

## FAWLEY PARISH COUNCIL

### POLICY, RESOURCES AND PERSONNEL COMMITTEE

To: Cllr R Wappet (Chairman), Cllr A Alvey (Vice Chairman), Cllr A Glass, Cllr E Holtham, Cllr C McDowall, Cllr K Smith, Cllr B Thorne.

You are hereby summoned to attend a meeting of the Policy, Resources and Personnel Committee on Wednesday 23 November 2011 commencing at 7.00pm in the Jubilee Hall, Fawley.

COPY: All other Councillors for information.

There will be an interval of up to 20 minutes for public participation after approval of the minutes.

### SUMMONS

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Stephen Nash  
Parish Clerk  
17 November 2011

### AGENDA

1. **Apologies.**
2. **Declarations of Interest.**
3. **Minutes:** To sign the minutes of the meeting held on 28 September 2011.

### PUBLIC SESSION

4. **Chairman's Remarks.**
5. **Planning.**
  - a) **Parish List:**  
11/97754  
Saddlers Mews, The Lane, Fawley, SO45 1EY (NB PROPOSED LEGAL AGREEMENT)  
One pair of semi-detached houses; 1 detached house; parking; demolition of existing (Outline application with all matters reserved)  
  
11/97881  
109-111 Long Lane, Holbury, Fawley, SO45 2ND  
Retention of external flue
  - b) **New Forest District Council Tree Works**  
16 The Saplings, Holbury, Southampton, SO45 2QP  
Oak – Make safe broken branch. Remove deadwood and crown thin 5%.
6. **Monthly Schedule of Accounts September and October 2011** (see attached).  
To note £800 placed to budget code 7716, Plant Service Repair and £200 placed to budget code 8401, Open Space Safety Equipment (see Public Services Committee meeting minutes 14 September 2011).  
To note that £1000 has been transferred from budget code 7500, Admin stationery to budget code 7905, Cleaning materials.

7. **To receive a report on Grant Sponsorship and Staff Training** (see attached).
8. **Matters arising from the Amenities Budget:**  
The Amenities budget figures are represented. The following budget codes have been amended.  
Expenditure codes:  
7311 Jubilee Hall Electricity  
7331 Jubilee Hall Water Rates  
7320 Gang Warily Gas  
9989 Gang Warily Renewal Contingency – this item to be moved to the Administration section of the budget.  
Income codes:  
4010 Main Hall  
4017 Outside Fishing  
4019 Fitness suite  
4111 Newlands Football
9. **To consider and agree the Amenities budget 2012/13** (see attached, pages 3,4,7 & 8).
10. **To consider and agree the Public Services Budget for 2012/13** (see attached, pages 5 & 6).
11. **To consider and agree a Policy, Resources and Personnel budget for 2012/13** (see attached, pages 1 & 2).
12. **To recommend the 2012/13 Budget to Council and to recommend a Precept** (see attached page 9).
13. **To receive the Internal Audit Report 2011-12 (First Interim) and to note comments of Auditor following purchase of Verti Drain** (see attached x 2).
14. **To receive a report on the following grant payments received:**
  - a) **Awards 4 All** (see attached).
  - b) **Sport England** (see attached).
  - c) **Heritage Lottery - Military History-** (see attached).
  - d) **Inspiring You** (see attached).
15. **To receive a report relating to costs of the following events held at Gang Warily:**
  - a) **Armed Forces Day** (see attached).
  - b) **Hovercraft Event** (see attached).
  - c) **Bonfire Night** (see attached).
16. **To receive a report on the Café at Gang Warily** (see attached).
17. **To receive a report on donations made to charities following events held at Gang Warily** (see attached).
18. **To consider a request to purchase a Brush Cutter from the Warren Copse & Holbury Manor Conservation Group** (see attached).
19. **To note Disclaimer Form for use by contracted instructors outside of the employment of Fawley Parish Council** (see attached).
20. **To consider fee for hiring of Grotto and Trailer.**
21. **To consider Quality Parish Council Status.**

**22. Correspondence:**

**a) For response:**

i) Employee handbook: To note that the following policies have been readopted for a further 3 year period.

Appraisals Procedure

Employee Interests and Integrity

H&S Lone Working and General Policy

Probationary Period Procedures

Travel Expenses

Work Life Balance

Working Time Regulations 48 Hour Working Week Agreement

Working Time Regulations Additional Employment Form

Employee Suggestion Scheme

All policies have been forwarded via email and are also available from the office.

**b) For information:**

i) To note a training rate of National Minimum Wage to be paid to staff when attending essential training.

ii) To note December salary payment to staff to be made early on 23 December 2011.

iii) NALC Legal Briefing: Code of Recommended Practice for Local Authorities on Data Transparency (see attached).

**c) Available from the office:** CCATCH draft adaptation plan.

**Exclusion of public and press.**

At the conclusion of this part of the agenda, the Chairman will move the following resolution: That, considering the confidential nature of the business to be transacted, the public, including the press, be excluded from the remainder of the meeting.

**23. Staffing Matters: To include**

a) Consideration of additional expenditure to conclude grievance.

b) Staff suggestion scheme: payment to staff members (see attached x 2).

**24. List of debtors** (see attached).

**25. Date of next meeting:** 2 February 2011.