



**Minutes of the Finance and Staffing Committee Meeting
held on Monday 6 March 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 R Rushton, and Mr P Spearey

Apologies: Mr J Sorley & Mr Noel

Other Members Present: Mr C Bird

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

PUBLIC SESSION

No public present.

39 DECLARATIONS OF INTEREST

None received.

40 MINUTES

The minutes of the meeting dated 5 December 2016 (previously approved at Full Council on 19 December 2016) were noted.

41 MATTERS ARISING

There were no matters arising.

42 CORRESPONDENCE

From LGPS – new employer pension rates set to 2020. Noted.

43 SPEND TO DATE

The RFO presented the performance to date against budget 2016/17. Total spend to date is £248,982 Available spend £67,031

44 SECTION 137 GRANT PROVISION

Application for grant provision was received from:

Wyvern Bowls Club to purchase underlay for bowling mats. Mr Spearey proposed £350, seconded by Mr Barrett and all agreed.

45 REVIEW OF THE SYSTEM OF INTERNAL AUDIT

Members reviewed the Internal Audit Checklist. Mr Cossey proposed to approve the Internal Audit Review and the Statement of Internal Control documents. Mr Goss seconded and all agreed.

46 ALLOCATION OF CAPITAL RESERVES

The RFO tabled the list of capital projects for the year 2017/18. Mr Cossey proposed the capital reserves total of £457,295 for the year ending March 2016 (see attached list). Mr Rushton seconded and all voted in favour.

Mr Spearey proposed that a contingency reserve from our general reserves should equal 50% of the Precept. Mr Goss seconded and all voted in favour.

47 PAYROLL

The RFO reported that Eastleigh Borough Council will cease offering a payroll service to the Parish Council effective from 31 March 2017. Several packages and external providers were researched. The RFO recommended the SAGE payroll system at a cost of £15.00 per month which would be managed by her.

Mr Barrett proposed to approve the RFO's payroll management, provided necessary steps have been taken to reduce risk, and a further check is authorised by the Clerk. Mr Goss seconded and all voted in favour.

Mrs Cahill left the meeting at this point.

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

Mr Douglas proposed, Mr Goss 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.

49 STAFFING MATTERS

Members discussed staffing issues under confidential business.

50 STAFF APPRAISALS

Mrs Douglas confirmed that all staff appraisals had been carried out. She gave praise to the Clerk and the rest of the team for their hard work and support in the past year.

The Clerk asked the Council to consider offering a supervision course to the two full time ground staff. The Clerk to investigate other courses available.

Members received an update on the apprentice.

51 REVIEW OF STAFF SALARIES

Members approved the appropriate increments for appraised staff (see confidential minutes).

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

Signed Chairman