



**Minutes of the Finance and Staffing Committee Meeting
held on Monday 6 November 2017 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 J Sorely & Mr P Spearey

Apologies: None received

Other Members Present: Mr C Bird, Mr P Harwood & Mr J Noel

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

PUBLIC SESSION

One member of the public was in attendance.

23 DECLARATIONS OF INTEREST

Mrs H Douglas – item 5 and Mr J Sorley – item 6

24 MINUTES

The Minutes of the meeting dated 2 October 2017 (previously approved at Full Council on 16 October 2017) were noted. There were no matters arising.

25 CORRESPONDENCE

From Mrs Douglas to Members regarding the Clerk's resignation.

26 SECTION 137 GRANT PROVISION

The RFO tabled the grant application from Fair Oak Squash Club who have asked for a contribution towards the refurbishment of the building.

Proposal 1: Mr Spearey proposed a grant of £1,000, Mr Barrett seconded.
Proposal 2: Mr Goss proposed £1,500, Mr McGuinness seconded. Members voted in favour of Proposal 2. Resolved.

27 PHOTOCOPIER

The RFO outlined a proposal to rent a photocopier, rather than purchasing a new machine. Mr Cossey proposed to rent the machine at a cost of £120.41 per month. Mr Goss seconded and all voted in favour.

Mr Cossey proposed to donate the current photocopier to the Fair Oak Village Hall. Mr Goss seconded and the majority voted in favour.

28 RESIGNATION OF CLERK

The Chairman and Vice-Chairman had accepted the resignation of the Clerk on 16 October 2017. The Council showed their appreciation to the Clerk as she had stated that she would be flexible on her leaving date to enable the Council to recruit a new Clerk.

29 APPOINTMENT OF WORKING PARTY/STAFF STRUCTURE

Members debated the current staff structure and recognised the need to increase staffing with the rapid expansion of the Parish and facilities owned by the Council. It was agreed to appoint a Full-time Clerk initially, and then work on the idea of recruiting a Project Manager and/or an Assistant Clerk with an option of a front of house role.

Members noted the increase in expenditure to accommodate the new structure. This had been incorporated into the draft budget.

The following members agreed to form a working party to oversee the recruitment of a new Clerk: Mrs Douglas, Mr Noel, Mr Spearey & Mr Cossey. Mr Barrett was interested in joining but will be deputised by Mr Goss in his absence. The first meeting of the working party was set for Monday 13 November at 6.30pm.

30 RECRUITMENT OF STAFF FOR NEW FACILITIES

The Council will require a new post to administer the bookings for the new Community Centre opening in January. The post will start at 10 hours a week @ £11.02 an hour, however, the hours are likely to increase with bookings for the new Parish Office meeting room and the Horton Heath Community Centre.

Two new posts required for the position of Caretaker to cover the new buildings. Hours required of up to 12 hours per week @ 8.85 per hour.

Mr Goss proposed to recruit the above posts. Mr Cossey seconded and all voted in favour. The Clerk was asked to prepare the job descriptions and place an advert in the paper and other relevant mediums.

31 DRAFT BUDGET 2018/19

The RFO tabled the draft budget for 2018/19.

Members noted the increase in the budget due to new projects, facilities and staffing structure. The current increase in the budget based on last year's taxbase figures reflect an increase of 12%.

Mr Spearey proposed to accept the draft budget, with no adjustments, and to revise the cost headings again at the next Finance Meeting on 4 December when the 2018 taxbase figures will be available. Mr Barrett seconded and all agreed.

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

32 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.

33 STAFFING MATTERS

Members noted the proposed SCP scale points and agreed the inclusion into the new budget.

This was all the business and the meeting closed at 9.25pm

Signed Chairman