



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

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

Apologies: Cllrs P Barrett & R Rushton

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

PUBLIC SESSION

No members of the public were present.

1 DECLARATIONS OF INTEREST

Cllr Mrs Douglas in Minute No. 3.

2 MINUTES

RESOLVED:

That the minutes of the Finance & Staffing Committee meeting held on 5 March 2018, previously approved by Full Council on 16 April 2018 be noted. There were no matters arising.

3 QUARTERLY FINANCE UPDATE (REPORT A)

Cllr Mrs Douglas disclosed a pecuniary interest on the grounds that she was a Governor for Wyvern College, whose grant application was under discussion. She did not participate in the discussion and did not vote. Cllr Spearey took the Chair for the relevant part of the meeting.

Expenditure to Date

The Committee received the quarterly finance report outlining the current expenditure to date, the current direct debits, two grant applications, credit card request for the RFO and members' I.T equipment.

The Committee noted that the current expenditure to 25 June 2018 was £71,332. Members discussed the detail of the expenditure and asked Officers questions to which answers were given. Members requested that the RFO investigate the high cost of the water usage at the Cemetery and the cleaning materials for the Parish Office. Officers would email members with an explanation on this.

Section 137 Grants

(Cllr Spearey in the Chair)

Members discussed the two grant applications. In respect of the application received from the Asian Welfare & Cultural Association, members considered that although contribution to the project (the Eastleigh Mela) would not directly benefit residents of Fair Oak & Horton Heath, it was likely that some residents would attend. As such, members agreed that a grant award of £100 be made.

In respect of the grant application received from Wyvern College, for a contribution towards the annual Arts Festival, members agreed that as this would directly benefit residents, namely current pupils at the College as well as children and young people from neighbouring schools, and their parents, that the full grant request of £500 be awarded.

(Cllr Mrs Douglas in the Chair)

RFO Debit Card

Members considered the request that the RFO should be authorised a Parish Council debit card. As the RFO was responsible for all aspects of finance, including the monitoring of expenditure. Members agreed, that the RFO should be authorised a card.

In discussing the Clerk's request that finances be made available for the purchase of ipads for all members of the Parish Council in order to assist with GDPR compliance, members felt that such expenditure should not be sanctioned at this time. However, this could be budgeted for in next year's budget to allow flexibility, should it become apparent that members required ipads in order to ensure data protection compliance and undertake their duties as Councillors efficiently as well as safeguarding the Parish Council's data.

Following discussion, it was:

RESOLVED:

- a) That the contents of the report be noted;
- b) That the current expenditure as set out in Appendix 1 to Report A to the Committee be noted;
- c) That the direct debits, as set out in Appendix 2 to Report A to the Committee be noted;
- d) That the Responsible Finance Officer be authorised a Parish Council debit card;
- e) That the Asian Welfare & Cultural Association be awarded a grant allocation of £100;
- f) That the Wyvern College be awarded a grant allocation of £500; and
- g) That the request for the purchase of ipads for members of the Parish Council not be granted, but that these be included in the 2019/2020 budget setting process.

4 INTERNAL AUDIT

Members considered the report of the Internal Auditor for 2018/19 which had already been presented to Full Council in May 2018.

RESOLVED

That the report be noted.

5 FINANCIAL RISK ASSESSMENT

Members considered the Parish Council's Financial Risk Assessment set out in Appendix 1 to Report C to the Committee.

RESOLVED

That the Parish Council's Financial Risk Assessment set out in Appendix 1 to Report C to the Committee be approved.

This was all the business and the meeting finished at 7.38 pm.

Signed Chairman