FAIR OAK & HORTON HEATH PARISH COUNCIL
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Minutes of the Special Council Meeting held on Monday 5 February 2025 at 6.00 pm at the Parish Office, 2 Knowle Park Lane, Fair Oak

Present: Cllrs Bird, Broomfield, Couldrey, Douglas (Chair), Forfar, Higby, Marsh, Meech & Smith

Absent: Cllrs Anderson, Chivuchi, & Scott

Apologies: Cllrs Barrett, Stupple & Tennent

Officers in attendance: Melanie Stephens, Clerk, Martin Johnson, Operations Manager & Joanna Cahill, Finance Officer

130. DECLARATIONS OF INTEREST

There were no declarations of interest.

131. PUBLIC PARTICIPATION

There were no members of the public present.

132. CLEANING/CARETAKING ARRANGEMENTS (REPORT A)

The Council considered the proposal to outsource the Council's cleaning provision whilst maintaining a smaller in-house caretaking team to cover security and maintenance of buildings only.

The proposal aimed to identify the most cost-effective and efficient solution to building cleaning and maintenance, while ensuring the required cleaning and caretaking standards were met across Council venues.

RESOLVED:

a) That the cleaning of the Council's two community centres and parish office be outsourced to an external provider;

b) That contractor A (Acol Cleaning & Hygiene Ltd) be appointed with effect from 10 February 2025 at a cost of £20,748 per annum;

c) That the Council review arrangements in 6-months' time; and

d) That the Operations Manager be given delegated authority to commission and monitor the work, as well as agree changes to the two remaining caretakers' duties considering this.

133. 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).

134. STAFFING MATTERS

The Council considered contractual changes to all staff to ensure that contracts reflected the move to the NJC salary scale and amend historical changes and anomalies. The Council's HR advisory service (Peninsula) would continue to manage this process on behalf of the Council. This would ensure that a fair and balanced approach was achieved for all.

The Finance officer also updated the Council on a slight accounting error with regards to staff salaries. This error amounted to a need to increase the staff budget for 2025/26 by £1,956. This would be taken from the staff salary contingency fund already agreed by the Council.

RESOLVED:

a) That HR Peninsula continue with the change in staff contract process: and

b) That £1,956 be taken from the staff contingency fund and added to staff salaries for 2025/26.

Signed …… Chair.

Dated: …….

This was all the business, and the meeting closed at 19:05pm.