



FAIR OAK & HORTON HEATH PARISH COUNCIL

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SUMMONS

Dear Member

12 March 2024

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 18 March 2024 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 by 4 pm on Friday 15 March 2024.

AGENDA

APOLOGIES

1. DECLARATIONS OF INTEREST

To receive declarations of interests.

2. MINUTES OF MEETINGS (PAPER A, PAGES 3-7)

- a) To approve the minutes of the Council meeting held on 19 February 2024 as a correct record;
- b) To note the planning delegated decisions of w/e 9th February 2024.

3. CHAIRMANS ANNOUNCEMENTS

4. CLERKS UPDATE

5. PROPOSAL TO REFURBISH PAVILION CLUB ROOM (REPORT B, PAGES 8-10)

To consider a proposal from Fair Oak Cricket Club to undertake a refurbishment project at the Pavilion Club Room.

6. FINANCE REPORT (REPORT C, PAGES 11-19)

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

7. CAFÉ BIKE RACK INSTALLATION (REPORT D, PAGES 20-22)

To agree the contractor and sum for the bike rack installation at the Community Café.

8. EASTLEIGH BOROUGH COUNCIL BIODIVERSITY STRATEGY 2024-2034 (REPORT E) (TO FOLLOW)

To agree a response to the consultation which can be found via the following link:
<https://eastleighboroughcouncil.citizenspace.com/communications/biodiversity-strategy-and-action-plan-consultation/>

9. WORK PROGRAMME (REPORT F, PAGES 23-24)

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

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)



**Minutes of the Full Council Meeting
held on Monday 19 February 2024
at the Parish Office, 2 Knowle Park Lane, Fair Oak**

Present: Cllr Anderson, Cllr Broomfield, Cllr Couldrey, Cllr Douglas (Chair), Cllr Higby, Cllr Marsh, Cllr Meech, Cllr Stupple, Cllr Tennent

Absent: Cllr Barrett, Cllr Scott,

Officers in attendance: Mel Stephens, Clerk; Michelle Leadbitter-Allen, Deputy Clerk; Jo Cahill, Finance Officer & Linda Greenslade, Admin Officer.

Apologies: Cllrs Bird, Chivuchi, Forfar and Smith

105 PUBLIC SESSION

Two members of the public were present for item 109 – Cemetery Review.

106 DECLARATIONS OF INTEREST

There were no declarations of interest.

107 MINUTES (PAPER A)

RESOLVED:

(a) That the minutes of the Full Council meeting held on 22 January 2024, be signed by the Chairman as a correct record with the amendment that Cllr Tennant's declaration of interest be changed from pecuniary to non-pecuniary interest; and

(b) That the delegated planning decisions from w/e 26 January 2024 be noted.

108 CHAIRMAN'S ANNOUNCEMENTS

The Chair asked for volunteers for the next Councillor decisions video and Cllr Meech volunteered.

The Chair had concerns that the Finance Committee meeting on 1 March may not be quorate and asked members to advise the Clerk of their attendance as soon as possible. Cllr Marsh gave her apologies.

The Chair explained that she had received an email from a member of the public requesting that as part of our D-Day commemorations, the Council pay tribute to a local nurse, Lily Alford, a resident of Fair Oak in the 1940's that was one of three women sent to an active war zone on D-Day, charged to bring back injured survivors. Cllr Stupple reported that St Tom's had received a similar request from a family member.

Members discussed if they would like to honour Lilly Orford on D-Day with a display and to investigate the possibility of purchasing a 'blue plaque' to place at her old house in Fair Oak/Horton Heath after seeking the current homeowner's permission.

All members thought that this was a perfect opportunity to remember a past member of the parish that had participated in WWII as a civilian nurse.

109 CLERK'S UPDATE

The Clerk gave a presentation, attached at Appendix 1 to these minutes.

The Chair congratulated the Deputy Clerk for her hard work on the funding application to HCC for the solar installation at Woodland Community Centre,

110 CEMETERY REVIEW (REPORT B)

The Council considered the reviewed Memorial Management Policy and Memorial Inspection Procedure for Staff as outlined in the report.

Discussion ensued regarding the preferred actions to be undertaken following tople testing and memorials being deemed category 1 (unsafe) condition. Because the cemetery was a lawned cemetery and due to health and safety factors, members agreed that the monolith conversion was the preferred option.

RESOLVED:

- (a) That the report be noted;
- (b) That the reviewed Memorial Policy and Inspection Procedure for Staff be approved with an amendment to the Inspection Procedure for Staff; Item 3 (h) paragraph entitled Removal to read 'These will be disposed of after 12 months';
- (c) That item 7(a)to(c) as set out in the report be actioned, following a 12-month period after any inspection; and
- (d) That staff continue to follow guidance from the ICCM and attend training sessions to keep up to date with current legislation.

111 FINANCE REPORT (REPORT C)

The Council considered the latest budgetary position of the Council.

The Finance Officer informed members that the Council had received a notification from Eastleigh Borough Council to expect a payment of £15,500 for maintenance works carried out by the Parish Council at Crowdhill Green.

RESOLVED:

- (a) That the contents of the report be noted; and

- (b) That the BACs payments be approved.

Action: J Cahill

112 INTERNAL AUDIT REPORT

The Council considered the internal audit results including a detailed review of the café project.

Members noted that the Deputy Clerk and Responsible Finance Officer had undertaken to address the recommendations as set out in the Internal Auditor's report as set out in Appendix 2 of the report.

In response to 'Test G- *Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied*' on the Internal Auditor's report and after seeking confirmation from the Internal Auditor the Clerk had published a redacted document containing staff salary scales and salaries. The members raised concerns regarding the sensitivities of this and asked for the immediate removal of these details pending further investigation by the Clerk and Deputy Clerk.

Action: M. Stephens & M. Leadbitter-Allen

RESOLVED:

- (a) That the contents of the internal Auditor's interim report be noted;
- (b) That the Council notes the internal audit action plan; and
- (c) That the Council approve the actions taken by the Deputy Clerk & RFO to address the points highlighted by the Internal Auditor.

113 STAFF UPDATE (REPORT E)

The Council considered an update on staff resources including the latest appointments to the ground operative team and staff salaries.

RESOLVED:

- (a) That the Council notes the current staffing position;
- (b) That the Council notes the recent appointments; and
- (c) That the Council approve staff salaries effective from April 2024 (previously agreed at December Council).

114 HCC FUTURE SERVICES CONSULTATION (REPORT F)

The Council considered proposed responses to the Hampshire County Council Future Services Consultation as set out in Appendix 1 to Report F.

RESOLVED:

That the Council approve the contents of the report and endorses the proposed response to Hampshire County Council's (HCC) Future Services Consultation as set out in Appendix 1 of the report, with the following additional comments under **Household Waste Recycling Centres (HWRCs)**:

- (a) The closure of the Waste Recycling Centre's at Bishops Waltham and Fair Oak would lead to a rise in fly-tipping; and
- (b) There would be a significant increase in traffic and resulting CO2 Emissions due to users driving to other recycling centres such as Eastleigh or Winchester.

115 WORK PROGRAMME (REPORT G)

The Council considered the work programme.

RESOLVED:

That the work programme be agreed.

Signed Chairman.

This was all the business and the meeting closed at 7.00 pm.

Appendix 1: Clerks Update Presentation

PLANNING APPLICATIONS

Applications to w/e 9 February 2024

Application No: [H/24/96814](#)

Address: 17 Brackley Avenue, Fair Oak, SO50 8FJ

Description: Part single storey, part two storey side extension and alterations to existing fenestration (Revised scheme to H/23/96458)

Comments: No objection

Planning Specialist Contact Details

Email: claire.campbell-best@eastleigh.gov.uk

Application No: [H/24/96806](#)

Address: 7 Hardings Lane, Fair Oak, SO50 8GL

Description: Single storey rear extension to replace existing conservatory and erection of 2.6m high timber fence along part of the southwestern boundary

Comments: No objection

Planning Specialist Contact Details

Email: claire.campbell-best@eastleigh.gov.uk

FULL COUNCIL – 18 MARCH 2024**REFURBISHMENT OF LOCAL CRICKET CLUB PAVILION: PROJECT PROPOSAL****1. RECOMMENDATIONS**

- 1.1. That the Council considers the proposal submitted by Fair Oak Cricket Club to undertake complete refurbishment works at the Club Room in the Cricket Pavilion, Lapstone Playing Fields.
- 1.2. That should the Council be minded to approve the proposal, the Clerk be given delegated authority, in consultation with the Chairman to commence the project with the Club's designated Project Manager.
- 1.3. That a detailed project plan and programme be submitted to the Council, along with necessary statutory undertakings at the April Council meeting.

2. PURPOSE

- 2.1. The purpose of this report is to present a proposal for the refurbishment of the club room in the pavilion at Lapstone Playing Fields. The proposed refurbishment aims to enhance the club's facilities and contribute to its long-term sustainability.

3. PROJECT SCOPE

- 3.1. The proposed refurbishment includes a comprehensive redesign of the club room space, encompassing the following key elements:
 - Installation of a brand-new kitchen area with a functional bar, including lockable fridges and a roller shutter.
 - Replacement of flooring with new LVT (Luxury Vinyl Tile) throughout.
 - Upgrading of lighting fixtures.
 - Internal decoration to create a modern and vibrant atmosphere.
 - Provision of new furniture to complement the redesigned space.

4. PROJECT MANAGEMENT

- 4.1. The project will be overseen by an experienced Project Manager appointed by the Cricket Club, who will work closely with the Clerk and Operations Manager throughout the project's duration.

5. DESIGN CONCEPT

- 5.1. The proposed design concept aims to create a modern and inviting space, conducive to social gatherings and fundraising activities. Detailed plans for the design, including fixtures and fittings, are provided in appendices 1-4.

6. PROJECT PLANNING/PROGRAMMING

6.1. Should the Council approve the proposal, the Cricket Club hope to commence the project as soon as possible for completion within 10 weeks.

7. OWNERSHIP AND MANAGEMENT ARRANGEMENTS

7.1. Ownership of the fixtures will rest with the Cricket Club, with a license to occupy detailing management arrangements and access for other service users outside the cricket season.

8. FUTURE MANAGEMENT

8.1. During the cricket season, the Cricket Club will manage the club room, with the Council providing caretaking and cleaning services. Following the completion of the 2nd wicket project, the Club will pay an increased annual fee to the Council, covering additional caretaking and utility costs.

9. ACCESS FOR OTHER USERS

9.1. Arrangements for access by other service users and the Council outside the cricket season will be outlined in the license to occupy, ensuring equitable use of the facilities.

10. WIDER BENEFITS

10.1. The refurbishment project, coupled with the establishment of the 2nd cricket wicket facility, will contribute to the long-term sustainability of the Cricket Club. Additionally, it will enhance an asset of the Council, with potential benefits accruing to the local community.

11. FINANCIAL IMPLICATIONS

11.1. The Cricket Club has secured funds for the project (£tbc), supplemented by a potential contribution from the Council's earmarked reserves. Specifically, the Council has £30,000 reserved, of which £25,000 is allocated for shower refurbishment, leaving £5,000 available to support this project.

11.2. The Council will incur legal fees of approximately £1,200 for the execution of the license to occupy.

12. EQUALITY AND DIVERSITY IMPLICATIONS

12.1. The Equality Act is relevant in this matter, as the decision does relate to eliminating discrimination, advancing equality of opportunity, or fostering good relations between different people. The proposals will not have a detrimental impact on people with protected characteristics, older and younger people, or people with disabilities.

13. CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS

- 13.1. The proposals will ensure that club members are accessing entertainment and refreshments locally rather than off site, meaning lower carbon emissions. Materials used will be sourced locally where possible also ensuring a lower carbon output.
- 13.2. The Finance Committee at its meeting on 1 March requested that Officers investigate the possibility of solar panels at the Pavilion through grant funding.

14. CONCLUSION

- 14.1. In conclusion, the proposed refurbishment of the club room at the Pavilion represents an opportunity to improve facilities, support community engagement, and contribute to the overall well-being of the area. Approval of this project is sought to proceed with its implementation.

For further information contact:
Melanie Stephens, Parish Clerk
Clerk@fairoak-pc.gov.uk

FULL COUNCIL – 18 MARCH 2024**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 29th February is £375,993.00

3. TRANSACTIONS

- 3.1 The total receipts for February in the Council's current account totalled £60,161.00. Of this £50,000 related to a cashbook transfer from the Premier Account. The Council also received £2,500 from the cricket club for its annual maintenance fee.
- 3.2 The total current account payments for February totalled £59,862.00.
- 3.3 Significant payments in February included the payment of £3,793.00 for Wildwood Machinery for equipment maintenance, and £1,979.00 to Firecare for the installation of the intruder alarm at the café.

4. BACS PAYMENTS

- 4.1 The total BACS invoice payments outstanding is £6,910.00

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

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 29 February 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

29/02/2024	Current Account	68,529.50
29/02/2024	Premier Account	43,337.85
29/02/2024	Public Sector Deposit Fund	264,081.67
29/02/2024	Petty Cash	44.35

375,993.37

Receipts not on Bank Statement

0.00

Closing Balance

375,993.37

All Cash & Bank Accounts

1	Current Account	60,965.99
2	Premier Account	43,337.85
3	Public Sector Deposit Fund	264,081.67
4	Petty Cash	44.35
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	368,429.86

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd	60,666.81					60,666.81	
	Banked 07/02/2024	72.00						
	Mrs B	72.00			1200	250	72.00	HALL HIRE
	Banked 12/02/2024	140.00						
	welcome stores	140.00		23.33	1200	150	116.67	Room hire
	Banked 13/02/2024	42.10						
	stripe payments	42.10			1550	100	42.10	stripe payments
	Banked 15/02/2024	9.36						
	Tennis	9.36			1550	100	9.36	Tennis
	Banked 16/02/2024	70.00						
	Sales Recpts Page 554	70.00	70.00		100			Sales Recpts Page 554
	Banked 16/02/2024	70.00						
	welcome stores	70.00			1200	150	70.00	Room hire
	Banked 16/02/2024	50,000.00						
trans	Premier Account	50,000.00			210		50,000.00	Current act top Up
	Banked 16/02/2024	2,500.00						
	cricket club	2,500.00			1310	100	2,500.00	cricket club
	Banked 19/02/2024	-140.00						
	correction	-140.00			1200	250	-140.00	correction Hall Hire
	Banked 19/02/2024	126.00						
	Sales Recpts Page 555	126.00	126.00		100			Sales Recpts Page 555
	Banked 21/02/2024	9.36						
	Stripe	9.36			1550	100	9.36	Tennis
	Banked 22/02/2024	96.00						
	Mrs Y	96.00		16.00	1200	230	80.00	Hall hire
	Banked 23/02/2024	42.10						
	tennis	42.10			1550	100	42.10	tennis
	Banked 26/02/2024	60.00						
	Hall hire	60.00			1200	250	60.00	Hall hire
	Banked 26/02/2024	168.00						
	Co Op	168.00		28.00	1200	150	140.00	Co Op
	Banked 29/02/2024	891.00						
	Sales Recpts Page 556	891.00	891.00		100			Sales Recpts Page 556
	Banked 29/02/2024	324.00						
	Sales Recpts Page 557	324.00	324.00		100			Sales Recpts Page 557
	Banked 29/02/2024	3,555.00						
	Sales Recpts Page 558	3,555.00	3,555.00		100			Sales Recpts Page 558

Continued on Page 2

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked 29/02/2024	702.00						
	Sales Recpts Page 559	702.00	702.00		100			Sales Recpts Page 559
	Banked 29/02/2024	131.25						
	Sales Recpts Page 560	131.25	131.25		100			Sales Recpts Page 560
	Banked 29/02/2024	60.00						
	Sales Recpts Page 561	60.00	60.00		100			Sales Recpts Page 561
	Banked 29/02/2024	288.00						
	Sales Recpts Page 562	288.00	288.00		100			Sales Recpts Page 562
	Banked 29/02/2024	75.00						
	Sales Recpts Page 563	75.00	75.00		100			Sales Recpts Page 563
	Banked 29/02/2024	558.00						
	Blai	558.00		93.00	1200	230	465.00	Room Hire
	Banked 29/02/2024	45.00						
	JW	45.00		7.50	1200	230	37.50	Hall Hire
	Banked 29/02/2024	42.00						
	Room hire	42.00		7.00	1200	230	35.00	Room hire
	Banked 29/02/2024	225.00						
	Hall Hire	225.00		37.50	1200	230	187.50	Hall Hire
	Total Receipts for Month	60,161.17	6,222.25	212.33			53,726.59	
	Cashbook Totals	120,827.98	6,222.25	212.33			114,393.40	

Payments for Month 11

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/02/2024	CF Corporate finance	DD	138.00		23.00	4090	110	115.00	Copier rental
1/02/2024	screwfix	DD	51.93		8.66	4540	290	43.27	Materials
1/02/2024	eastleigh BC	VISA	92.00		15.33	4680	300	76.67	Bin emptying
2/02/2024	bt group	DD	11.46		1.91	4120	110	9.55	Tel and broadband
2/02/2024	indeed	VISA	203.26		33.88	4030	110	169.38	Job Advert
2/02/2024	amazon	VISA	30.60			4450	230	30.60	First aid boxes woodlands
5/02/2024	BT	DD	11.46		1.91	4120	240	9.55	tel and broadband
5/02/2024	Survey Monkey	VISA	384.00		64.00	4132	110	320.00	Survey Monkey
7/02/2024	allstar	DD	331.90		55.32	4305	210	276.58	Fuel
7/02/2024	F.H Brundle	VISA	116.88		19.48	4540	290	97.40	Nuts, Bolts, and Wahers
8/02/2024	Peninsula	DD	23.11		3.85	4030	110	19.26	Employer EAP
8/02/2024	Arnwood Timber	BILL	477.36		79.56	4882	900	397.80	Timber sleepers
						375	0	-397.80	Timber sleepers
						6000	900	397.80	Timber sleepers
8/02/2024	amazon	VISA	3.95			4540	290	3.95	Ribbons
8/02/2024	amazon	VISA	13.06			4540	290	13.06	pipe cleaners
8/02/2024	amazon	VISA	2.99			4080	110	2.99	pritt stick
8/02/2024	in excess	VISA	7.95			4540	290	7.95	Materials
9/02/2024	Octopus	DD	672.58		112.10	4405	150	560.48	Electricity - PO
9/02/2024	amazon	VISA	92.40		15.40	4540	290	77.00	Materials
2/02/2024	amazon	VISA	11.99			5006	900	11.99	Tree Books
						317	0	-11.99	Tree Books
						6000	900	11.99	Tree Books
3/02/2024	overline	DD	102.40		17.07	4120	230	85.33	tel and boradband
3/02/2024	o2	DD	22.10		3.68	4125	110	18.42	Mobile
3/02/2024	in excess	VISA	21.58		3.60	4540	290	17.98	Materials
4/02/2024	British Gas	DD	230.66		38.44	4400	150	192.22	Gas - PO
4/02/2024	GM8 Group Ltd	VISA	636.50		106.08	4882	900	530.42	water butt - Cafe
						375	0	-530.42	water butt - Cafe
						6000	900	530.42	water butt - Cafe
4/02/2024	DBSCHECK	VISA	234.00			4030	110	234.00	DBSCHECK
4/02/2024	asda	VISA	38.78			4100	110	38.78	Meeting refreshments
4/02/2024	amazon	VISA	51.23			5006	900	51.23	Books and prizes
						317	0	-51.23	Books and prizes
						6000	900	51.23	Books and prizes
5/02/2024	sage payroll	DD	34.80		5.80	4132	110	29.00	sage payroll
5/02/2024	payroll	BILL	18,362.34			4000	110	18,362.34	payroll
5/02/2024	payroll	BILL	2,204.42			4000	110	2,204.42	payroll CDO
						316	0	-2,204.42	payroll CDO
						6000	110	2,204.42	payroll CDO
6/02/2024	Peninsula	DD	381.46		63.58	4070	110	317.88	employer services
9/02/2024	BT	DD	52.54		8.76	4120	230	43.78	tel and broadband
9/02/2024	Peninsula	DD	41.76		6.96	4030	110	34.80	employer EAP
9/02/2024	CANVA	VISA	23.59		3.93	4132	110	19.66	CANVA
0/02/2024	hmrc	BILL	5,651.59			4000	110	5,651.59	paye
0/02/2024	hants pensions	BILL	6,454.96			4010	110	6,454.96	pensions
0/02/2024	amazon	VISA	7.98			4540	290	7.98	Materials
0/02/2024	sse energy	BILL	1,212.46		202.08	4405	230	1,010.38	Woodlands Electricity

Payments for Month 11

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
1/02/2024	hsbc	BILL	6.08			4095 110	6.08	Bank charges
1/02/2024	staff claim	BILL	21.58			4540 290	21.58	Materials
1/02/2024	STREET PASTORS	BILL	700.00			4855 600	700.00	STREET PASTORS
2/02/2024	BT	DD	133.61		22.27	4120 240	111.34	tel and broadband
3/02/2024	b&m	VISA	74.00		12.33	4540 290	61.67	materials
6/02/2024	bt	DD	473.40		78.90	4133 110	394.50	Internet services
6/02/2024	b&q	VISA	95.40		15.90	4540 290	79.50	Materials
6/02/2024	in excess	VISA	6.95		1.16	4540 290	5.79	Materials
6/02/2024	amazon	VISA	11.44		1.91	4540 290	9.53	Materials
8/02/2024	RAYMOND BROWN QUARRY PRODUCTS	VISA	515.16		85.86	4882 900	429.30	Cafe Soil
						375 0	-429.30	Cafe Soil
						6000 900	429.30	Cafe Soil
8/02/2024	IN Excess	VISA	8.98		1.50	4540 290	7.48	Materials
9/02/2024	SMART MARKETING	2915	78.00	78.00		500		P/Ledger Electronic Payment
9/02/2024	wildwood machinery	51071	2,178.82	2,178.82		500		P/Ledger Electronic Payment
9/02/2024	ARCO	127	119.99	119.99		500		Purchase Ledger Payment
9/02/2024	PADWICK GLASS	19970	228.00	228.00		500		P/Ledger Electronic Payment
9/02/2024	datacentre	32493	150.00	150.00		500		P/Ledger Electronic Payment
9/02/2024	Travis perkins	0379	92.59	92.59		500		P/Ledger Electronic Payment
9/02/2024	KEOGHS	5761	157.84	157.84		500		P/Ledger Electronic Payment
9/02/2024	Travis perkins	6143	409.00	409.00		500		P/Ledger Electronic Payment
9/02/2024	APPLETON SIGNS	2722	47.36	47.36		500		P/Ledger Electronic Payment
9/02/2024	LONDON HEARTS	01991	750.00	750.00		500		P/Ledger Electronic Payment
9/02/2024	wildwood machinery	50871	1,614.50	1,614.50		500		P/Ledger Electronic Payment
9/02/2024	DYNAMIKA UK	6825	960.00	960.00		500		P/Ledger Electronic Payment
9/02/2024	ACELIFTAWAY	102523	106.28	106.28		500		P/Ledger Electronic Payment
9/02/2024	HOSTED	1308	451.08	451.08		500		P/Ledger Electronic Payment
9/02/2024	EBC	35420	32.08	32.08		500		P/Ledger Electronic Payment
9/02/2024	FIRECARE & SECURITY	22311	1,979.17	1,979.17		500		Install intruder alarm cafe
9/02/2024	SOURCE SUPPLIES	s	265.99	265.99		500		P/Ledger Electronic Payment
9/02/2024	APPLETON SIGNS	722	95.36	95.36		500		signage
9/02/2024	CARDINUS	723	168.00	168.00		500		Reinstatment costs
9/02/2024	COMPACT FORK TRUCKS	724	885.23	885.23		500		equipment Maintenance
9/02/2024	CWM AGGREGATES	725	82.80	82.80		500		Path Gravel
9/02/2024	FH BRUNDLE	726	113.04	113.04		500		Bolts, Nuts, washers
9/02/2024	HCC	727	81.64	81.64		500		stationary
9/02/2024	sse energy	DD	609.19		101.53	4405 250	507.66	electricity HH

Continued on Page 5

Payments for Month 11

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
9/02/2024	British Gas	DD	101.03		16.84	4400 150	84.19	gAS - po
9/02/2024	agilico	DD	52.86		8.81	4085 110	44.05	Printyer consumables
1/03/2024	ACELIFTAWAY	102523	106.28	106.28		500		allotment toilets
1/03/2024	APPLETON SIGNS	102524	47.36	47.36		500		Lapstone farm sign
1/03/2024	datacentre	102525	150.00	150.00		500		Renewal of website domair
1/03/2024	DYNAMIKA UK	102526	960.00	960.00		500		water sample
1/03/2024	EBC	102527	32.06	32.06		500		Dog Bins
1/03/2024	HOSTED	102528	451.08	451.08		500		microsoft 365 back up
1/03/2024	KEOGHS	102529	157.84	157.84		500		insurer claim
1/03/2024	LONDON HEARTS	102530	750.00	750.00		500		Defib - partially finded
1/03/2024	PADWICK GLASS	102531	228.00	228.00		500		replaced window - HHCC
1/03/2024	SMART MARKETING	102532	78.00	78.00		500		marketing support
1/03/2024	Travis perkins	102533	501.59	501.59		500		Dumper truck hire - cafe
1/03/2024	wildwood machinery	102534	3,793.32	3,793.32		500		Machine maintenace
1/03/2024	ARCO	1959	119.99	119.99		500		workwear
1/03/2024	SMART MARKETING	2915	-78.00	-78.00		500		P/Ledger Electronic Payment
5/03/2024	SOURCE SUPPLIES	304151	265.99	265.99		500		cleaning supplies
Total Payments for Month			59,861.99	18,610.28	1,241.39		40,010.32	
Balance Carried Fwd			60,965.99					
Cashbook Totals			120,827.98	18,610.28	1,241.39		100,976.31	

Invoices Due for Payment by 29 February 2024

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount	Discount To Claim	Net Amount due
ACELIFTAWAY [ACE001]								
29/02/2024	ON ACC 25		<i>P/Lealger Electronic Payment</i>		29/02/2024	-106.28		0.00
Total of Invoices Due (ACE001)						-106.28	0.00	0.00
APPLETON SIGNS [APP001]								
29/02/2024	ON ACC 21		<i>P/Lealger Electronic Payment</i>		29/02/2024	-47.36		0.00
Total of Invoices Due (APP001)						-47.36	0.00	0.00
datacentre [DATA]								
29/02/2024	ON ACC 17		<i>P/Lealger Electronic Payment</i>		29/02/2024	-150.00		0.00
Total of Invoices Due (DATA)						-150.00	0.00	0.00
DYNAMIKA UK [DYNDYN]								
29/02/2024	ON ACC 24		<i>P/Lealger Electronic Payment</i>		29/02/2024	-960.00		0.00
Total of Invoices Due (DYNDYN)						-960.00	0.00	0.00
EBC [EBC001]								
29/02/2024	ON ACC 27		<i>P/Lealger Electronic Payment</i>		29/02/2024	-32.08		0.00
Total of Invoices Due (EBC001)						-32.08	0.00	0.00
HOSTED								
29/02/2024	ON ACC 26		<i>P/Lealger Electronic Payment</i>		29/02/2024	-451.08		0.00
Total of Invoices Due (HOSTED)						-451.08	0.00	0.00
KEOGHS								
29/02/2024	ON ACC 19		<i>P/Lealger Electronic Payment</i>		29/02/2024	-157.84		0.00
Total of Invoices Due (KEOGHS)						-157.84	0.00	0.00
LONDON HEARTS [LONDON HEA]								
29/02/2024	ON ACC 22		<i>P/Lealger Electronic Payment</i>		29/02/2024	-750.00		0.00
Total of Invoices Due (LONDON HEA)						-750.00	0.00	0.00
PADWICK GLASS [PADW]								
29/02/2024	ON ACC 16		<i>P/Lealger Electronic Payment</i>		29/02/2024	-228.00		0.00
Total of Invoices Due (PADW)						-228.00	0.00	0.00
PAUL FREEMAN TREE SERVICES [PAUL]								
19/02/2024	1401		<i>Tree work - KP</i>		19/02/2024	456.00		456.00

Invoices Due for Payment by 29 February 2024

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount	Discount To Claim	Net Amount due
Total of Invoices Due (PAUL)						456.00	0.00	456.00
SMART MARKETING [SMAR001]								
16/02/2024	2976		marketing support		16/02/2024	78.00		78.00
Total of Invoices Due (SMAR001)						78.00	0.00	78.00
SOURCE SUPPLIES [SOUR001]								
29/02/2024	ON ACC 28		P/Ledger Electronic Payment		29/02/2024	-265.99		0.00
Total of Invoices Due (SOUR001)						-265.99	0.00	0.00
Travis perkins [TRAV]								
29/02/2024	ON ACC 18		P/Ledger Electronic Payment		29/02/2024	-92.59		0.00
29/02/2024	ON ACC 20		P/Ledger Electronic Payment		29/02/2024	-409.00		0.00
Total of Invoices Due (TRAV)						-501.59	0.00	0.00
wildwood machinery [WILDWOOD]								
29/02/2024	ON ACC 14		P/Ledger Electronic Payment		29/02/2024	-2,178.82		0.00
29/02/2024	ON ACC 23		P/Ledger Electronic Payment		29/02/2024	-1,614.50		0.00
Total of Invoices Due (WILDWOOD)						-3,793.32	0.00	0.00
Total of Invoices Due (Creditors)						-6,909.54	0.00	534.00
TOTAL OF INVOICES DUE (ALL LEDGERS)						-6,909.54	0.00	534.00

Name:.....

Name:.....

Signature:.....

Signature:.....

Date:.....

Date:.....

FULL COUNCIL – 18 MARCH 2024

CAFE PUBLIC ART PROGRAMME STAGE 2

1. RECOMMENDATIONS

- 1.1 That the Council approves the allocation of £4,500 from the Public Art Ear Marked Reserve for the installation of the bike racks;
- 1.2 That the Council appoints Colin Philips, Metal Work Designer as the contractor and agrees the design set out in **Appendix 1**; and
- 1.3 That the Council delegates authority to the Clerk to commission the bike racks and oversee the installation.

2. PURPOSE

- 2.1 To seek the approval of the Council to release £4,500 from the Public Art Earmarked Reserve to commence Phase 2 of the Cafe Public Art Programme.

3. BACKGROUND

- 3.1. The Council has already endorsed the public art programme, including its associated budget, during the meeting held on 18 September 23. Phase 1 of the programme has been successfully completed, with the delivery of the home guard trees and fountain entrance gates, utilising just over £5,000 from the earmarked reserve fund.

4. PROPOSAL AND RATIONALE

- 4.1. The proposed utilisation of £4,500 from the reserve is for the commissioning and installation of three pastel-coloured cupcake bike racks on site. The previous metal work designer (Colin Philips) will undertake these works and the design is set out in **Appendix 1**.
- 4.2. These bike racks will contribute to the aesthetics of the site while promoting environmentally friendly modes of transportation, aligning with our Environment Corporate Plan priority.
- 4.3. The rationale for the installation of the bike racks, as per the design, include:
 - **Environmental Impact:** Encouraging greener forms of travel aligns with the Council's Environment Corporate Plan priority. By providing bike racks, the Council will promote cycling as an eco-friendly alternative to motorised transportation, thereby reducing carbon emissions and promoting a healthier lifestyle.
 - **Artistic Enhancement:** The pastel-coloured cupcake bike racks will add a whimsical and inviting atmosphere to the site, enhancing its appeal to visitors, and contributing positively to the overall aesthetic of the area.
 - **Seasonal Considerations:** Installing the bike racks before the splashpad season anticipates increased usage of the cafe, facilitating convenient and secure parking for bicycles during peak periods.

5. FINANCIAL IMPLICATIONS

- 5.1. The total earmarked reserve budget for all public art installations on the site is £21,962. With £5,019 already spent on Phase 1 and a further £5,521 for completion of the gates and fencing, the remaining budget will stand at £6,922 following the installation of the cupcake bike racks. This balance will allow for the commissioning of a bespoke metal notice board, as per the Council's plans.

6. CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS

- 6.1. The proposals will meet our climate change action plan of providing opportunities for people to access our sites via greener forms of travel such as cycling.

7. CONCLUSION

- 7.1. In conclusion, the proposed release of £4,500 from the Public Art Earmarked Reserve for the commissioning and installation of cupcake bike racks represents a strategic investment in both artistic enhancement and environmental sustainability.

For further information contact:

Melanie Stephens, Parish Clerk
clerk@fairoak-pc.gov.uk

Appendix 1



MARCH 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Community Café	To Agree installation of Bike Racks	Report	Clerk
Lapstone Pavilion	To consider Fair Oak Cricket Club Proposed Internal Alterations	Report	Clerk
APRIL 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Communications & Events T&F Grp	To receive recommendations from the Group	Report	Clerk/Comms Officer
Bee & Tree Corridor Project	To agree a project proposal for a cross boundary bee and tree project	Report	Clerk
Fixed Asset Register	To review and approve the Fixed Asset Register	Report	Finance Officer
Café Post Project Evaluation	To review the café project	Report	Clerk
Community Engagement Strategy	To review the Current document	Report	Clerk/CDO
Upper Barn Copse Play Area	To determine the leve of play provision following community consultation	Report	Clerk
Corporate Action Plan	To adopt the Action Plan following community consultation	Report	Clerk
MAY 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Membership of Committees	To appoint members to committees	Report	Clerk
Standing Orders	To adopt Standing Orders	Report	Clerk

Final Accounts	To approve the Final Accounts for year end	Report	Finance Officer
Annual Governance Report	To approve the AGAR	Report	Finance Officer
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
Volunteer Policy	To review the current document	Report	Clerk/CDO
Children & Vulnerable Adult Protection	To review the current document	Report	Clerk
UNALLOCATED			
Green Flag Award Status for KP & NCP	To consider steps needed to achieve GF award status at KP	Report	Clerk/Operations Manager
Crowdhill Green - Nature trail using remainder PA monies	To consider project proposal	Report	Clerk
Lapstone Playing Fields	Update on 2nd Cricket Wicket Project		
Corporate Social Responsibility Policy/Sustainability Policy	To review the current document	Report	Deputy Clerk