



**Minutes of the Finance & Staffing Committee Meeting
held on Monday 3 December 2018 at 7.00 pm
at 2 Knowle Park Lane, Fair Oak**

Present: Mrs H Douglas (Chairman), Mr H McGuinness and J Noel

Also in attendance: Cllr Bird

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

Apologies: Cllrs Spearey & Sorley

21 DECLARATIONS OF INTEREST

Cllr Noel in Minute No. 23.

22 MINUTES

RESOLVED:

That the minutes of the Finance & Staffing Committee meeting held on 1 October 2018, be signed by the Chairman as a correct record.

23 GRANT APPLICATIONS (REPORT B)

Cllr Noel disclosed a pecuniary interest on the grounds that he knew the grant applicant (3rd Brownies). He did not participate in the discussion and did not vote.

The Committee considered two applications for grant aid; namely: -

3rd Fair Oak Brownie Unit – request of £350 for brownie supplies
Fair Oak Gardening Club – request of £200 to supply a speaker at a Committee meeting

After consideration it was:

RESOLVED:

a) That the grant request from 3rd Fair Oak Brownie Unit of £350 be granted in full;
and

b) That the grant request from Fair Oak Gardening Club of £200 be granted in full.

24 MARKETING & PROMOTIONS

The Clerk outlined the need to instigate a marketing and promotions strategy. A strategy was needed to ensure that the Parish halls for hire were being fully exploited and generating the maximum revenue. The margins between the cost of running and upkeep of the Parish buildings and income generation were extremely narrow.

As the Parish Clerk had limited experience in this regard, as well as very limited capacity, a local marketing company had been approached to assist the Council on a time limited project. The company offered a 'pay as you go' approach which offered greater flexibility for the Parish Council. The cost of commissioning a 6-month project with this company (£330 per month) could be met within existing budgets.

Members agreed that the Council need to undertake a proactive approach to actively and effectively marketing the buildings for hire to ensure that the Council received income from these buildings.

Members agreed in principle to the Council engaging the company for a 6 month project, subject to further negotiations with the Clerk on the pricing structure for this.

RESOLVED:

That the Clerk commission a marketing and promotions project with an external contractor for a 6-month project, subject to further negotiations on the project price.

25 BUDGET 2019/20 (REPORT C)

Members considered the proposed budget 2019/20.

Members were informed that the Borough Council had yet to confirm the total tax base. This would be given to members at the Full Council meeting on 17 December 2018. It was hoped that with the additional developments that had taken place around the parish, further dwellings would have a positive impact on the required precept.

Members thanked officers for their efforts in reviewing the budget and the reductions sought. As such it was:

RECOMMENDED:

That the full Council approves the budget 2019/20 as set out in Appendix 1 to Report C subject to minor adjustments following council tax base rate information from Eastleigh Borough Council.

This was all the business and the meeting finished at 8.05 pm.

Signed Chairman