



Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk

SUMMONS

Dear Member

6 November 2018

You are hereby summoned to attend a meeting of FINANCE & STAFFING COMMITTEE at the Parish Offices, 2 Knowle Park Lane, Fair Oak on **Monday, 12 November 2018 at 7.00 p.m.** *or at the conclusion of the public participation period.

Melanie Stephens

Melanie Stephens
Clerk

PUBLIC PARTICIPATION:

*If required, the meeting will be preceded by a public participation period of up to 15 minutes, where members of the public are entitled to address the Committee on issues relevant to the business of the Parish Council.

AGENDA

PART I – PUBLIC SESSION

1. APOLOGIES

To note any apologies for absence.

2. DECLARATIONS OF INTEREST

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

3. MINUTES (PAPER A, PAGES 3-5)

To note the minutes of the meeting held on 1 October 2018 (approved by the Full Council on 15 October 2018).

4. CLERK'S VERBAL REPORT

5. PCSO FUNDING – VERBAL REPORT

To discuss this Council's future funding contribution.

6. STAFFING STRUCTURE – VERBAL REPORT

To discuss future staffing arrangements.

7. DRAFT BUDGET 2019/20 (REPORT B, TO FOLLOW)

To consider the draft budget for 2019/20.

8. REPORT OF THE RESPONSIBLE FINANCE OFFICER (RFO) (REPORT C, TO FOLLOW)

To receive and approve the report of the RFO and note cheque signing and BACS payments.

9. CHRISTMAS OPENING HOURS

RECOMMENDATION:

That the Parish Office close on the following days over the Christmas period: -

Monday 24 December (Christmas Eve)

Tuesday 25 December (Christmas Day)

Wednesday 26 December (Boxing Day)

Monday 31 December (New Year's Eve)

10. WORK PROGRAMME (REPORT D, PAGES 6-7)

To consider the work programme and make any amendments if necessary.

11. EXCLUSION OF THE PUBLIC AND THE PRESS

At the conclusion of this part of the Agenda, the Chairman will move the following resolution: -

“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 matter)”

PART II – PRIVATE SESSION

Members are reminded that reports and information relating to this session are not for publication and should be treated as strictly confidential.

12. STAFFING MATTERS (VERBAL UPDATE)

To consider staffing matters.

To: Committee Members

Cllr P Barrett
Cllr Mrs H Douglas (Chairman)
Cllr J Goss
Cllr H McGuinness
Cllr J Noel
Cllr R Rushton
Cllr J Sorley
Cllr P Spearey

Officers

Mrs J Cahill (Responsible Finance Officer)
Ms M Stephens (Clerk)

**Minutes of the Finance & Staffing Committee Meeting
held on Monday 1 October 2018 at 7.00 pm
at 2 Knowle Park Lane, Fair Oak**

Councillors Present: Mrs H Douglas (Chairman), Mr J Goss, Mr H McGuinness, J Noel and Mr P Spearey

Apologies: Cllrs R Rushton & Sorley

In Attendance: Ms M Stephens, Clerk & Mrs J Cahill, Responsible Finance Officer (RFO)

Also in attendance: Parish Council's I.T Consultant

PUBLIC SESSION

No members of the public were present.

6 DECLARATIONS OF INTEREST

Cllrs Mrs Douglas, J Goss & P Speary in Minute No. 17.

7 MINUTES

RESOLVED:

That the minutes of the Finance & Staffing Committee meeting held on 2 July 2018, previously approved by Full Council on 16 July 2018 be noted.

8 CLERKS VERBAL REPORT

There were no issues to raise.

9 FUTURE I.T PROVISION

Members welcomed the Council's I.T consultant to the meeting. Members were informed that owing to the expansion of the Council and the new requirements under GDPR the Council's I.T provision was currently not fit for purpose.

Issues requiring consideration included: -

- Member use of their own laptops/home PC's for Parish Council business and GDPR compliance including potential risk of data breaches
- The continued use of a hard drive which required manual backup
- The limitations of the hard drive, including security risks and the need for a server (cloud based)
- The growing number of users to the Council's I.T systems and the need for greater flexibility and smarter working including the potential use of Sharepoint which had been rolled out across Hampshire County Council

RESOLVED

That the Clerk investigate the costs of improving the Council's I.T provision for inclusion in the 2019/20 budget.

10 BUDGET REQUESTS FROM LEISURE & PROPERTIES COMMITTEE

Members considered the budget request from the Leisure & Properties Committee.

RESOLVED

That the budget requests be approved.

11 HANDHELD PAYMENT TERMINAL AND PAYAL

Members considered the benefits of purchasing a handheld payment terminal and Paypal account to offer greater flexibility for residents when paying for services.

RESOLVED

(a) That the Council enter into a 12-month contract with Payzone for the use of a handheld payment terminal and that this be reviewed in 9 months' time; and

(b) That the Council set up a Paypal account to allow customers to pay for services online and that this be reviewed in 9 months' time.

12 FINANCE UPDATE (REPORT B)

Members considered the report of the Responsible Finance Officer.

Members raised a number of queries to which answers were given.

RESOLVED

That the finance update be noted.

13 COMMUNITY INVESTMENT PROGRAMME (REPORT C)

Members considered the Community Investment Programme.

Members raised a number of suggestions which would be shared with Eastleigh Borough Council for inclusion in the programme.

RESOLVED

That the report be noted.

14 GRANT AID REQUESTS (REPORT D)

Members considered two applications for grant aid requests.

RESOLVED

(a) That the application received from Fair Oak Village Hall Management Committee be approved in full; and

(b) That the application received from Knowle Park Allotment Association be approved in full.

15 EXTERNAL AUDITORS REPORT (REPORT F)

Members considered the report of the External Auditor and the appointment of the Internal Auditor.

Members thanked the Responsible Finance Officer in the successful management of the Council's accounts.

Members discussed the continuing appointment of the Council's Internal Auditor.

RESOLVED

- (a) That the report of the External Auditor be noted; and
- (b) That the appointment of the Internal Auditor be reviewed for the start of the new financial year.

16 WORK PROGRAMME (REPORT F)

Members considered the work programme.

RESOLVED

That the work programme be noted.

17 HORTON HEATH COMMUNITY CENTRE BUDGET

Cllrs Mrs Douglas, Goss & Spearey disclosed a pecuniary interest on the grounds that they were Trustees for the Horton Heath Community Association. They did not participate in the discussion and did not vote. Consequently, the meeting became inquorate. The Clerk would therefore defer this matter to Full Council on 15 October for consideration.

RESOLVED

That this item be deferred for consideration at the Full Council meeting on 15 October 2018.

18 ADDITIONAL MEETING DATE

RESOLVED

That an additional Committee meeting take place on Monday, 12 November 2018 at 7.00pm.

19 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 matter)”

20 STAFFING MATTERS (REPORT G)

Members considered the report.

RESOLVED

That the recommendations set out in the report be approved.

This was all the business and the meeting finished at 8.45 pm.

Signed Chairman

FINANCE & RESOURCES COMMITTEE – WORK PROGRAMME (2018/2019)

D

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
12 NOVEMBER 2018			
Draft Budget 2019/20	To discuss the draft budget and make recommendations to Full Council.	Report	Mel Stephens/Joanne Cahill
Christmas Opening Hours	To consider opening hours over the Christmas period	Verbal Report	Mel Stephens
Organisational Review	To request that a full-scale review be undertaken for implementation in April 2019.	Verbal Report	Mel Stephens

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
3 DECEMBER 2018			
Final Budget & Parish Precept	To discuss the final budget and parish precept for adoption at the Full Council meeting on 17 December.	Report	Mel Stephens/Joanne Cahill
Grant Aid Process	To review the current process.	Report	Mel Stephens

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
4 MARCH 2019			
Internal Audit Review Checklist	To consider any recommendations.	Report	Joanne Cahill
Allocation of capital reserves	To consider the allocation of capital reserves	Report	Mel Stephens/Joanne Cahill

Staff Appraisals	To consider any issues arising from the appraisal process	Confidential Report	Mel Stephens
Organisational Review/Workforce Budget	To consider the outcome of the review including amendments to the workforce budget.	Confidential Report	Mel Stephens

Possible future items yet to be allocated:

- DBS checks for staff?

Future Meeting Dates (yet to be confirmed): -

1 July 2019

7 October 2019

4 November 2019

2 December 2019