



**Minutes of the Finance and Staffing Committee Meeting  
held on Monday 4 December 2017 at 7.30 pm  
in the Fair Oak Village Hall**

**Those Present:** Mrs H Douglas (Chairman), Mr P Barrett, Mr H McGuinness  
**Apologies:** Mr A Cossey, Mr J Goss, Mr R Rushton & Mr P Spearey

**Other Members Present:** Mr C Bird & Mr J Noel (item 7)

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

**PUBLIC SESSION**

None.

**34 DECLARATIONS OF INTEREST**

None received

**35 MINUTES**

Mr Barrett approved the Minutes of the meeting dated 6 November 2017. Mr McGuinness seconded, and all voted in favour. There were no matters arising.

**36 RECRUITMENT WORKING PARTY**

Members approved the working party notes (see attached).

**37 CORRESPONDENCE**

Notification of external auditor appointments for the 2017/18 financial year.

**38 SECTION 137 GRANT PROVISION**

The RFO tabled the grant application from Fair Oak Gardening Club who have asked for a contribution towards speakers to present to the club. Mr McGuinness proposed a grant of £200, Mr Barrett seconded and all agreed.

**39 SPEND TO DATE**

The RFO presented the performance to date against budget 2017/18. Total spend is £340,827. Available spend £17,762.

**40 PHOTOCOPIER**

Mrs Douglas approved the Direct Debit quarterly payment of £213.72 for the rental of the photocopier. Mr Barrett seconded and all voted in favour.

**41 BUDGET 2018/19**

The RFO reported the tax base information provided by Eastleigh Borough Council. There is a slight increase on the gross tax base from the previous year.

The Precept will be made up by £390,098.12 (precept) + £13,937.97 (EBC contribution) – total for 2018/19 £404,034.09 representing an increase of 8% on a band D property £102.47.

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

Mrs Douglas proposed, Mr McGuinness 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.

**43 STAFFING MATTERS**

Recruitment – applications received so far:

3 Caretaker, 5 for Admin post, and 0 for Clerk's position.

Members noted the closing date of 15 Dec.

Mr Bird offered to interview the candidates for the Admin Assistant – date to be arranged in the New year.

Mr Goss had already agreed to interview for the Caretaker position in January.

This was all the business and the meeting closed at 8.00pm

Signed ..... Chairman