FAIR OAK & HORTON HEATH PARISH COUNCIL
2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL
(023) 8069 2403 enquiries@fairoak-pc.gov.uk
www.fairoak-pc.gov.uk @fairoakandhortonheathparishcouncil

Minutes of the **FINANCE COMMITTEE** meeting held on Monday 2 December 2024 at 2.00 pm at the Parish Office, 2 Knowle Park Lane, Fair Oak

Present: Cllrs Barrett, Couldrey, Douglas (Chair), Forfar, Higby, Marsh & Tennent

Officers in attendance: Joanna Cahill, Responsible Finance Officer and Melanie Stephens, Clerk.

Apologies: there were none.

9. DECLARATIONS OF INTEREST

Cllr Couldrey in Minute No 12.

10. MINUTES OF MEETINGS (PAPER A)

RESOLVED:

That the minutes of the meeting held on 8 July 2024 be noted.

11. PUBLIC PARTICIPATION

There were no members of public present.

12. COMMUNITY GRANTS (REPORT B)

Cllr Couldrey disclosed a disclosable pecuniary interest on the grounds that he was a trustee of one of the grant applicants, namely the CAB. He did not participate in the discussion and did not vote.

The Committee considered the grant applications received for 2024/25.

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 regarding the Kings School Charity's request as they felt that the plaque and founding stone, being of historical value to all residents, should be placed outside the school for easy access to the wider community. Members there requested that the award proposed be conditioned to include that any plaque and the stone be accessible to all.

Similarly, some Members wanted reassurance that the request put forward by St Thomas Church would be of benefit to the wider community. The Clerk confirmed that the requested amount was for the provision of a community wide lunch available to all residents.

Some members also queried whether the pantomime organised by the Village Hall was a free event for the wider community. It was confirmed that this was a ticketed event. Whilst members were happy to support the proposed grant award this year, they requested that officers seek sales and ticket price figures for consideration for any future request.

RESOLVED:

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

ITEM	APPLICANT	TOTAL PROJECT	%	REQUEST	RECOMMENDATION
A	Eastleigh CAB	£2,000	25	£500	£350
B	FO Cricket Club	£1,500	33	£500	£300
C	FO Trefoil Guild	£300	67	£200	£100
D	FO Village Hall	£1,000	100	£1,000	£450
E	Friends of FO Infant School	£1,000	100	£1,000	£300
F	Kings School Charity	£150	100	£150	£50
G	Sport in the Community	£1,000	100	£1,000	£500
H	St Francis Animal Shelter	£1,000	48	£2,100	£500
I	St Thomas Church	£1,000	52	£1,920	£850
J	Wyvern FC	£885	69	£1,285	£600

(b) That the Kings School Charity award of £50 be allocated on the basis that the plaque is situated in a prominent location visible to the public

(c) That the St Toms Church award of £850 be allocated on the specific requirement that the church can provide some assurances that this will benefit the wider community.

Action: Jo Cahill

13. TIME OFF IN LIEU POLICY (REPORT C)

The Committee considered adopting a time off in lieu policy.

RESOLVED:

That time off in lieu policy attached as Report C, be adopted with immediate effect.

Action: Jo Cahill

14. WORK PROGRAMME (REPORT D)

RESOLVED

That the Work Programme be noted

Action: Mel Stephens

15. EXCLUSION OF THE PUBLIC AND THE PRESS

16. 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)”

17. STAFF SALARIES (REPORT E, CONFIDENTIAL)

The Committee considered the staff salary increases for 2025/2026 as well as the allocation of the £1,290 pay award to staff.

18. RECOMMENDED:

That the Council: -

(a) Approves the allocation of the 2024/25 pay award of £1,290 to all staff;

(b) Approves the new salary bandings aligning with the National Joint Council pay scales, as set out in Appendix 1 to Report E, with effect from April 2025; and

(c) Notes the annual leave allocation as follows: -

Under LC2 Grade

<5 years' service: - 23 days basic, 8 bank holidays, 2 statutory days = 33 days total
>5 years' service: - 28 days basic, 8 bank holidays, 2 statutory days = 38 days total

Over LC2 grade

<5 years' service: -26 days basic, 8 bank holidays, 2 statutory days = 36 days total
>5 years' service: - 31 days basic, 8 bank holidays, 2 statutory days = 41 days total

Action: Jo Cahill

19. STAFFNG MATTERS

The Committee considered updated staffing matters including the recent resignation of a caretaker currently working 15 hours per week and a request for another caretaker to reduce their hours from 20 to 15 hours per week.

The Clerk would look to advertise for the 15 hour a week caretaking post and had agreed to the reduction of hours for the other caretaker as it was felt that this could be absorbed with current staffing.

RESOLVED:

That the staffing update be noted.

Action: Mel Stephens

Signed ……. Chairman

Dated: