Operations Manager

**Apologies:** Cllrs Anderson & Bird

#### **68 DECLARATIONS OF INTEREST**

There were no declarations of interest raised by members in connection with an agenda item.

#### **69 MINUTES (PAPER A)**

##### **RESOLVED:**

- (a) That the minutes of the Full Council meeting held on 16 October 2023, be signed by the Chairman as a correct record subject to the amendment that Cllr Meech be removed from the list of apologies; and
- (b) That the delegated planning decisions of the week ending 6 October 2023 be noted.

#### **70 CHAIRMAN'S ANNOUNCEMENTS**

The Chair thanked Cllr Scott for laying the wreath during the Remembrance Day Service at the War Memorial.

The Chair asked the Clerk to thank all the staff that assisted with Remembrance Day.

## **71 CLERKS UPDATE**

The Clerk gave a presentation, attached at **Appendix 1** to these minutes, on Parish Council activities during the previous month and forthcoming events.

## **72 WOODLAND COMMUNITY CENTRE SOLAR PROJECT (REPORT B)**

The Deputy Clerk declared an interest as one of the solar supplier quotes was a company belonging to her spouse. All supplier quotes were anonymised during debate and determination.

Councillors considered the solar report and addendum which included a quotation summary consisting of five quotations for the supply and installation of solar panels at the Woodlands Community Centre. The Council were required to choose a preferred supplier and the associated costs to include in the Council's grant fund submission to Hampshire County Council.

The summary provided compared the following elements of the solar installation quotations received: the system size in kW, the predicted number of years until payback, the predicted generation for the 1<sup>st</sup> year and design life of the system, the predicted energy savings for the 1<sup>st</sup> year and design life, the make, model and efficiency of the panels, the energy storage capacity, hybrid inverter size and output as well as the warranty details.

Upon deliberation, the Councillors decided that Supplier 2 provided the best value for money in the long term as the capacity of the system was the largest and would therefore generate the most electricity, provide the most energy savings, have a shorter payback and provide the greatest carbon savings of all the systems reviewed.

As this preferred quotation was not the cheapest option, members agreed that the Council part-fund 33% of the scheme to the value of £6,476.46 using funds from the Crowdhill Ear Marked Reserves, in the hope that this might go some way to demonstrate the importance of the project to the County Council (HCC).

In addition, it was also proposed that if the application for funding for Supplier 2 was rejected due to cost, the cheaper option from Supplier 3 at £17,473 be submitted instead, with a 33% part-funding contribution of £ 5,766.09 also being funded from Ear Marked Reserves.

Following discussion, it was: -

### **RESOLVED:**

- (a) That the contents of the report be noted;
- (b) That Council agree the installation of solar photovoltaic panels at Woodland Community Centre;

- (c) That Supplier 2 Goldwater Electrical Ltd at a cost of £19,616.54, be submitted as the Council's preferred supplier with the funding application for solar and energy storage to HCC's Parish and Town Council Investment Fund;
- (d) That, should be application be rejected due to cost of the installation, the Deputy Clerk resubmit the application with the cheapest option supplied by Supplier 3, South Coast Electrical Testing at cost of £17,473.00; and
- (e) That the Finance Officer ring-fence the appropriate funds to cover the part-funding of £6,473.46 if the application for Supplier 2 is successful, £5,766.09 if Supplier 3 needed to be submitted from the Crowdhill Green Ear Marked Reserve.

**Action:** M Leadbitter-Allen

### **73 FINANCE REPORT (REPORT C)**

The Council considered the finance report which highlighted the Council's latest budgetary position.

#### **RESOLVED:**

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

**Action:** J Cahill

### **74 CEMETERY PATH AND FENCING (REPORT D)**

Councillors watched a short video explaining the conditions of the path, the options relating to the path improvements, the costs of works and the options to repair the cemetery chain link fence along the border of the cemetery with the Wyvern College footpath.

The Operations Manager explained that the access path, with increased footfall over the last few years, root heave caused by adjacent trees and general wear and tear, had caused the road to degrade and it now needed urgent repair.

Various surfacing options were discussed with prices ranging up to £45k. These options came with lots of benefits and downsides as set out in the report. After discussion, members determined that the best option was a hoggin-bound gravel material. This option would not only ensure the retention of the trees & provide a sustainable porous surface material but also enable the Council to carry out future repairs, whilst ensuring safe, level access for users. As the cost of these works was over £25k, this would be put out for formal tender, with works being completed in the school holidays to minimise disruption.

Councillors also agreed that the cost of this project should not be placed on the taxpayer, and it was decided that funds be reallocated from the Lapstone Pavilion Ear Marked reserves, with the remaining funds going towards a more modest project redeveloping the changing facilities to support growing female sport participation at that cricket pavilion.

In discussing options related to the chain-link boundary fencing along the west side of the cemetery, members agreed that natural screening should be placed there to ensure the site remained secure and provide privacy for families visiting loved ones. Members requested that officers investigate costings for the natural screening as well as low-level solar lighting for submission and consideration at the next Council meeting.

**RESOLVED:**

- (a) That Option 2 hoggin-bound gravel at a total project cost of £33,957 be agreed for the repair of the cemetery access road;
- (b) That natural screening be planted along the western fence line border to provide additional security, habitat for wildlife and privacy for visitors to the cemetery;
- (c) That the Operations Manager investigate costs for the natural screening and solar light and report back to the Council at the December meeting;
- (d) That the Finance Officer ring-fence £33,957 from the Lapstone Playing Field Ear Marked Reserves to pay for the cemetery path improvement works; and
- (e) The remaining Lapstone Playing Fields Ear Marked Reserve be used to support the creation of a unisex changing room provision at Lapstone Sports Pavilion due to increased demand for ladies' changing facilities.

**Action:** M Johnson | J Cahill

## **75 COMMUNICATIONS & EVENTS TASK AND FINISH GROUP (REPORT E)**

Members considered the recommendations of the Communications and Events Task and Finish Group which proposed a programme of events and associated budgets for the 2024/25 financial year.

Members also considered the social media and website statistics for the last year and the proposed Safer Spaces Events agreement.

The report also recommended maintaining the status quo for the Christmas tree provision at the Village Centre.

Members supported the recommendations put forward and as such, it was: -

**RESOLVED:**

- (a) That the contents of the report be noted;
- (b) That the calendar of corporate events for 2024/25 and the allocated budget of £4,500, as set out in Appendix 1 be agreed;
- (c) That the social media and website statistics as set out in Appendix 2 be noted; and
- (d) That the event and workshop safe space promise as set out in Appendix 3 be agreed.

**76 COMMUNITY INFRASTRUCTURE PROGRAMME (CIP) (REPORT F)**

Members considered the proposed Community Infrastructure Programme as set out in Appendix 1 to Report F.

The Chair requested that greater priority be given to the outside weather-proof Book of Remembrance. Members were happy to support this suggestion.

**RESOLVED:**

That the CIP list as set out in Appendix 1 be submitted to Eastleigh Borough Council for consideration.

**77 MEMBERSHIP OF COMMITTEES & OUTSIDE BODIES (REPORT G)**

**RESOLVED:**

- (a) That Councillor Couldrey be appointed as Tywnams Trustees representative; and
- (b) That Cllr Broomfield be appointed as the Parish Council representative to the Village Hall Management Committee.

**Action:** Mel Stephens

**78 ONE HORTON HEATH (OHH) GREEN OPEN SPACE CONSULTATION**

The Chairman advised that following a recent meeting between herself, the Clerk and two members of the OHH team regarding the open space proposal, questions arising from that meeting remained unanswered.

As such, she proposed that the Council does not submit comments via the consultation but wait until the formal planning application.

**RESOLVED:**

That Council defer submitting comments regarding the OHH Green Open Space Consultation and respond via the formal planning application.

**79 WORK PROGRAMME (REPORT H)**

The Council considered the work programme and made minor amendments.

**RESOLVED:**

- (a) That the additional works to the cemetery and associated costs be submitted for consideration at the December Council meeting; and
- (b) That Upper Barn Copse Playground Provision Report be rolled to the January 2024 agenda.

**80 CONCLUSION OF AUDIT (REPORT I)**

Due to an administration error, the Conclusion of Audit for 21/22 was attached to the Conclusion of Audit 2022/23 report submitted at the October Council Meeting.

This was replaced with the current Conclusion of Audit report from the external auditors for 2022/23.

**RESOLVED:**

Members noted the external auditor's conclusion of the audit for 2022/23.

Signed ..... Chairman.

This was all the business and the meeting closed at 7.32 pm.

**Appendix 1: Clerks Update Presentation**





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**Minutes of the FINANCE COMMITTEE meeting held on  
Friday, 1 December 2023 at 10.00am  
at the Fair Oak Parish Office, 2 Knowle Park Lane, Fair Oak**

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

Ap Cllr Barrett  
P Cllr Douglas (Chair)  
Ab Cllr Chivuchi  
P Cllr Couldrey  
Ab Cllr Forfar  
Ap Cllr Higby  
P Cllr Marsh  
P Cllr Tennent

### **Officers in attendance:**

Joanna Cahill, Responsible Finance Officer and Melanie Stephens, Clerk (via Teams)

### **PUBLIC SESSION**

No members of the public were present.

### **13 DECLARATIONS OF INTEREST**

Cllr Douglas, Minute No 15.

### **14 MINUTES OF MEETINGS (PAPER A)**

#### **RESOLVED:**

That the minutes of the inquorate meeting held on 4 September 2023 be noted.

### **15 COMMUNITY GRANTS (REPORT B)**

Cllr Douglas declared a pecuniary interest as the wife of the Treasurer of the Squash Club. She did not participate in the discussion and did not vote.

*The meeting was inquorate for this part of the meeting.*

The Committee considered the grant applications received for 2023/24.

Discussion ensued on whether the grant fund had been fairly distributed between the

applicants, based on the merit of each project. Members expressed some concern that a smaller amount was allocated to the squash club compared to other grant applicants. As such all members agreed to increase this by £100 and award £350 to the Club.

Some members raised their concern regarding supporting projects for other statutory bodies such as local schools who were funded separately by the Local Education Authority. As such the School's recommended grant allocation was reduced by £100.

As the meeting was inquorate for part of the discussion, the Council are hereby:

**RECOMMENDED:**

That the Council approve the community grant awards as set out below:

APPLICANT	AMOUNT REQUESTED	TOTAL PROJECT COST	AMOUNT APPROVED
Cricket Club	£500	£600	£500
Community Library	£1,000	£1,000	£600
Fountain Café	£500	£1,800	£350
Friends of FO Infant School	£1,000	£5,200	£900
Fair Oak Squash Club	£500	£960	£350
St Toms Church	£500	£1,000	£500
Fair Oak Village Hall	£750	£1,000	£700
Victim Support	£100	£1,000	£100
<b>Total</b>	<b>£4,850</b>		<b>£4,000</b>

## 16 BUDGET TASK & FINISH GROUP (REPORT C)

The Committee discussed the budget and precept setting recommendations from the Budget Task & Finish Group.

Whilst the Group had recommended a 6% uplift in the precept for 2024/25, several budget adjustments were needed due to receipt of last-minute quotes for goods and services. With these adjustments, the precept requirement was an increase of 6.2%. This represented a 13p per week or £6.84 per year increase for band D properties. Members supported the proposed revised budget of £645,438 and precept of £530,338 for the 2024/25 financial year.

Members of the Budget Task & Finish Group commented that they had been prudent and reduced 'wish list' projects in order to keep the end precept/council tax to a minimum.

Members expressed the view that the budget was a reasonable balance between maintaining the service provision of the Council and delivering essential projects whilst also safeguarding the impact on the resident during the continued financial pressures.

Members were informed that the minimal wage increase would not impact the Council as all employees were paid above that rate.

Members wished to remind Officers that they would not look favorably on in year supplementary requests as they felt that this reflected poorly on the Council in its budget forecasting and management, the only exception would be emergencies works.

**RECOMMENDED:**

That the Council: -

- a) Approves the proposed budget attached at Appendix 1;
- b) Approves the precept allocation of £530,338;
- c) Approves the 6.2% increase in the 2024/25 precept representing a £6.84 increase per year for a Band D property;
- d) Approves the 6% increase of the fees and charges attached at Appendix 2;
- e) Approves the increase of staff salaries by 2%;
- f) Approves the staff budget set out in Appendix 3 be approved (confidential paper) to include an additional seasonal grounds post and increase in 2 hours per week on the relief caretaker role; and
- g) Approves the use of Ear Marked Reserves, as set out in Appendix 4.

## **17 WORK PROGRAMME (REPORT D)**

### **RESOLVED:**

That the work programme is noted.

## **18 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 matters)”

## **19 STAFF SALARIES (REPORT E)**

The Committee considered the proposed staff salary increases for 2024/2025 as well as the proposal to appoint a new full time seasonal grounds operative and increase the relief caretaker resource by 2 hours per week.

### **RECOMMENDED:**

That the Council: -

- a) Approves the proposal to increase staff salaries by 2% in the 2024/25 financial year (as set out in Appendix 1 to Report E);
- b) Approves the appointment of a full-time seasonal grounds' operative, on a salary of £13.49 per hour, effective April 2024; and
- c) Approves the increase of the relief caretaker hours by 2 hours per week.

Signed.....Chairman

Accessibility - should you need to view these minutes in an alternative format please contact: [enquires@fairoak-pc.gov.uk](mailto:enquires@fairoak-pc.gov.uk)

## FULL COUNCIL – 18 DECEMBER 2023

### BUDGET 2024/25 – PARISH BUDGET & PRECEPT

#### 1. RECOMMENDATIONS

- 1.1 That the Full Council approves the budget requirement for expenditure of £645,438 for 2024/25 as set out in **Appendix 1**.
- 1.2 That the Full Council approve the precept request of £530,338 for 2024/25 financial year, representing a 6.2% increase;
- 1.3 That the fees and charges set out in **Appendix 2** be approved;
- 1.4 That the Report of the Budget Task & Finish Group as set out in **Appendix 3** be noted; and
- 1.5 That the use of Ear Marked Reserves as set out in **Appendix 4** be approved.

#### 2. PURPOSE

- 2.1 To agree the budget and precept request for the financial year 2024/25.

#### 3. BACKGROUND

- 3.1 As part of the budget preparation process, the Budget Task & Finish Group met on two occasions to review the budget requirements for the forthcoming year. The findings of the Budget Task & Finish Group were submitted to the Finance Committee on 1 December 2023 and is attached at **Appendix 3**.
- 3.2 A number of last-minute budget adjustments were made following receipt of quotes for works, prior to the Finance Committee. These adjustments meant a proposed precept increase of 6.2%. In considering these adjustments, the Finance Committee were mindful of the impact any proposed increase would have on residents. Any increase proposed would need to offer value for money, particularly given the ongoing financial constraints. The proposed precept increase, in real terms, is an increase of £6.84 per annum (13 pence per week) for Band D properties.
- 3.3 The Finance Committee requests that the Council approves the budget proposals, as set out in paragraph 4 below.

#### 4. SUMMARY OF PROPOSALS

- 4.1 The Finance Committee, following review of the recommendations put forward by the Budget Task & Finish Group, put forward the following recommendations for the Council to consider: -

##### **General:**

- That the proposed budget (attached at **Appendix 1**) be approved.
- That the precept of £530,338 be approved.

**Precept & Fees & Charges:**

- That there be a 6.2% increase in the 2024/25 precept representing a £6.84 increase per band D property for the year.
- That the fees and charges attached at **Appendix 2** be approved.

**Staffing budget:**

- Staff salaries increase by 2%.
- That the staff budget set out in **Staff Salaries Report** under a separate item be approved (confidential paper)

**Use of Ear Marked Reserves:**

- That the Ear Marked Reserves, as set out in **Appendix 4** be agreed.

**5. CONCLUSION**

- 5.1 The Budget Task & Finish Group and the Finance Committee have both undertaken a thorough review of the proposed budget for 2024/25. Once approved by Full Council this will be sent to Eastleigh Borough Council as part of their council tax setting.

**For further information contact:**

Mel Stephens, Parish Clerk  
Email: [clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)

Or

Jo Cahill, Responsible, Finance Officer  
Email: [finance@fairoak.gov.uk](mailto:finance@fairoak.gov.uk)

**Appendices:**

Appendix 1 – Full Budget 2024/25  
Appendix 2 – Fees & Charges 2024/25  
Appendix 3 – Budget Task & Finish Group Report  
Appendix 4 – Ear Marked Reserves

## Appendix 1

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Funds Available	% Spent	Transfer to/from EN	2024/25 Budget	
<b>Administration</b>										
	4000 Salaries	£ 299,938	£ 155,727	£ 288,493	132766	132766	54.0%		328534	Based on 2 per cent uplift
	4010 Employer's Pension	£ 75,179	£ 36,861	£ 65,366	28505	28505	56.4%		66000	Carly changing from 50/50 scheme.
	4030 Sickness/Holiday Cover	1795	841	2000	1159	1159	42.1%		1500	
	4055 Insurance	10456	15145	16000	855	855	94.7%		17000	Increased due to additional sites
	4060 Audit	2100	1400	2200	800	800	63.6%		3207	BDO audit fee increased
	4070 Legal & Professional Fees	12344	3237	5000	1763	1763	64.7%		5000	
	4075 Postage	2	0	100	100	100	0.0%		100	
	4080 Stationery	1268	161	500	339	339	32.2%		500	
	4085 Printer Consumables	956	604	1380	776	776	43.8%		1100	
	4090 Admin Maintenance	1001	695	1000	305	305	69.5%		1000	
	4095 Bank Charges	62	30	50	20	20	60.0%		50	
	4100 Chairman's Allowance	321	0	400	400	400	0.0%		400	
	4105 Conference/Training/Staffing	2692	2003	2500	497	497	80.1%		2500	
	4110 Clothing	1286	735	1000	265	265	73.5%		1000	
	4120 Telephone & Broadband	3469	1726	5500	3774	3774	31.4%		5500	
	4125 Mobile Phone	312	154	1000	846	846	15.4%		500	
	4132 Subscriptions	1957	482	1000	518	518	48.2%		1000	
	4133 Software and support	9006	10759	7734	(3,025)	(3,025)	139.1%		10900	Based on Neils breakdown
	4134 Members IT	5471	531	9900	9369	9369	5.4%		0	code amalgamated above
	4140 Card Payments	72	0	0	0	0	0.0%		0	
	4990 Sundry Expenses	721	302	700	398	398	43.2%		500	
	<b>Total Expenditure</b>	<b>430408</b>	<b>231393</b>	<b>411823</b>	<b>183455</b>	<b>183455</b>	<b>0</b>	<b>0</b>	<b>446291</b>	
<b>Parish Office</b>										
	4395 Business Rates	15220	17216	16320	(896)	(896)	105.5%		17500	
	4400 Gas	2430	1347	2800	1453	1453	48.1%		3000	
	4405 Electricity	1496	6406	2800	(3,606)	(3,606)	228.8%		6500	
	4410 Water	350	505	700	195	195	72.2%		750	
	4415 Repairs	1605	445	500	55	55	89.0%		500	
	4425 Health & Safety	4498	1624	3200	1576	1576	50.8%		3200	
	4435 Cleaning	514	772	500	(272)	(272)	154.4%		800	
	4450 Equipment - Internal	222	13	500	487	487	2.6%		500	
	4680 General Bin Emptying	875	507	1000	493	493	50.7%		1000	
	4990 Sundry Expenses	235	125	100	(25)	(25)	125.0%		100	
	<b>Total Expenditure</b>	<b>27445</b>	<b>28960</b>	<b>28420</b>	<b>4259</b>	<b>4259</b>	<b>0</b>	<b>0</b>	<b>33850</b>	

### Machinery and Van

210 Machinery and Van									
4300 Machinery - General Repairs	2515	1859	2000	141	141	93.0%	3000	Due to Additional vehicles	
4305 Fuel	4998	3547	5000	1453	1453	70.9%	5000		
4310 Road Tax	580	640	600	(40)	(40)	106.7%	700		
4315 Maintenance - Vans	7591	1085	2500	1415	1415	43.4%	2500		
4320 Vehicle Insurance	3642	3863	3000	(863)	(863)	128.8%	4000	Due to Additional vehicles	
<b>Total Expenditure</b>	<b>19326</b>	<b>10994</b>	<b>13100</b>	<b>3009</b>	<b>3009</b>	<b>0</b>	<b>0</b>	<b>15200</b>	

### Crowdhill Community Building

4120 Telephone & Broadband	973	604	700	96	96	86.2%	700	
4395 Business Rates	7111	8177	7500	(677)	(677)	109.0%	8500	
4400 Gas	5741	1742	2000	258	258	87.1%	2500	
4405 Electricity	4037	2405	3000	595	595	80.2%	3000	
4410 Water	282	0	350	350	350	0.0%	350	
4415 Repairs	951	684	1000	316	316	68.4%	1000	
4420 CCTV Maintenance	0	0	100	100	100	0.0%	100	
4425 Health & Safety	6477	4504	4500	(4)	(4)	100.1%	4500	
4435 Cleaning	1152	800	500	(300)	(300)	159.9%	500	
4450 Equipment - Internal	724	0	500	500	500	0.0%	500	
4455 Equipment - External	964	0	500	500	500	0.0%	500	
4680 General Bin Emptying	(1,351)	963	1100	137	137	87.6%	1500	
4990 Sundry Expenses	63	0	100	100	100	0.0%	100	
<b>Total Expenditure</b>	<b>28475</b>	<b>19879</b>	<b>21850</b>	<b>2952</b>	<b>2952</b>	<b>0</b>	<b>0</b>	<b>23750</b>

### Pavilion

4120 Telephone & Broadband	700	255	700	445	445	36.4%	700	
4400 Gas	1373	454	1000	546	546	45.4%	1000	
4405 Electricity	442	0	1000	1000	1000	0.0%	1000	
4410 Water	41	837	300 (537)	(537)		278.9%	1000	
4415 Repairs	1850	610	1000	390	390	61.0%	1000	
4420 CCTV Maintenance	70	0	100	100	100	0.0%	100	
4425 Health & Safety	2480	1043	2500	1458	1458	41.7%	2500	
4435 Cleaning	0	125	100 (25)	(25)		125.0%	200	
4680 General Bin Emptying	947	733	1000	267	267	73.3%	1000	
<b>Total Expenditure</b>	<b>7903</b>	<b>4057</b>	<b>7700</b>	<b>4206</b>	<b>4206</b>	<b>0</b>	<b>0</b>	<b>8500</b>

### HHCC

4120 Telephone & Broadband	606	18	700	682	682	2.6%	700	
4395 Business Rates	2645	2502	3060	558	558	81.8%	3000	
4400 Gas	3876	(6,600)	1500	8100	8100	(440.0%)	1500	
4405 Electricity	2634	3551	1500	(2,051)	(2,051)	236.7%	3500	

4410 Water	523	179	400	221	221	44.8%	400	
4415 Repairs	2261	460	800	340	340	57.5%	800	
4425 Health & Safety	3001	532	3282	2750	2750	16.2%	3282	
4435 Cleaning	100	25	100	75	75	25.0%	100	
4450 Equipment - Internal	0	0	50	50	50	0.0%	50	
4595 General Maintenance	0	0	300	300	300	0.0%	300	
4680 General Bin Emptying	976	534	1000	466	466	53.4%	1000	
<b>Total Expenditure</b>	<b>16622</b>	<b>7801</b>	<b>12692</b>	<b>13542</b>	<b>13542</b>	<b>0</b>	<b>0</b>	<b>14632</b>
<b>Other Properties</b>								
4480 Bus Shelters	266	0	100	100	100	0.0%	100	
4485 Memorial	0	0	50	50	50	0.0%	50	
4490 Memorial Clock	860	0	500	500	500	0.0%	600	
4505 Village Flowers	2354	1510	3000	1490	1490	50.3%	3000	As advised by Martin. More hanging baskets needed (a
<b>Total Expenditure</b>	<b>3480</b>	<b>1510</b>	<b>3650</b>	<b>2140</b>	<b>2140</b>	<b>0</b>	<b>0</b>	<b>3750</b>
<b>General Grounds Maintenance</b>								
4530 Equipment - Purchases	65265	14032	26000	11968	11968	54.0%	2000	
4535 Equipment - Maintenance	493	1099	1000 (99)	(99)		109.9%	5000	
4540 Materials	4653	3079	3000 (79)	(79)		102.6%	4000	
<b>Total Expenditure</b>	<b>70411</b>	<b>18210</b>	<b>30000</b>	<b>11968</b>	<b>11968</b>	<b>0</b>	<b>0</b>	<b>11000</b>
<b>Lapstone Playing Fields</b>								
4575 Cricket (Winter)	0	585	800	215	215	73.1%	800	
4580 Football	291	581	500	(81)	(81)	116.3%	800	
4585 Tennis	30	0	300	300	300	0.0%	300	
4590 Pitch Maintenance	2004	4936	4500	(436)	(436)	109.7%	4500	
4595 General Maintenance	670	200	800	600	600	25.0%	1300	includes an additional £500 for water pump servicing
4600 Dog Bin Emptying	653	250	600	350	350	41.7%	600	
4670 Signs & Bins	0	0	50	50	50	0.0%	50	
4675 Signs	36	0	0	0	0	0.0%	0	
4680 General Bin Emptying	55	0	500	500	500	0.0%	500	as advised by Martin - black bags
<b>Total Expenditure</b>	<b>3739</b>	<b>6552</b>	<b>8050</b>	<b>2015</b>	<b>2015</b>	<b>0</b>	<b>0</b>	<b>8850</b>
<b>Knowle Park</b>								
4595 General Maintenance	6774	3348	7000	3652	3652	47.8%	7000	
4630 Fencing	128	234	500	266	266	46.8%	500	
4635 Security	0	0	50	50	50	0.0%	1310	
4640 Water Supply -White Tree Close	0	0	100	100	100	0.0%	100	
4645 Seating/Bins	2206 (130)		2000	2130	2130	(6.5%)	2000	



4670 Signs & Bins	209	40	100	60	60	40.0%	100	
4675 Signs	100	0	0	0	0	0.0%	0	this code will drop off as no prior year
4676 Pond redesign and bridge	0	0	0	0	0	0	0	new code £45000??
<b>Total Expenditure</b>	<b>9417</b>	<b>3622</b>	<b>9750</b>	<b>6258</b>	<b>6258</b>	<b>0</b>	<b>0</b>	<b>11010</b>
<b>New Century Park</b>								
4420 CCTV Maintenance	70	0	70	70	70	0.0%	70	
4595 General Maintenance	139	654	500	(154)	(154)	130.8%	500	
4680 General Bin Emptying	0	0	200	200	200	0.0%	200	as advised by Martin - black bags
<b>Total Expenditure</b>	<b>209</b>	<b>654</b>	<b>770</b>	<b>270</b>	<b>270</b>	<b>0</b>	<b>0</b>	<b>770</b>
<b>Knowle Hill</b>								
4595 General Maintenance	235	0	300	300	300	0.0%	100	
<b>Total Expenditure</b>	<b>235</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>100</b>
<b>Oak Walk</b>								
4595 General Maintenance	0	0	10	10	10	0	0	100
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>100</b>
<b>Daisy Dip</b>								
4595 General Maintenance	0	0	100	100	100	0.0%	100	
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>100</b>
<b>Wyvern Meadow</b>								
4595 General Maintenance	0	0	100	100	100	0.0%	0	100
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>100</b>
<b>Play Areas General</b>								
4595 General Maintenance	340	0	600	600	600	0.0%	600	
4750 ROSPA Fees	473	0	500	500	500	0.0%	600	Potential increase in ROSPA fees
<b>Total Expenditure</b>	<b>813</b>	<b>0</b>	<b>1100</b>	<b>1100</b>	<b>1100</b>	<b>0</b>	<b>0</b>	<b>1200</b>
<b>New Century Park Play Area</b>								
4595 General Maintenance	0	137	200	63	63	68.3%	200	
4993 New Century Park Playarea	465	473	500	28	28	94.5%	500	
<b>Total Expenditure</b>	<b>465</b>	<b>610</b>	<b>700</b>	<b>91</b>	<b>91</b>	<b>0</b>	<b>0</b>	<b>700</b>
<b>Dean Road Play Area</b>								
4595 General Maintenance	0	118	100	(18)	(18)	118.3%	100	
<b>Total Expenditure</b>	<b>0</b>	<b>118</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100</b>
<b>Meadowsweet Way Play Area</b>								

4595 General Maintenance	353	41	500	459	459	8.3%		500	
<b>Total Expenditure</b>	<b>353</b>	<b>41</b>	<b>500</b>	<b>459</b>	<b>459</b>	<b>0</b>	<b>0</b>	<b>500</b>	
<b>Knowle Park Play Area</b>									
4595 General Maintenance	1370	0	2000	2000	2000	0.0%		1500	
4670 Signs & Bins	0	119	100	(19)	(19)	119.1%		100	
4675 Signs	22	0	50	50	50	0.0%		50	
4770 Skatepark	0	0	500	500	500	0.0%		500	
<b>Total Expenditure</b>	<b>1392</b>	<b>119</b>	<b>2650</b>	<b>2550</b>	<b>2550</b>	<b>0</b>	<b>0</b>	<b>2150</b>	
<b>Pembers Hill Church Yard</b>									
4595 General Maintenance	0	0	100	100	100	0.0%		100	
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>100</b>	
<b>Pembers Hill Drive</b>									
4595 General Maintenance	0	358	1000	643	643	35.8%		2900	£500 plus £2400 tunnel resurfacing
<b>Total Expenditure</b>	<b>0</b>	<b>358</b>	<b>1000</b>	<b>643</b>	<b>643</b>	<b>0</b>	<b>0</b>	<b>2900</b>	
<b>Upper Barne Copse</b>									
4595 General Maintenance	177	543	1000	458	458	54.3%		500	
<b>Total Expenditure</b>	<b>177</b>	<b>543</b>	<b>1000</b>	<b>458</b>	<b>458</b>	<b>0</b>	<b>0</b>	<b>500</b>	
<b>Crowdhill Drive</b>									
4595 General Maintenance	744	371	1000	629	629	37.1%		500	
<b>Total Expenditure</b>	<b>744</b>	<b>371</b>	<b>1000</b>	<b>629</b>	<b>629</b>	<b>0</b>	<b>0</b>	<b>500</b>	
<b>Fair Oak Library</b>									
4395 Business Rates	(1,551)	0	0	0	0	0.0%		0	
4420 CCTV Maintenance	70	0	0	0	0	0.0%		0	
4425 Health & Safety	497	290	500	210	210	58.0%		500	
4595 General Maintenance	4362	2633	3000	367	367	87.8%		2000	includes £1500 for library roof
<b>Total Expenditure</b>	<b>4929</b>	<b>2923</b>	<b>3500</b>	<b>577</b>	<b>577</b>	<b>0</b>	<b>0</b>	<b>2500</b>	
<b>Allotments</b>									
4410 Water	133	0	300	300	300	0.0%		295	
4800 Allotments - Knowle Park	0	412	500	88	88	82.4%		500	
4805 Allotments - Campbell Way	0	0	50	50	50	0.0%		50	
4810 Allotments - Knowle Lane Ditch	0	0	1000	1000	1000	0.0%		500	
4815 Allotments - Pest Control	190	0	400	400	400	0.0%		400	
4820 Allotments - Toilet	951	611	1100	489	489	55.6%		1100	
<b>Total Expenditure</b>	<b>1274</b>	<b>1023</b>	<b>3350</b>	<b>2327</b>	<b>2327</b>	<b>0</b>	<b>0</b>	<b>2845</b>	
<b>Cemetery</b>									

4410 Water	165	0	115	115	115	0.0%		115
4595 General Maintenance	857	0	500	500	500	0.0%		500
<b>Total Expenditure</b>	<b>1022</b>	<b>0</b>	<b>615</b>	<b>615</b>	<b>615</b>	<b>0</b>	<b>0</b>	<b>615</b>
<b>Trees</b>								
4825 Tree survey	1750	1800	2000	200	200	90.0%		2000
4830 Trees - Lapstone Playing Field	518	380	500	120	120	76.0%		500
4831 Trees - Knowle Park	1454	0	500	500	500	0.0%		500
4832 Trees - New Century Park	350	2112	500	(1,612)	(1,612)	422.4%		500
4833 Trees - Knowle Hill	420	0	500	500	500	0.0%		500
4834 Trees - Lapstone Farm	2930	0	500	500	500	0.0%		500
4835 Trees - Oak Walk	0	0	500	500	500	0.0%		500
4836 Trees - Daisy Dip	0	0	500	500	500	0.0%		500
4837 Trees - Wyvern Meadow	311	320	500	180	180	64.0%		500
4838 Trees - Fair Oak Cemetery	470	0	500	500	500	0.0%		500
4839 Trees-HHCC open space	0	1078	500	(578)	(578)	215.6%		500
4840 Trees-Crowdhill	0	0	0	0	0	0		500 new code
4841 Trees - Community Orchard	0	0	0	0	0	0		1000 new code
<b>Total Expenditure</b>	<b>8203</b>	<b>5690</b>	<b>7000</b>	<b>3500</b>	<b>3500</b>	<b>0</b>	<b>0</b>	<b>8500</b>
<b>Other Expenses</b>								
4850 Section 137 - Grants	4200	0	4000	4000	4000	0.0%		4500
4855 Section 137 - Street Pastors	700	0	700	700	700	0.0%		700
4860 Village Centre Project	91	0	0	0	0	0.0%		0
4865 Election Expenses	0	0	500	500	500	0.0%		500
4870 Youth Project	0	25000	25000	0	0	100.0%		25000
4875 Community Events Expenditure	4424	1901	4000	2100	2100	47.5%		4500
4876 Bishopstoke PC Y zone	180	0	0	0	0	0.0%		0
<b>Total Expenditure</b>	<b>9595</b>	<b>26901</b>	<b>34200</b>	<b>7300</b>	<b>7300</b>	<b>0</b>	<b>0</b>	<b>35200</b>
<b>Community Café</b>								
4595 General Maintenance	0	0	0	0	0	0		500 New code
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>
<b>Splashpad</b>								
4595 General Maintenance	0	0	0	0	0	0		500 New code
4596 Winterization	0	0	0	0	0	0		1065 New code
4597 summerization	0	0	0	0	0	0		2060 New code
4598 Electricity	0	0	0	0	0	0		2000 New code
4599 water	0	0	0	0	0	0		1500 New code
4600 Splashpad toilets	0	0	0	0	0	0		500 New code
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7625</b>

Environmental Enhancements

4595 General Maintenance	0	0	0	0	0	0	0	0	1000	New code
4601 Phase 2 funding Solar PO	0	0	0	0	0	0	0	0	0	New code Michelles request, £30000 split over 3 years
4602 Phase 1 funding Solar Woodland	0	0	0	0	0	0	0	0	0	Michelles request
Total Expenditure	0	0	0	0	0	0	0	0	1000	
Total Budget 2024/25			605,130						645,438	

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	% Spent	2024/25 Budget		
Income	1076 Precept	469918	495019		11	100.0%		529343	34324
	1090 Interest Received	7647	9759	3000	(6,759)	325.3%	14000		
	1300 Football Income	6081	363	4500	4137	8.1%	4500		
	1310 Cricket Income	2500	0	2600	2600	0.0%	2600		
	1550 Tennis Income	1837	1404	2000	596	70.2%	2000		
	1900 Other Income	18460	31005	500	(30,505)	6201.0%	500		
	1905 Section 106 Income	810975	0	0	0	0.0%	0	0 section 106 income cant budget for.	
	1200 Hiring Fees Parish office	7726	3600	8000	4400	45%	8000		
	1200 Hiring Fees Crowdhill	29125	18451	40000	21549	46.10%	40000		
	1200 Hiring Fees Pavillion	239	95	500	405	19%	500		
	1200 Hiring Fees Horton Heath	30510	11281	30000	18719	37.60%	25000		
	1500 Allotment Income	3710	3021	4000	979	75.50%	4000		
	1520 Burials Income	5508	4354	7500	3146	58.10%	7500		
	1530 Memorials Income	915	449	3500	3051	12.80%	3500		
	1540 Cremation Income	1100	362	4000	3638	9.10%	3000		
<b>Total income Excluding precept</b>				<b>110100</b>			<b>115100</b>		

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/25
<b>Precept</b>	404,036	419,172	420,258	431,417	495,030	490,296	530,338
<b>Precept increases as per l</b>	<b>2.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>2.0%</b>	<b>3.0%</b>	<b>3.0%</b>	<b>6.2%</b>

4541 Compound storage unit	6,000
4595 NCP carpark	10,000
Library roof	20,000
Tower unit -x mas light	2,000
Led Internal lighting HH	3,000
Internal doors	3,000
internal fencing - cemetery	6,000

4602 Phase 1 funding Solar Woodland £7000 will come out of EMR

New code Phase 2 funding Solar PO 10,000 Michelles request, £30000 split over 3 years

Cost Centre	2019/20	2020/21 (1.7%)	2022/23	2023/24 *CIP 4% then round up!	2024/2025 CIP 6% then round up!
<b>Allotments</b>					
Campbell Way	14.5	14.75	£ 15.5	16.0	17.0
KP Full	51.5	52.38	£ 53.5	56.0	60.0
KP Half	25.75	26.19	£ 27.0	28.0	30.0
Admin Fee	25	25.43	£ 26.0	27.0	29.0
<b>Bookings - per hour</b>					
Oak Regular	16	16.27	£ 17.0	21.0	23.0
Oak Ad Hoc	20	20.34	£ 21.0	26.0	28.0
Acorn Regular	13	13.22	£ 14.0	18.0	19.0
Acorn Ad Hoc	18	18.31	£ 19.0	24.0	26.0
Leaf Regular	7	7.12	£ 8.0	10.0	11.0
Leaf Ad Hoc	9	9.15	£ 9.5	12.0	13.0
Rsmith Main	12	12.20	£ 13.0	14.0	15.0
Rsmtih Small	6	6.10	£ 6.5	7.0	8.0
Rsmith All	20	20.34	£ 21.0	22.0	24.0
Horton Regular	13	13.22	£ 14.0	15.0	16.0
Horton Ad Hoc	18	18.31	£ 19.0	20.0	22.0
Horton Committee	6	6.10	£ 7.0	7.5	8.0
Pavilion Club Room	7.8	7.93	£ 9.0	9.5	11.0
<b>34</b>					
Juniors	28	28.48	£ 30.0	31.50	34.0
Seniors	62	63.05	£ 65.0	70.00	75.0
<b>Cemetery</b>					
Internment Over 18	198.5	201.87	£ 206.0	214	227.0
Internment ashes	134	136.28	£ 139.0	145	154.0
ERB Over 18	392	398.66	£ 407.0	423	449.0
ERB Crem Plot	258	262.39	£ 268.0	279	296.0
Headstone	133	135.26	£ 138.0	144	153.0
Vases	102	103.73	£ 106.0	110	117.0
Transfer ERB	25.2	25.63	£ 27.0	50	53.0

Benches	2022	2023	2024
delivery and installation	70	73.00	77.0
bench	369	384.00	407.0
plaque	30	31.00	33.0

look at latest bench costs

Tennis	2022	2023	2024
Annual pass	35	43.00	46.0
Pay and play	6	10.00	11.0

ask carly

Cricket	19/20/21	22/23	22/23	24/25
Seasonal fee	2,500	2,500	2600	2600
Maintenance	500	800	830	850





## FAIR OAK & HORTON HEATH PARISH COUNCIL

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# Report of the Budget Task and Finish Group

November 2023

## Introduction and background

The Parish Council's ambitions, operations and achievements are underpinned by the budget it sets. The Council's Investment Strategy specifically sets out a priority aim of becoming 'a financially secure council' reflecting the ongoing financial pressures facing local government and the community at large.

The Finance Committee undertakes a scrutiny role in relation to the budget, with the Committee receiving quarterly finance reports. The Full Council, at its monthly meetings, reviews monthly spending and account balances.

Effective budget scrutiny arrangements are expected as part of a robust budget setting process to provide an additional layer of challenge to ensure that budget setting processes and assumptions are robust. To achieve this over recent years the Council has undertaken scrutiny of the annual budget setting process through the establishment of a Budget Task and Finish group that leads on the budget setting process.

### Budget Task and Finish Group

In line with this established approach Budget Task & Finish Group met twice during November 2023 with the Clerk, Finance Officer and Operations Manager.

The Task and Finish Group membership consists of Cllrs Couldrey, Douglas and Chivuchi.

### Scope

The Group, in undertaking this years' budget setting process to establish if the process aimed to:

- Examine the current staffing levels, future resource need and salary increases in line with national trend;
- Identify and consider the key budget pressures and strategic financial issues for the Council and how these are being considered and managed;
- Consider the draft budget proposals for 2024-25, including the main areas of proposed growth and savings, key budgetary risks and the extent to which the budget proposals reflect the Council's priorities.

Members recognised that this piece of work had to be condensed into a short time frame. There was also an acknowledgement that whilst an increase in budget requirement was needed to deliver new services and safeguard existing provision, the increase should be kept to a minimum to protect the taxpayer. Where large scale projects were agreed, members reviewed other funding sources, other than the precept, such as grants, ear marked reserves and the Council's CCLA public sector deposit fund account.

## The Review

Over the course of two meetings, members were given comprehensive presentations from officers setting out in the first instance the business planning and budget setting process that had been adopted for the 2024/25 budget and then leading on to consideration of funding bids (both growth and savings) for 2024/25.

## The business planning and budget setting process for 2024/25

At their first meeting members of the group were given a detailed walk through of the budget setting process including:

- Staff budget with a proposed staffing increase of one part time post and 2% pay rise;
- Fees and charges with proposed increases of 6% in line with RPI;
- Any opportunities for savings;
- Justifications for any budget increases;
- New budget lines and justifications for these

As in previous years, the budget setting process also included consultation with key staff such as the Operations Manager and wider Operations team as well as the Deputy Clerk in relation to climate change projects/proposals.

### 2024/25 draft budget proposals

The Group were given the opportunity to review the draft budget proposals, showing a total budget requirement of £529,343. This was an increase of £34,017 on the previous year. The increase would reflect an increase in the precept of 6% or in real terms £6.62 per annum/13p per week on a Band D property.

In terms of income generation, members were informed that there was scope to raise some funds through general fees and charges by increasing these overall by 6% in line with retail price index (RPI). The Finance Officer also predicted a continuation of high interest rates, which would also provide higher income than in previous years through its public sector deposit account.

In terms of salary costs and resources, members consider a request to increase the Operations team by appointing a full-time seasonal staff member. The staff salary award was also proposed at 2%. As the Council had in the last three years gone above the national salary increase, it was felt that this was appropriate, but that any increase through national pay negotiations could be met through general reserves if necessary.

New budget proposals/requests were also considered, these included: -

1. Cemetery access path repairs - £33,957 (funded through Ear Marked Reserve, agreed by Full Council)
2. Cemetery fencing repairs - £6,500 (Council determined a more sustainable and cost-effective option via natural hedging at a cost of £TBC).
3. Resurfacing Pembers Hill Drive Play Area tunnel - £2,400 (funded in main precept)
4. Library roof - £1,500 (funded in main precept)
5. Knowle Park pond/bridge - £45,000 (not approved for 2024/25 financial year)
6. Parish Office second phase solar installation - £10,000 (not approved for 2024/25 financial year)

All the above budget proposals were agreed, except for the pond redesign/bridge as it was felt that future scoping work including a project/business case with timeframes was needed and the phase 2 solar installation at the parish office with this being deferred by a year.

New budget lines were also considered and agreed, namely: -

1. Crowdhill Green trees - £500

2. Community Orchard - £1,200 (to support much needed improvements works)
3. Café general maintenance - £500 (in line with Library building)
4. Splashpad provision - £7625 (to support the maintenance and cost)
5. Environmental enhancements - £1,000 (to support small scale project(s))

Budget requests rolled to next year for consideration included: -

• Compound storage unit	£6,000
• NCP carpark	£10,000
• Library roof	£18,000
• Tower unit for Christmas lights	£2,000
• LED Internal lighting HH	£3,000
• Internal doors	£3,000
• PO Phase 2 Solar	£10,000

## Budget pressures and risks

Members of the Group asked several questions about budgetary pressures throughout the review process and identified some key issues that were having to be managed as part of budget setting process for 2024/24, these included:

- Increase in costs for goods and services – whilst officers have made every effort to get indicative quotes for proposed new services, these could fluctuate between budget setting and commencement of project. Most projects such as the cemetery path, include a contingency fund to mitigate and overspend risks. Projects going over their agreed budget, which are outside the Council's control, will need to be taken out of the Council's public section deposit fund.
- Rising energy costs – the Finance Officer has increased the budget for next year following an energy audit review undertaken with the Deputy Clerk and Operations Manager. It is hoped that with the solar installation projects at the Parish Office and Woodland Community Centre (should the HCC Grant application being successful), the Council will see a reduction in the costs at these premises.
- Increase in national pay – the proposed budget included an uplift in staff salaries by 2%. Should the national pay negotiations, which normally concluded after the budget has been set i.e October/November, be above this amount, the Council will need to pay for any difference through its general reserves.

## Concluding comments

The Task and Finish Group have had the opportunity to review the process that has been followed to develop the draft budget proposals for 2024/25. They have been able to identify some of the key budget pressures and issues for the Council and consider how these are being managed.

In scrutinising the specific draft budget proposals for 2024/25 members have been able to query some perceived budgetary risks and the extent to which the budget proposals reflect the Council's priorities. Where budget proposals had not been fully supported by a robust business

case, these were not approved.

The Budget Task & Finish Group ask the Council to support its recommendation not to support any supplementary budget requests throughout this financial year, unless it is to support an unforeseen failing that poses a health and safety risk.

At this point in time, the Task and Finish Group are satisfied that the process to develop the draft budget proposals for 2024/25 has been robust and that many budget pressures and risks are being adequately identified and managed.

For ease of reference, the main 2024/25 budget proposals recommended by the Group include: -

### **General:**

- That the proposed budget (attached at Appendix 1) be approved.
- That the precept of £529,343 be approved.

### **Precept & Fees & Charges:**

- That there be 6% increase in the 2024/25 precept representing a £6.62 increase per Band D property.
- That the fees and charges attached at Appendix 2 be approved with a 6% increase.

### **Staffing budget:**

- That staff salaries increase by 2%.
- That the staff budget set out in Appendix 3 be approved (confidential paper) to include an additional seasonal grounds post.

### **Use of Ear Marked Reserves:**

- That the Ear Marked Reserves, as set out in Appendix 4 be agreed.

These recommendations will be reported to the Finance Committee on 1 December. The budget will be formally approved at the Full Council meeting on 18 December 2023 for submission to Eastleigh Borough Council as part of setting the Council tax base.

**Appendix 1 – Full budget book 2024/25**

**Appendix 2 – Fees and Charges 2024/25**

**Appendix 3 – Staff budget 2024/25 (strictly confidential)**

**Appendix 4 – Ear Marked Reserves**

**Fair Oak & Horton Heath Parish Council Earmarked Reserves - November 2023**

<u>Account</u>	<u>Balance</u>	<u>Comments</u>
EMR - Village Enhancements	£ -	Expecting £11,923 from EBC
EMR - Community Library	£ 1,487	Use for library roof with top up funding in next year's budget
EMR - Community Development Pas	£ 126,645	CDO post holder's salary, training etc
EMR- Community Development Pro	£ 67,210	Community development project fund
EMR - Crowdhill Green	£ -	Delete this historical budget line
EMR - Knowle Park	£ 225	Move into another EMR?
EMR - Knowle Park Office & comp	£ 10,209	5Kw solar for £8,755 commissioned for PO. This will leave £1,453.88 for PO
EMR - Lapstone Farm	£ 60,273	Council has agreed £33,957 for cemetery path improvements. Remaining to be used to fund female changing facility improvements.
EMR - Horton Heath CC	£ 2,708	To be used for LED lighting at community centre
EMR - Election expenses	£ -	Delete this historical budget line
EMR -New Century Park	£ -9,041	Remaining café build project funds
EMR - Public Art	£ 21,962	Public art funds for NCP, Village Centre & tree/bee project
EMR - HHCC Flooring	£ 40,250	Replacement hall flooring in approx 3 years time?
EMR - Onsite Maint Knowle Park	£ 4,851	Ditch clearance works along Knowle Lane
EMR- Woodland Play Area	£ 29,400	Council agreed £6,476 towards community centre solar. Remaining for wider POS enhancements targetting 12+ year olds
EMR - Greening Campaign	£ 251	Use for enironment project artwork?
EMR- Brookfield Carpark	£ 18,000	Retain for resurfacing/relining project in 2025/26. Parish to allocate £10k in 2025 budget
<b>Total</b>	<b>£ 374,430</b>	

**FULL COUNCIL – 18 DECEMBER 2023****MONTHLY FINANCIAL REPORT****1. RECOMMENDATIONS**

- 1.1 That the Council notes the contents of the report and approves the BACS payments as set out in Appendix 1.

**2. FINANCE POSITION**

- 2.1 The total cash held across all bank accounts as of 30<sup>th</sup> November is £555,350.

**3. TRANSACTIONS**

- 3.1 The total receipts for November in the Council's current account totalled £94,124. Of this £60,511 related to a VAT refund from HRMC for Quarter 2 (June – Sept).
- 3.2 The total current account payments for November totalled £115,742.
- 3.3 Significant payments in November included the payment of £51,727 to Vison D&B for the Café construction.

**4. BACS PAYMENTS**

- 4.1 The total BACS invoice payments outstanding is £17,462.

**5. FINANCIAL IMPLICATIONS**

- 5.1 The Council must keep a regular review of the progress against all budget headings to ensure unnecessary overspending. The Council reviews its spending monthly via a report from the Responsible Finance Officer and undertakes detailed quarterly financial monitoring reports to the Finance Committee to scrutinise.

**6. CLIMATE/CRIME & DISORDER IMPLICATIONS**

- 6.1 None directly arising from this report.

**7. EQUALITY & DIVERSITY IMPLICATIONS**

- 7.1 None directly arising from this report.

**8. CONCLUSION**

- 8.1 As per the financial position reported, Council members should note the contents of the report and agree the BACs payments for signing as per the bank mandate.

**FOR FURTHER INFORMATION CONTACT:**

Name: Jo Cahill, Responsible Finance Officer

Email: [finance@fairoak.gov.uk](mailto:finance@fairoak.gov.uk)

## Fair Oak &amp; Horton Heath Parish Council

## Bank - Cash and Investment Reconciliation as at 30 November 2023

**Confirmed Bank & Investment Balances**Bank Statement Balances

30/11/2023	Current Account	201,874.73
30/11/2023	Premier Account	92,824.00
30/11/2023	Public Sector Deposit Fund	260,606.98
30/11/2023	Petty Cash	44.35

555,350.06

Receipts not on Bank Statement

0.00

**Closing Balance**

555,350.06

All Cash & Bank Accounts

1	Current Account	201,874.73
2	Premier Account	92,824.00
3	Public Sector Deposit Fund	260,606.98
4	Petty Cash	44.35
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>555,350.06</b>



## Invoices Due for Payment by 30 November 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
<b>ACELIFTAWAY [ACE001]</b>								
30/11/2023	99679A		allotment toilets		30/11/2023	106.28		106.28
30/11/2023	99787		allotment toilet		30/11/2023	106.28		106.28
30/11/2023	131974		Cafe - skip hire		30/11/2023	264.00		264.00
30/11/2023	141358		Cafe - skip hire		30/11/2023	264.00		264.00
30/11/2023	129136		Cafe - skip hire		30/11/2023	264.00		264.00
30/11/2023	101468		allotment toilets		30/11/2023	102.85		102.85
30/11/2023	99680		splashpad toilets		30/11/2023	451.71		451.71
Total of Invoices Due (ACE001)						<b>1,559.12</b>	<b>0.00</b>	<b>1,559.12</b>
<b>APPLETON SIGNS [APP001]</b>								
15/03/2023	0000130643		Banner		30/11/2023	40.72		40.72
Total of Invoices Due (APP001)						<b>40.72</b>	<b>0.00</b>	<b>40.72</b>
<b>CARTERS OF SWANWICK [CART]</b>								
16/11/2023	147405		Van Maintenance		30/11/2023	1,287.25		1,287.25
16/11/2023	147417		Van part		30/11/2023	38.10		38.10
16/11/2023	147507		Machinery repairs		30/11/2023	46.26		46.26
Total of Invoices Due (CART)						<b>1,371.61</b>	<b>0.00</b>	<b>1,371.61</b>
<b>CEDERPEST [CED001]</b>								
14/11/2023	03629		pest control & prevention		30/11/2023	114.00		114.00
16/11/2023	03976		Pest control & prevention		30/11/2023	114.00		114.00
Total of Invoices Due (CED001)						<b>228.00</b>	<b>0.00</b>	<b>228.00</b>
<b>CELCIUS</b>								
30/11/2023	2248		air conditioning repairs		30/11/2023	94.80		94.80
30/11/2023	2249		air conditioning repairs		30/11/2023	197.00		197.00
30/11/2023	2250		air conditioning repairs		30/11/2023	292.81		292.81
Total of Invoices Due (CELCIUS)						<b>584.61</b>	<b>0.00</b>	<b>584.61</b>
<b>COMPLETE WEED CONTROL [COMPL]</b>								
07/08/2023	8301		Corntol of weeds/ grasses		07/08/2023	494.54		494.54
Total of Invoices Due (COMPL)						<b>494.54</b>	<b>0.00</b>	<b>494.54</b>
<b>DO THE NUMBERS [DO THE]</b>								
14/11/2023	1510		Internal audit		30/11/2023	350.00		350.00
Total of Invoices Due (DO THE)						<b>350.00</b>	<b>0.00</b>	<b>350.00</b>

## Invoices Due for Payment by 30 November 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
<b>EBC [EBC001]</b>								
29/03/2023	0799		key cut		26/04/2023	84.00		84.00
30/11/2023	7511		Dog Bins		30/11/2023	40.08		40.08
30/11/2023	6019		Trade Collection		30/11/2023	546.00		546.00
30/11/2023	0940		Recycle collection		30/11/2023	149.80		149.80
30/11/2023	7230		Refuse collection		30/11/2023	273.00		273.00
Total of Invoices Due (EBC001)						<b>1,092.88</b>	<b>0.00</b>	<b>1,092.88</b>
<b>FIRECARE &amp; SECURITY [FIREC]</b>								
21/11/2023	21956		fire detection and alarm		30/11/2023	429.60		429.60
21/11/2023	21957		Emergency lighting system		30/11/2023	408.00		408.00
27/11/2023	21990		Maintenance of alarm		27/11/2023	84.00		84.00
27/11/2023	21987		Emergency lighting system		30/11/2023	321.00		321.00
27/11/2023	21986		Maintenance fire extinguisher		30/11/2023	55.20		55.20
Total of Invoices Due (FIREC)						<b>1,297.80</b>	<b>0.00</b>	<b>1,297.80</b>
<b>FOCUS GREEN [FOCUS]</b>								
01/09/2023	1155		Building energy assessment -WO		01/09/2023	1,794.00		1,794.00
Total of Invoices Due (FOCUS)						<b>1,794.00</b>	<b>0.00</b>	<b>1,794.00</b>
<b>HOSTED</b>								
08/09/2023	0533		LCD moniter		08/09/2023	149.99		149.99
08/09/2023	0538		Port switch, Firewall		08/09/2023	2,580.00		2,580.00
08/09/2023	0571		block time agreement, BACK UP		08/09/2023	348.60		348.60
Total of Invoices Due (HOSTED)						<b>3,078.59</b>	<b>0.00</b>	<b>3,078.59</b>
<b>MALCOLM MACNEISH [MALC]</b>								
17/11/2023	0953		Check out & test xmas lights		30/11/2023	100.00		100.00
Total of Invoices Due (MALC)						<b>100.00</b>	<b>0.00</b>	<b>100.00</b>
<b>PAUL FREEMAN TREE SERVICES [PAUL]</b>								
30/11/2023	1362		Treework oak walk		30/11/2023	660.00		660.00
Total of Invoices Due (PAUL)						<b>660.00</b>	<b>0.00</b>	<b>660.00</b>
<b>QIC systems [QIC]</b>								
19/07/2023	5727		mothly licence		19/07/2023	1,100.52		1,100.52
Total of Invoices Due (QIC)						<b>1,100.52</b>	<b>0.00</b>	<b>1,100.52</b>
<b>SMART MARKETING [SMAR001]</b>								

## Invoices Due for Payment by 30 November 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
28/10/2023	2794		Marketing support		30/11/2023	78.00		78.00
Total of Invoices Due (SMAR001)						78.00	0.00	78.00
<b>SMART PLATFORM [SMART]</b>								
30/11/2023	903037		Cherry picker hire - Xmas ligh		30/11/2023	666.00		666.00
30/11/2023	903008		Cherry picker hire - Xmas ligh		30/11/2023	996.00		996.00
Total of Invoices Due (SMART)						1,662.00	0.00	1,662.00
<b>SOURCE SUPPLIES [SOUR001]</b>								
16/11/2023	300169		Cleaning supplies		30/11/2023	6.72		6.72
Total of Invoices Due (SOUR001)						6.72	0.00	6.72
<b>Travis perkins [TRAV]</b>								
30/11/2023	658		Cable avoidance tool hire		30/11/2023	129.25		129.25
Total of Invoices Due (TRAV)						129.25	0.00	129.25
<b>WildFlower Turf [WILDFLOWER]</b>								
12/04/2023	15767		enriched turf		12/04/2023	1,286.40		1,286.40
12/04/2023	15766		Turf		12/04/2023	547.20		547.20
Total of Invoices Due (WILDFLOWER)						1,833.60	0.00	1,833.60
Total of Invoices Due (Creditors)						17,461.96	0.00	17,461.96
<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>						<b>17,461.96</b>	<b>0.00</b>	<b>17,461.96</b>

## Receipts for Month 8

## 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>
<b>Balance Brought Fwd :</b>		<b>223,493.05</b>					<b>223,493.05</b>	
Banked: 02/11/2023		55.00						
Mrs W		55.00			1500	500	55.00	aLLOTMENT A04
Banked: 02/11/2023		144.00						
Mr T		144.00			1530	510	144.00	Memorial
Banked: 03/11/2023		208.00						
Mrs P		208.00			1530	510	208.00	Memorial
Banked: 06/11/2023		60,511.38						
hmrc		60,511.38			105		60,511.38	vat qtr june - Sept
Banked: 13/11/2023		25.00						
Mrs T		25.00			1200	250	25.00	Hall hire
Banked: 13/11/2023		72.00						
Mrs m		72.00		12.00	1200	230	60.00	hall hire
Banked: 15/11/2023		89.00						
city lit		89.00			4540	290	89.00	refund
Banked: 17/11/2023		60.00						
Mrs L		60.00			1200	250	60.00	Hall hire
Banked: 17/11/2023		568.00						
Mr g		568.00			1520	510	568.00	Burial
Banked: 17/11/2023		54.00						
Mrs L		54.00		9.00	1200	230	45.00	Hall hire
Banked: 20/11/2023		165.00						
Mrs N		165.00		27.50	1200	230	137.50	Hall hire
Banked: 21/11/2023		82.50						
Fair Oak Guides		82.50		13.75	1200	230	68.75	Hall hire
Banked: 21/11/2023		42.10						
Tennis		42.10			1550	100	42.10	Tennis
Banked: 22/11/2023		24.00						
Hall hire		24.00			1200	250	24.00	Hall hire
Banked: 30/11/2023		3,887.00						
Sales Recpts Page 490		3,887.00	3,887.00		100			Sales Recpts Page 490
Banked: 30/11/2023		504.00						
Sales Recpts Page 491		504.00	504.00		100			Sales Recpts Page 491
Banked: 30/11/2023		4,065.00						
Sales Recpts Page 492		4,065.00	4,065.00		100			Sales Recpts Page 492
Banked: 30/11/2023		120.00						
Sales Recpts Page 493		120.00	120.00		100			Sales Recpts Page 493

Continued on Page 2

## Receipts for Month 8

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 30/11/2023	60.00						
	Sales Recpts Page 494	60.00	60.00		100			Sales Recpts Page 494
	Banked: 30/11/2023	189.00						
	Sales Recpts Page 495	189.00	189.00		100			Sales Recpts Page 495
	Banked: 30/11/2023	90.00						
	Sales Recpts Page 496	90.00	90.00		100			Sales Recpts Page 496
	Banked: 30/11/2023	283.50						
	Sales Recpts Page 497	283.50	283.50		100			Sales Recpts Page 497
	Banked: 30/11/2023	168.75						
	Sales Recpts Page 498	168.75	168.75		100			Sales Recpts Page 498
	Banked: 30/11/2023	135.00						
	Mr R	135.00			1200	250	135.00	Hall Hire
	Banked: 30/11/2023	42.00						
	Sales Recpts Page 499	42.00	42.00		100			Sales Recpts Page 499
	Banked: 30/11/2023	428.00						
	Dignity Funerals	428.00			1520	510	428.00	Burial
	Banked: 30/11/2023	90.00						
	EBC	90.00			1200	150	90.00	Hall Hire
	Banked: 30/11/2023	21,961.60						
	EBC	21,961.60			1905	100	21,961.60	Section 106 - Public Art
					394		21,961.60	Section 106 - Public Art
					6001	100	-21,961.60	Section 106 - Public Art
Total Receipts for Month		94,123.83	9,409.25	62.25			84,652.33	
Cashbook Totals		317,616.88	9,409.25	62.25			308,145.38	

## Payments for Month 8

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/11/2023	CF FINANCE	DD	138.00		23.00	4090	110	115.00	Copier rental
1/11/2023	screwfix	DD	566.11		94.35	4540	290	471.76	materials
1/11/2023	futurelearn	VISA	174.99		29.16	4105	110	145.83	training course
2/11/2023	bt group	DD	11.46		1.91	4120	110	9.55	bt group
2/11/2023	post office	VISA	3.45			4075	110	3.45	postage
3/11/2023	bt group	DD	11.46		1.91	4120	230	9.55	bt group
3/11/2023	hedges direct	VISA	251.99		42.00	4595	460	209.99	hedges
3/11/2023	wel medical	VISA	143.88		23.98	5013	900	119.90	defib pads
3/11/2023	towbar services	VISA	8.00		1.33	4315	210	6.67	van light
3/11/2023	in excess	VISA	33.84		5.64	4540	290	28.20	Materials
6/11/2023	Mr t	BILL	467.94		77.99	4882	900	389.95	staff claim - Cafe meter bo
						375	0	-389.95	staff claim - Cafe meter bo
						6000	900	389.95	staff claim - Cafe meter bo
6/11/2023	Paul freeman	BILL	864.00		144.00	4838	550	720.00	Treework- cemetery
6/11/2023	Fair oak Squash cl	BILL	-211.68			1900	100	-211.68	cleaning fee refund
6/11/2023	allstar	DD	341.64		56.94	4305	210	284.70	fuel
7/11/2023	Fair oak Squash cl	BILL	-133.48			1900	100	-133.48	cleaning refund
7/11/2023	drainfast.co.uk	VISA	157.64		26.27	4315	210	131.37	van maintenace
7/11/2023	amazon	VISA	10.86		1.81	4540	290	9.05	materials
7/11/2023	allstar	DD	-341.64		-56.94	4305	210	-284.70	correction
7/11/2023	allstar	DD	632.58		105.43	4305	210	527.15	Fuel
7/11/2023	Wildnative	VISA	341.64		56.94	4505	280	284.70	Bulbs
7/11/2023	squash club	BILL	211.68			1900	100	211.68	squash cleaning refund
7/11/2023	squash club	BILL	133.48			1900	100	133.48	squash cleaning refund
8/11/2023	Seton	VISA	29.27		4.88	4675	440	24.39	No dog signs
9/11/2023	Octopus energy	DD	178.25		29.71	4405	150	148.54	elec - PO
9/11/2023	Peninsula	DD	23.11		3.85	4030	110	19.26	Employer EAP
9/11/2023	the woodland trust	VISA	24.95			4505	280	24.95	planters
0/11/2023	amazon	VISA	390.94			4450	150	390.94	flip chart -PO
3/11/2023	o2	DD	22.30		3.72	4125	110	18.58	Mobile phones
4/11/2023	overline	DD	99.44		16.57	4120	230	82.87	tel and broadband
4/11/2023	Mr G	BILL	20.11		3.35	4305	210	16.76	staff claim - Fuel
4/11/2023	BT	VISA	924.73		154.12	4133	110	770.61	Internet services
4/11/2023	amazon	VISA	55.45			4450	110	55.45	Door stops, litter bin
5/11/2023	bristish gas	DD	45.44		7.57	4400	150	37.87	gas - PO
5/11/2023	payroll	BILL	19,343.85			4000	110	19,343.85	payroll
5/11/2023	payroll	BILL	2,167.05			4000	110	2,167.05	payroll
						316	0	-2,167.05	payroll
						6000	110	2,167.05	payroll
5/11/2023	southern water	BILL	332.34			4410	150	332.34	water - po
6/11/2023	sage payroll	DD	34.80		5.80	4132	110	29.00	sage payroll
6/11/2023	bt group	DD	52.54		8.76	4120	110	43.78	tel and broadband
6/11/2023	Peninsula	DD	381.46		63.58	4070	110	317.88	Employer service
6/11/2023	SSE Perth	VISA	326.81		54.47	4405	230	272.34	electricity -woodlands
6/11/2023	clothes to order	VISA	38.75		6.46	4110	110	32.29	workwear
6/11/2023	m&s	VISA	29.85			4100	110	29.85	History workshop consumables
6/11/2023	Scetion 123	BILL	345.09			5016	900	345.09	KP Secutity
						395	0	-345.09	KP Secutity

Continued on Page 4

## Payments for Month 8

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						6000	900	345.09	KP Secutity
7/11/2023	Peninsula	DD	41.76		6.96	4030	110	34.80	employee EAP
7/11/2023	iKEA	VISA	132.75			4415	250	132.75	lighting HHCC
7/11/2023	Haskins	VISA	6.09		1.02	4505	280	5.07	Materials
7/11/2023	canva	VISA	23.59		3.93	4132	110	19.66	canva
0/11/2023	Mrs W	BILL	70.00			4875	600	70.00	Library tapestry
0/11/2023	TLC Southampton	VISA	7.20		1.20	4540	290	6.00	materials
1/11/2023	hmrc	BILL	6,186.52			4000	110	6,186.52	paye
1/11/2023	hants pensions	BILL	6,608.71			4010	110	6,608.71	pensions
1/11/2023	Royal british legion	101997	50.00			4875	600	50.00	Poppy appeal
1/11/2023	Poppy appeal	101998	20.00			4875	600	20.00	poppy appeal
1/11/2023	hsbc	CHG	6.18			4095	110	6.18	Bank charges
2/11/2023	m&s	VISA	41.55			4100	110	41.55	history workshop consumables
2/11/2023	amazon	VISA	104.39			4540	290	104.39	materials
2/11/2023	Saninsburys	30.60	30.60			4100	110	30.60	first aid training consumab
3/11/2023	bt	DD	133.61		22.27	4120	250	111.34	Te and broadband
3/11/2023	amazon	VISA	5.48			4540	290	5.48	materials
4/11/2023	Vodafone	DD	68.64		11.44	4133	110	57.20	Glgicube
4/11/2023	Soton wood recycling cen	BILL	2,092.85		348.81	4882	900	1,744.04	Cafe countertops
						375	0	-1,744.04	Cafe countertops
						6000	900	1,744.04	Cafe countertops
4/11/2023	Arnwood Timber	BILL	1,079.40		179.90	4882	900	899.50	Sleepers - cafe
						375	0	-899.50	Sleepers - cafe
						6000	900	899.50	Sleepers - cafe
4/11/2023	Crown energy	BILL	1,080.00		180.00	4882	900	900.00	Cafe meter box
						375	0	-900.00	Cafe meter box
						6000	900	900.00	Cafe meter box
4/11/2023	b&q	VISA	136.00		22.67	4540	290	113.33	Materials
4/11/2023	Totton Timber	BILL	1,028.81		171.47	4882	900	857.34	Timber materials -Cafe
						375	0	-857.34	Timber materials -Cafe
						6000	900	857.34	Timber materials -Cafe
8/11/2023	SECTION23	3	910.00	910.00		500			Security officer - KP Oct
9/11/2023	SSE	DD	2,507.56		417.93	4405	240	2,089.63	Electricity - Pav
9/11/2023	SSE	DD	439.03		73.17	4405	250	365.86	Electricity - HH
9/11/2023	SSE	DD	566.40		94.40	4405	230	472.00	Electricity - Crowdhill
9/11/2023	SSE	DD	203.87		33.98	4405	150	169.89	Electricity
9/11/2023	BNP	DD	203.94		33.99	4090	110	169.95	Copier rental
9/11/2023	Allington Nursery	VISA	430.00		71.67	4595	600	358.33	Shrubs
9/11/2023	Bt	VISA	513.40		85.57	4133	110	427.83	Internet
9/11/2023	agilico	DD	120.26		20.04	4085	110	100.22	Printer consumables
9/11/2023	bt group	DD	1.87		0.31	4120	110	1.56	Tel
0/11/2023	AMBEROL	3835	633.80	633.80		500			Self watering cup and baskets
0/11/2023	BREWERS	3836	79.06	79.06		500			materials
0/11/2023	CARTERS OF SWANWICK	3837	46.26	46.26		500			saw chain
0/11/2023	EBC	3838	40.08	40.08		500			Dog Bins
0/11/2023	fOX'S CLEANING	3839	234.00	234.00		500			window cleaning
0/11/2023	HOSTED	3840	288.00	288.00		500			Hosted - spam protection

## Payments for Month 8

## 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>
0/11/2023	MALCOLM MACNEISH	3841	100.00	100.00		500			Office light repair
0/11/2023	SMART MARKETING	3842	78.00	78.00		500			marketing support
0/11/2023	Travis perkins	3843	1,246.03	1,246.03		500			Barrier Tape
0/11/2023	wildwood machinery	3844	128.70	128.70		500			labour for machinery repair
0/11/2023	ARCO	5172	131.62	131.62		500			workwear
0/11/2023	ACELIFTAWAY	889	308.67	308.67		500			toilets - splaspad
0/11/2023	APPLETON SIGNS	890	147.22	147.22		500			remembrance banners
0/11/2023	CARDINUS	891	168.00	168.00		500			Reinstatement Cost assessment
0/11/2023	CIA FIRECARE AND SECURITY	892	800.40	800.40		500			Smart access gate to tennis co
0/11/2023	GOLDWATER	893	95.40	95.40		500			Install solar DC cable - cafe
0/11/2023	HOSTED	894	432.60	432.60		500			back up, blocktime agreement
0/11/2023	ICTHUS EVENT SOLUTIONS	895	2,544.00	2,544.00		500			Xmas lights installation
0/11/2023	PPL	896	969.86	969.86		500			Music licence - woodlands
0/11/2023	SOURCE SUPPLIES	897	361.04	361.04		500			cleaning products
0/11/2023	USTIGATE	898	1,278.00	1,278.00		500			Off winterisation - splashpad
0/11/2023	VISION DB	9	51,727.10	51,727.10		500			cafe construction
0/11/2023	TH WHITE	3099	328.80	328.80		500			machinery repairs
0/11/2023	Amazon	VISA	40.68		6.78	4540	290	33.90	materials
<b>Total Payments for Month</b>			115,742.15	63,076.64	2,786.07			49,879.44	
<b>Balance Carried Fwd</b>			201,874.73						
<b>Cashbook Totals</b>			317,616.88	63,076.64	2,786.07			251,754.17	



INTERIM INTERNAL AUDIT REPORT AND ACTION PLAN

**1. RECOMMENDATIONS**

- 1.1 That the contents of the internal Auditors interim report be noted; and
- 1.2 That the Council notes the internal audit action plan.

**2. PURPOSE**

- 2.1 To review the interim report of the Internal Auditor attached at Appendix 1 dated November 2023 and the actions undertaken as a result as shown in Appendix 2.

**3. INTERNAL AUDIT REPORT**

- 3.1 The internal Auditor's interim report following her visit in November 2023 is attached **Appendix 1**.
- 3.2 The report did not highlight any issues of concern, however, where there were recommendations, the Parish, Deputy Clerk and Responsible Finance Officer have undertaken to address these and these are set out in **Appendix 2** for the Council to approve/note.

**For further information:**

Melanie Stephens, Parish Clerk  
[clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)

**Background papers:**

None.

## Do the Numbers Limited

14<sup>th</sup> November 2024

Melanie Stephens, Clerk  
Fair Oak and Horton Heath Parish Council

Dear Melanie,

**Subject: Review of matters arising from interim Internal Audit for 31 March 2024**

Following my visit to the office, please find below the list of matters arising. The records and systems of the council are in very good order.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2023](#)

Test	Matter arising	Recommended Action
<i>A</i>	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
Payment listing	The payment lists are in the agenda pack rather than the minute set. Great care must be taken to preserve the legal record.	Please ensure that when documents are sent to County Archives for permanent storage the agendas are kept.
<i>B</i>	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
External Audit	The October 2023 Agenda and minutes approving the external audit contained the records from 2022 rather than the current year	Please correct both the minutes and supporting papers to name the correct auditor and include the 2023 AGAR form
Contracts and approvals	The council has not consistently listed the values of approved contracts. It has also awarded a contract that may go over £30,000 without properly using contract finder (Solar panels)	Please ensure that the value of contracts and the named winner are minuted, not just in the agenda pack. Please ensure that the Financial regulations are followed for all contracts.
Committee minutes	Not all sets of Asset committee minutes had been published.	It is good practice for all draft minutes to be published in a timely manner – within 30 days.
Building contract	The minutes imply that the IA instructed the council how to proceed regarding an overspend. The email correspondence does not support this assertion.	IAs cannot instruct councils. We can inform, advice and support but councils make decisions. Please ensure clarity of minutes going forwards.
<i>C</i>	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Fidelity Guarantee	The funds of the council still exceed the Fidelity guarantee.	Project completion is resolving this technical issue.
Office internet	The internet connection in the office is so slow and erratic as to interfere with effective working.	Officers work from home to get better internet which may not represent VFM to the taxpayer.
<i>D</i>	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
Budget	The budget once approved should be	Only the paper minute book

	signed into the minute book.	comprises the LGA72 legal record. It must include the key documents.
<i>E</i>	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
Sales ledger balances	There appear to be multiple sales ledger accounts where receipts have not been allocated to invoices.	Please review all outstanding transactions and ensure allocations are up to date.
Income invoices	It does not appear that income invoices are being raised on a regular basis (ideally weekly)	Please could the system be reviewed to allow timely billing and thus receipt of funds for use of facilities.
<i>F</i>	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
	Not tested at this visit	
<i>G</i>	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
Staff changes	Every new employee should be clearly minuted – start date, role, hours, pension entitlement – to allow verification of the cost of payroll. <i>(also raised last two years)</i>	Members approve the pay grades in a confidential paper but a transparent updated staffing record should be published.
Staff roles	The list of staff and organisation chart on the website is not up to date.	It is good practice for electors to be able to know who works for the council.
<i>H</i>	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
Asset register	It does not appear that the asset register is linked to the accounting record. It is therefore difficult to tell if the register (and insurance) are up to date.	The council should look at integrating the Asset Register into the accounts and ensure that the updating procedure is carried out monthly.
<i>I</i>	<i>Periodic Bank reconciliations were carried out during the year</i>	
Payment listings	The list of payments approved is not incorporated into the signed minute set, nor are any financial monitoring reports.	Only the signed paper minute set comprises the legal record. It should be kept in a manner to sustain reference years later
Bank interest	The council holds significant funds in its current account that does not bear interest and more in a savings account that is paying less than 2%	Best use of higher interest accounts would also reduce the risk of holding too much in the current account.
<i>J</i>	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
	The records of the council comply	with this test
<i>K</i>	<i>Certified Exempt in prior year</i>	
	Not applicable to this council	
<i>L</i>	<i>Transparency Code</i>	
	The records of the council comply	with this test
<i>M</i>	<i>Public Rights</i>	
Public Rights	The dates of public rights were not stated in the minutes.	Please ensure that this is done for 2024
<i>N</i>	<i>Publication of prior year AGAR</i>	

AGAR publication	It is a legal requirement that the AGAR is published on the website once approved.	Please ensure that all pages of the 2023 AGAR are published.
<i>O</i>	<i>Trust funds</i>	
	Not applicable to this council	
<i>P</i>	<i>Borrowing</i>	
	Not applicable to this council	

Please find attached my invoice for the interim fee.

I will return to the office on Tuesday January 30<sup>th</sup> to carry out the next part of the review.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,

Eleanor S Greene

## INTERNAL AUDIT ACTION PLAN

CONTROL AREA	ISSUE	RECOMMENDED ACTION	ACTION UNDERTAKEN
<b>AUDIT NOVEMBER 2023</b>			
Payment listing	The payment lists are in the agenda pack rather than the minute set. Great care must be taken to preserve the legal record.	Please ensure that when documents are sent to County Archives for permanent storage the agendas are kept.	These have been kept separately from the agenda in plastic envelope since the beginning of the year.
External Audit	The October 2023 Agenda and minutes approving the external audit contained the records from 2022 rather than the current year	Please correct both the minutes and supporting papers to name the correct auditor and include the 2023 AGAR form	The Full Council received and noted the correct 2023 audit forms at their meeting on 20 November 2023.
Contracts and approvals	The council has not consistently listed the values of approved contracts. It has also awarded a contract that may go over £30,000 without properly using contract finder (Solar panels)	Please ensure that the value of contracts and the named winner are minuted, not just in the agenda pack. Please ensure that the Financial regulations are followed for all contracts.	The Council has not awarded a contract for solar installation over £30K. As stated in the September FC minutes, the council agreed to refer to Budget T&F (min no. 51e). The Council has sanctioned a solar installation at the Parish Office for £10k which was minuted, but did not include the value at min no. 51c. in error.
Council minutes	Not all sets of Asset committee minutes had been published.	It is good practice for all draft minutes to be published in a timely manner – within 30 days.	The 6 June 2023 minutes have now been added to the website. This was missed in error.

NB: Action plan to be reviewed by FULL COUNCIL in December

Building contract	The minutes imply that the IA instructed the council how to proceed regarding an overspend. The email correspondence does not support this assertion.	IAs cannot instruct councils. We can inform, advice and support but councils make decisions. Pleas ensure clarity of minutes going forwards.	The RFO & Clerk after email correspondence had a telephone conversation with the IA where she advised on the café overspend. The incorrect turn of phrase was perhaps used in the minute narrative.
Fidelity guarantee	The funds of the council still exceed the Fidelity guarantee.	Project completion is resolving this technical issue.	The RFO will seek further advice from the IA on this matter.
Office internet	The internet connection in the office is so slow and erratic as to interfere with effective working.	Officers work from home to get better internet which may not represent VFM to the taxpayer.	The Council has had a working leased line since September and the historic internet issues were resolved before the IA's visit.
Budget	The budget once approved should be signed into the minute book	Only the paper minute book comprises the LGA72 legal record. It must include the key documents.	The full budget forms part of the report pack which sits the minutes once signed. Double signing the minutes, report and appendices seems unnecessary when the minute (which has been signed) covers this.
Sales ledger balances	There appear to be multiple sales ledger accounts where receipts have not been allocated to invoices.	Please review all outstanding transactions and ensure allocations are up to date.	On occasion, bookings for halls or sports games (i,e football with waterlogged pitches) might be cancelled after an invoice has been created. The Finance and Bookings Officer will review monthly to ensure all cancelled activities are cleared from the system.
Income invoices	It does not appear that income invoices are being raised on a regular basis (ideally weekly)	Please could the system be reviewed to allow timely billing and thus receipt of funds for use of facilities.	Income invoices are currently being sent out monthly - due to the Finance and Booking Officers existing workload. Many Customers are in favour of receiving monthly invoices. Weekly would not be possible with the Council's current level of resource.

NB: Action plan to be reviewed by FULL COUNCIL in December

Staff changes	Every new employee should be clearly minuted – start date, role, hours, pension entitlement – to allow verification of the cost of payroll. <i>(also raised last two years)</i>	Members approve the pay grades in a confidential paper but a transparent updated staffing record should be published.	A staff changes report was issued to members in June 2023. No staff appointments have been made to impact the payroll since that date. The CDO appointment was made and noted in June 2023, though their start date was 1 August. No changes have occurred since that time and therefore did not need raising with Cllrs.
Staff roles	The list of staff and organisation chart on the website is not up to date.	It is good practice for electors to be able to know who works for the council.	This has now been amended and corrected on the website. The Communications Officer will audit the website monthly for accuracy.
Asset register	It does not appear that the asset register is linked to the accounting record. It is therefore difficult to tell if the register (and insurance) are up to date.	The council should look at integrating the Asset Register into the accounts and ensure that the updating procedure is carried out monthly.	The Council can consider the Fixed Asset Package from RBS, which will link directly to the accounting record. This will need to be considered in the 2024/25 budget setting process. Of £800 for the initial package and £300 annual support/maintenance this seems a considerable spend given the excel spreadsheet currently used is sufficient.
Payment listings	The list of payments approved is not incorporated into the signed minute set, nor are any financial monitoring reports.	Only the signed paper minute set comprises the legal record. It should be kept in a manner to sustain reference years later	The signed payment listings are held in the minute book. The financial monitoring reports form part of the agenda pack which sits behind the signed minutes.
Bank interest	The council holds significant funds in its current account that does not bear interest and more in a savings account that is paying less than 2%	Best use of higher interest accounts would also reduce the risk of holding too much in the current account.	At the time of the IA visit, the current account was holding more funds than usual as the Finance Officer was aware that an invoice for £50,000 was due to be paid the next day for the café construction. In addition, Payroll of £30k was expected to

NB: Action plan to be reviewed by FULL COUNCIL in December

			clear, along with the payment run which was £19k. The Finance Officer monitors the bank accounts daily and should there be any excess funds in the Current account- A transfer is made to the Premier account to benefit from improved interest rates.
Public rights	The dates of public rights were not stated in the minutes.	Please ensure that this is done for 2024	These were listed in the report. But will be minuted as a separate resolution in future.
AGAR publication	It is a legal requirement that the AGAR is published on the website once approved.	Please ensure that all pages of the 2023 AGAR are published.	The AGAR has now been published on the Council's website.

NB: Action plan to be reviewed by FULL COUNCIL in December



## FULL COUNCIL – 18 DECEMBER 2023

### SPLASHPAD REVIEW OF FIRST SEASON

#### 1. RECOMMENDATIONS

- 1.1 That the Council notes the content of the report.

#### 2. PURPOSE

- 2.2 The report outlines the performance of the new splashpad facility at New Century Park following its first summer season (2023).

#### 3. BACKGROUND

- 3.1 The splashpad was commissioned in 2021 and completed in 2022. The splashpad was formally opened to the public on 6 May 2023 and was closed on 11 September 2023.

#### 4. MAINTENANCE

- 4.1 The splashpad requires the following annual maintenance: -

##### **Summerisation (carried out by Ustigate)**

- Drain tank and clean, disinfect and refill
- Check condition of all plant – reinstate plant room connections
- Clean pumps
- Sterilize jets
- Replace feature jets and parts removed during winterisation
- Check and clean strainers and silt trap chamber as required
- Check operation of Solenoid valves
- Check operation of level probes
- Check control panel and HMI
- Check operation of jets and commission system
- Check operation of grey water tank pumps and bowser station
- Take water samples

##### **Winterisation (carried out by Ustigate)**

- Partial drain down of water tanks
- Sterilizing solution applied to reduce bacteria during winter months
- Isolate Equipment
- Remove water jets (Parts susceptible to frost damage during winter)
- Blanks installed over water jets

##### **Cleaning (carried out by Operations Team)**

- End of season jet washing
- Regular drainage/harvesting of the grey water

- 4.2 Routine issues throughout the season were dealt with by Council Officers, either by troubleshooting or under advice of Ustigate. One visit by Ustigate was undertaken during the season, to deal with a drainage issue, this was quickly rectified when it was

discovered that a blanking plate had been left in-situ following the splashpad being opened for the summer.

## **5. OPERATIONAL OVERVIEW**

- 5.1 During the season the splashpad was opened to the public at 10am and closed at 6pm, every day of the week.
- 5.2 Routine checks and litter picks were undertaken at either end of the day by the Operations staff. Other daily actions included: - sweeping the splashpad surfacing, where glass was identified – using the wet/dry vacuum, purging the splashpad system every morning, gate opening/locking and cleaning/checking the portaloos.

## **6. OTHER PROVISION**

- 6.1 Two portaloos were provided for splashpad users. These were opened, locked and cleaned daily by the Operations Team and were emptied and jet washed cleaned weekly by Ace Loos.

## **7. LESSONS LEARNT FOR NEXT SEASON**

- 7.1 Several key learning points were raised at the staff end of season meeting, this included: -
- Staff resource
  - Water and electricity costs
  - Signage
  - Parking
  - Provision of sunshade
  - Positive feedback from public

## **8. NEXT STEPS**

- 8.1 Refurbishing Brookfield Road carpark/hardstanding. Members will be aware as part of the annual budgeting that the Borough has transferred £18,000 of Section 106 Developers' Contributions for the possible extension/refurbishment of the car park. Indicative quotes were sought by officers for resurfacing and relining with possible creation of extra spaces. There quotes were approximately £28,000. The Parish will need to find £10,000 through its precept in the 2025/26 year to fund these works. It was felt that a full years' splashpad and café usage on the site was needed before a project could commence.
- 8.2 Members might wish to consider instructing the Clerk and Community Development Officer to under resident engagement to ascertain their views on the splashpad and the facilities. The feedback could be used to plan/budget for the 2025 season.
- 8.3 The joint arrangements with the Foutain Café for the site need to be considered particularly options relating to the externally accessible toilet at the café building. The Clerk is currently in dialogue with the café and these arrangements will be set out in the formal lease arrangement. It is likely that the Council's caretaking team will be responsible for checking and cleaning this toilet during the splashpad season. As part of their lease agreement the café have agreed to undertaken litter checks around the site when they are open to the public.

- 8.4 Staffing resource needs addressing to ensure that Operations team are not overly burdened by the splashpad duties so that they can concentrate on summer grounds maintenance. The Operations Manager and Clerk have drafted a rota for next season, largely using caretaking resource. The Council has agreed, through next years' budget to increase the hours of the relief caretaker to accommodate this.
- 8.5 There is general agreement between Officers that there needs to be better communications and signage for the splashpad, particularly directing users to the Brookfield Road carpark. This can be done via the Council's website, social media channels and large on-site banners.
- 8.6 In terms of the feedback from the public regarding shade surrounding the splashpad, the Clerk is looking at possible public art installations that could address this. However, an approach would need to be made to Eastleigh Borough Council for Public Art section 106 contributions. Unfortunately, tree planting around the site is not an option, given that most trees previously planted in that area have failed. Other planting has been discounted as they wouldn't provide adequate shade and leaves/debris would clog-up the splashpad jets. Use of sunshades and/or parasols could be explored.

## **9. FINANCIAL IMPLICATIONS**

- 9.1 The Council has allocated £7,695 in next years' budget to support the provision of the splashpad. £1,065 has been allocated to Winterisation, with £2060 for Summerisation. £500 has been allocated to both the toilets and general maintenance costs, with £2,000 for electricity and £1,500 for water costs.
- 9.2 The Council has also budgeted £2,500 within the staff budget for an employee to cover the splashpad site.

## **10. ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS**

- 10.1 The splashpad is a once-used water system, meaning that no chemicals are placed in the water.
- 10.2 The water, once used, is harvested in a grey water tank which is then pumped out by Grounds Operative staff to use for watering of nearby planters, trees and shrubs.

## **11. EQUALITY AND DIVERSITY IMPLICATIONS**

- 11.1 The splashpad is fully accessible at available to all residents.

## **12. CRIME AND DISORDER IMPLICATIONS**

- 12.1 Monitoring of the splashpad takes place during its operation, Monday to Sunday, mornings and afternoons. Once the Café is open to the public, they will provide an additional presence on site and will call key staff members should there be any antisocial behaviour issues at the site.

## **13. CONCLUSION**

- 13.1 The splashpad has proved to be a very popular asset with members of the public, with lots of positive feedback, largely through social media being received. This is a free facility, along with the other provision on the wider park site (gym equipment, play area and café) for children and their families to enjoy in times of austerity. The Council will need to ensure that it has appropriate levels of funding to support the splashpad in future budgets.

**Further information:**

Martin Johnson, Operations Manager  
Email: [grounds@fairoak-pc.gov.uk](mailto:grounds@fairoak-pc.gov.uk)

# WORK PROGRAMME 2023/24

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DECEMBER 2023			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Splashpad review	To review the first season and improvements for next year	Presentation	Clerk/Operations Manager
Internal Auditor Report	To review the auditor's report and any actions undertaken by Officers	Report	Clerk/RFO
Café Project	To consider kitchen and landscape works	Report	Clerk
Staff salaries 24/25	To agree salaries for the forthcoming financial year	Report	Finance Officer
Budget/Precept	To agree the budget and precept for the forthcoming financial year	Report	Finance Officer/Clerk
JANUARY 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Wildlife Audit Assessments	To receive the HLOWWT wildlife audit and recommendations	Report	Clerk
Cemetery Review	To review cemetery procedures	Report	Clerk/Admin Officer
Meeting dates	To agree meeting dates for 24/25	Report	Clerk
Upper Barn Copse Play Area	To consider the level of play provision at Upper Barn Copse Play Area	Report	Clerk/Operations Manager
Community Development Update	To receive a presentation from the Community Development Officer on proposed projects	Presentation	CDO/Clerk
FEBRUARY 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Employee Handbook	To review and adopt the handbook	Report	Clerk
Crowdhill Green - Nature trail using remainder PA monies	To consider project proposal	Report	Clerk
Bee & Tree Corridor Project	To agree a project proposal for a cross boundary bee and tree project	Report	Clerk

Café Update	To receive an update on progress	Report	Clerk
<b>MARCH 2024</b>			
<b>ITEM</b>	<b>OBJECTIVE</b>	<b>METHOD</b>	<b>LEAD OFFICER</b>
Data Protection/GDPR Policy	To review the current document	Report	Clerk/Deputy Clerk
Access to Information Policy	To review the current document	Report	Deputy Clerk
Information Policy	To review the current document	Report	Deputy Clerk
Green Flag Award Status for KP & NCP	To consider steps needed to achieve GF award status at KP	Report	Clerk/Operations Manager
<b>APRIL 2024</b>			
<b>ITEM</b>	<b>OBJECTIVE</b>	<b>METHOD</b>	<b>LEAD OFFICER</b>
Internal Auditor Report	To consider the recommendations of the internal auditor	Report	Finance Officer
Fixed Asset Register	To review and approve the Fixed Asset Register	Report	Finance Officer
Café Post Project Evaluation	To review the café project including the budget	Report	Clerk
Corporate Action Plan	To adopt the Action Plan following community consultation	Report	Clerk
<b>MAY 2024</b>			
<b>ITEM</b>	<b>OBJECTIVE</b>	<b>METHOD</b>	<b>LEAD OFFICER</b>
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

Corporate Social Responsibility Policy/Sustainability Policy	Adopt CSR	Report	<b>Deputy Clerk</b>
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**STAFFING UPDATE & STAFF SALARIES 2024/25****1. RECOMMENDATION:**

- 1.1. To note the current staffing position;
- 1.2. To agree the new staffing position for 2024/25, namely the appointment of a full time, summer grounds operative and increase in the relief caretaker hours by 2 hours per week commencing 2024/25; and
- 1.3. To agree the staff salaries for 2024/25 as set out in **Appendix 1** (confidential).

**2. PURPOSE**

- 2.1. The purpose is to update the Council on current staffing, agree proposed staffing resource and staff salaries for 2024/25 as part of the annual budget setting.

**3. STAFFING CHANGES****3.1. Starters:**

The Community Development Officer commenced employment with the Council in August 2023 (members noted and agreed this appointment at the meeting in June 23).

**3.2. Staff changes/Leavers:**

One of the Council's Grounds Operatives retired in November. Given that the winter period is the quieter period for this team, the Clerk and Operations Manager have decided to delay recruitment for this post. The recruitment process will commence in January with a view to the new postholder starting at the beginning of April. There will be saving of £7,521 by delaying the recruitment of this post.

**4. ORGANISATIONAL STRUCTURE**

- 4.1. The Council's current organisational structure with salary scales is set out in **Appendix 2**.

**5. PROPOSED STAFF CHANGES 2024/25**

- 5.1 As part of the 2024/25 budget setting, the Budget Task & Finish Group, as well as the Finance Committee considered proposals to increase the Operations Team by appointing a full-time summer grounds operative as well as increasing the relief caretaking hours by 2 hours per week. Given the additional land and community infrastructure assets such as the splashpad, members on the Group/Committee supported this and this is reflected in next year's budget setting.

**6. STAFF SALARIES 2024/25**

- 6.1 Both the Budget Task & Finish Group and the Finance Committee recommend to the Council an overall staff salary increase of 2% for the 2024/25 financial year. Both agreed, that should the employee side and unions agree a higher increase further into the year, that any shortfall be met through reserves.



## **7. FINANCIAL IMPLICATIONS**

- 7.1. The Council set a staff budget of £288,493 for the 2023/24 financial year. The proposed 2024/25 staff budget is £328,534.

## **8. EQUALITY & DIVERSITY IMPLICATIONS**

- 8.1. The Council is committed to promoting equality of opportunity and treatment and to ensuring that there is no discrimination in employment practices.

## **9. CRIME & DISORDER AND ENVIRONMENTAL IMPLICATIONS**

- 9.1. There are none arising from this report.

## **10. CONCLUSION**

- 10.1. The Council's current staffing position and proposed position for 2024/25 is set out above. Any future changes to the staff base will be reported to the Council as and when necessary.

### **For further information:**

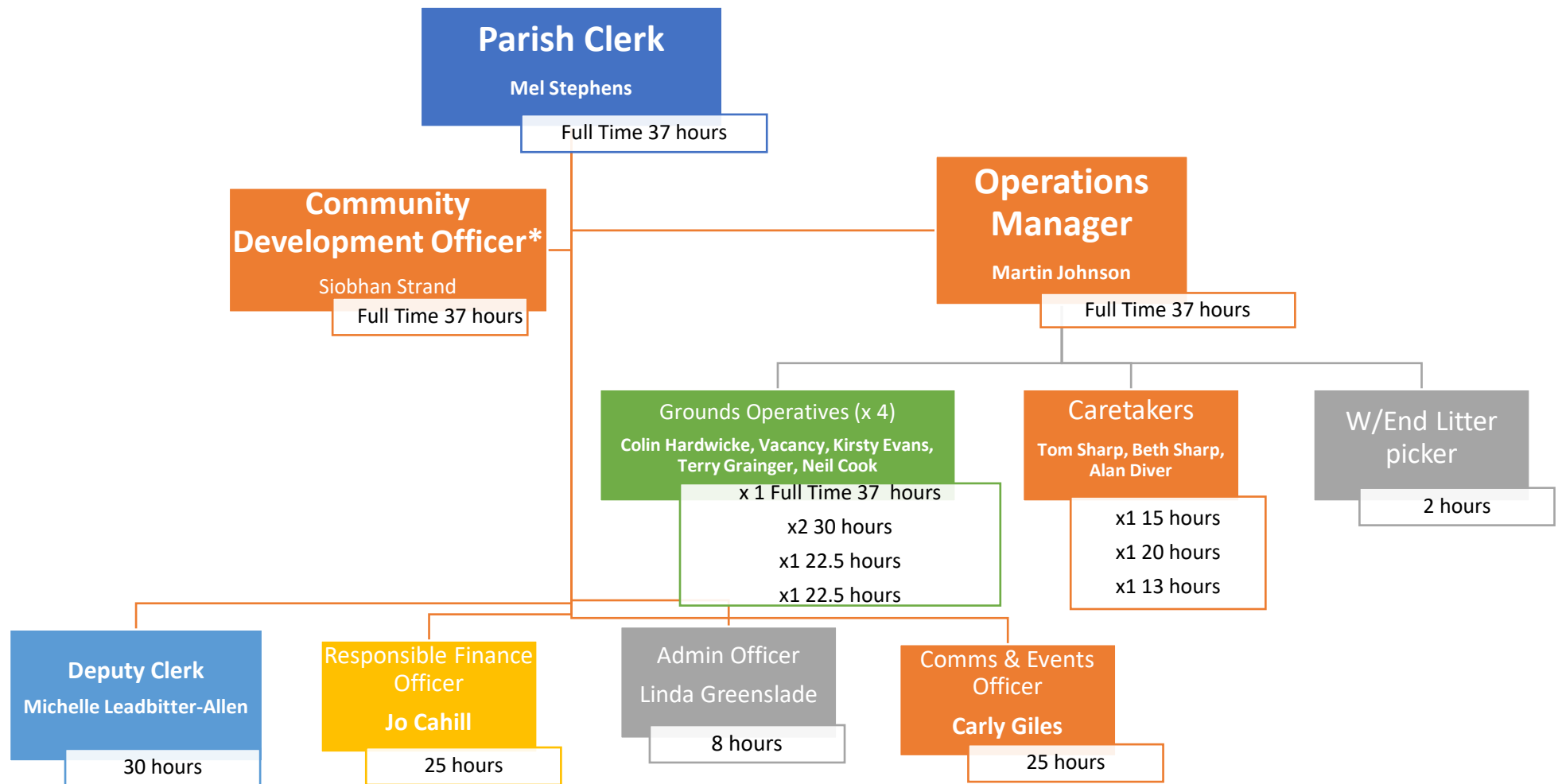
Melanie Stephens, Parish Clerk

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

# **APPENDIX 1**

# **CONFIDENTIAL**

# FAIR OAK & HORTON HEATH PARISH COUNCIL ORGANISATION CHART – NOVEMBER 2023



\*Four-year fixed term post, Section 106 funded

## Pay Multiples (April 2023)

highest salary (FTE) will be £40,876 per annum and the lowest will be £19,105.