



**Fair Oak and Horton Heath Parish Council**  
Village Hall, Shorts Road, Fair Oak, Eastleigh SO50 7EJ  
Telephone and Fax 023 8069 2403



**Minutes of the Finance and Staffing Committee Meeting  
held on Monday 3 October 2016 at 7.30 pm  
in the Fair Oak Village Hall**

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

**Apologies:** Mr P Barrett & Mr A Cossey

**Other Members Present:** Mr J Noel & Mr J Sorley

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

**PUBLIC SESSION**

None present.

**15 DECLARATIONS OF INTEREST**

Mr J Sorley – item 5.

**16 MINUTES**

The Minutes of the meeting dated 4 July 2016 (previously approved at Full Council on 18 July 2016) were noted. There were no matters arising.

**17 CORRESPONDENCE**

From Mr G Freeland – notice of resignation.

**18 SPEND TO DATE**

The RFO presented the performance to date against budget 2016/17. Total spend to date is £161,071. Available spend £161,443.

**19 SECTION 137 GRANT PROVISION**

Applications for grant provision were received from:

Fair Oak Village Hall donation towards the Christmas Pantomime. Mr Spearey proposed £300, seconded by Mr Goss and all agreed.

Fair Oak Widows for funding towards their party. Mr Spearey proposed £200, seconded by Mr Goss and all voted in favour.

St Thomas Church for funding towards the light party. Mr Spearey proposed £300, Mr Goss seconded and all voted in favour.

## **20 ANNUAL RETURN**

Members noted the annual return. One issue was raised to assist the Council regarding the use of expenditure powers. S137 was incorrectly used for a donation which could have been authorised under S145. Clerk and RFO to action.

## **21 ACCOUNTING SOFTWARE**

The officers had an online demonstration by RBS who provide bespoke software system for accounts, bookings, cemetery and allotments. Members discussed the software and it was agreed to defer the item until the next meeting as the Council was waiting for the quotation.

## **22 BUDGET 2017/18**

The RFO outlined the budget requirements for consideration from the Leisure Committee:

- £1600 – two new pavilion windows
- £500 – new cooker and fridge for pavilion
- £5000 – skate youth shelter
- £1000 – ali goals for football pitch 3
- £500 zip wire service at Knowle Park
- £300 – two cradle swings for Horton Heath Play area
- £1800 – six planters
- £5000 – kickabout goal refurb at New Century Park
- £8000 – fence repairs at Dean Road
- £450 – chainsaw
- £1650 – 3 long reach hedgetrimmers @ £550 each
- £500 – fertiliser spreader
- £1500 – pull up bars
- £? – community toilet sign
- £1500 – pull up bars for New Century park

Crowdhill Green Community Building – budgetary requirements

- £9000 – health and safety – cctv, alarms, cleaning, servicing etc
- £7500 – internal equipment – curtains, tables, chairs, crockery etc
- £2500 – external equipment – gates, signage etc

Other items for consideration:

- New footpath at Lapstone Farm
- Further planting for wildflower meadow
- Provision for Village Centre project – drawings, signage etc.

Note: Provision for Parish Office is in capital reserves. The Parish Office committee had calculated there is a shortfall of £20,000. Consideration for this shortfall will be discussed at the March meeting when allocating reserves for the next financial year.

The RFO was asked to prepare the draft budget.

**23 PUBLIC BODIES ADMISSIONS TO MEETINGS ACT 1960-C/2**

Mrs Douglas proposed, Mr Spearey 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.

**24 STAFFING MATTERS**

Members discussed the appointment of new weekend caretaker/groundsman and other staffing matters – see confidential minutes.

This was all the business and the meeting closed at 8.45pm

Signed ..... Chairman