



Fair Oak and Horton Heath Parish Council
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**Minutes of the Finance and Staffing Committee Meeting
held on Monday 7 November 2016 at 7.30 pm
in the Fair Oak Village Hall**

Those Present: Mrs H Douglas (Chairman), Mr P Barrett, Mr A Cossey, Mr J Goss, Mr H McGuinness, & Mr P Spearey

Apologies: None received

Other Members Present: Mr C Bird, Mr J Noel & Mr J Sorley

In Attendance: Ms C Gosling (Clerk) & Mrs J Cahill (RFO)

PUBLIC SESSION

No public present.

25 DECLARATIONS OF INTEREST

Mrs H Douglas, Mr J Goss & Mr P Spearey – item 6.

26 MINUTES

The Minutes of the meeting dated 3 October 2016 (previously approved at Full Council on 17 October 2016) were noted. There were no matters arising.

27 CORRESPONDENCE

None received.

28 ACCOUTING SOFTWARE

The RFO tabled the three quotations received and explained about the variances and capabilities of the programmes.

- RBS – full package with discount £3,824 which includes, allotment, cemetery and booking system. Ongoing support costs £1,175 for all systems per year.
- Redstone – accounts, booking and cemetery package £1,200 – no allotments available. Ongoing support £500 per year.
- Scribe 2000 – accounts and cemetery package only £125 + £145 for separate cemetery package. Accounts package written by a Clerk.

Mr Cossey proposed to recommend to Full Council to purchase the RBS software system used by other Parishes in the area at a cost of £3824 funded from general reserves. Mr Goss seconded and members voted in favour.

It was queried why this was not presented in next year's budget. The Clerk advised it was favourable to have the system in February prior to the new financial year to ensure the system was ready for use by the 1 April 2017.

29 REPLACEMENT WINDOWS AT HORTON HEATH COMMUNITY CENTRE

Mr McGuinness nominated Mr Cossey to act as Chairman for item 6 on the agenda. Mr Barrett seconded and the remaining member voted in favour.

Mr Cossey took the Chair.

Mr Cossey reminded members that the Parish Council owned the Horton Heath Community Centre and it was managed by a management committee. Mrs Douglas, Mr Goss & Mr Spearey declared an interest but remained in the room.

The Parish Council was allocated funding in the s106 agreement for the development at White Tree Farm for the refurbishments at Horton Heath Community Centre. The Council has received a request from the management committee to consider an advance payment to enable the windows to be replaced as soon as possible.

Members considered the three quotations received:

- Horton Barns - £23,450 + VAT
- County Windows - £22,468 + VAT
- County Windows - £21,675 + VAT

Mr McGuinness proposed to make a recommendation to Full Council to proceed with the purchase of the new windows from County Windows at a cost of £21,675 + VAT funded from general reserves. Mr Barrett seconded and the remaining member voted in favour.

Mrs Douglas resumed as Chair

30 DRAFT BUDGET 2017/17

The RFO tabled the draft budget for 2017/18.

Members noted the increase in the budget due to new projects and facilities such as the village centre project, Crowdhill Green community centre and Wyvern Meadow. The current increase in the budget based on last year's taxbase figures reflect an increase of 11%.

Mrs Douglas proposed to accept the draft budget with no adjustments and to revise the cost headings again at the next Finance Meeting on 5 December when the 2017 taxbase figures will be available. Mr Cossey seconded and all agreed.

The Chairman thanked the RFO for the preparation of the budget.

30 PUBLIC BODIES ADMISSIONS TO MEETINGS ACT 1960-C/2

Mrs Douglas proposed, Mr Cossey seconded and all voted in favour to pass a resolution to exclude the press and public from the meeting by reasons of the confidential nature of the business to be transacted.

31 STAFFING MATTERS

Members noted the new appointment of the weekend caretaker/groundsman – see confidential minutes.

This was all the business and the meeting closed at 8.55pm

Signed Chairman