

## FAWLEY PARISH COUNCIL

### POLICY, RESOURCES AND PERSONNEL COMMITTEE

Minutes of a meeting of the Policy, Resources and Personnel Committee held on Wednesday 01 February 2012 at 7.00pm in the Jubilee Hall, Fawley.

**Present:** Cllr R Wappet (In the Chair), Cllr A Alvey (Vice-Chairman), Cllr A Glass, Cllr E Holtham, Cllr A McDowall, Cllr K Smith, Cllr B Thorne.

**Also Present:** Cllr B Coyston, Cllr M Fidler, Cllr B Hall, PC C Yates, Hythe Police until item 6.

**In attendance:**

Stephen Nash, Parish Clerk

Mrs P Coombes, Finance Officer

Mrs S Markides, HR & Admin Officer

1. **Apologies:** None.
2. **Declarations of Interest:** None.
3. **Minutes: RESOLVED:** That the minutes of the meeting held on 23 November 2011 be confirmed as a correct record.

**PUBLIC SESSION:** There were no members of the public present.

4. **Chairman's Remarks:** The Chairman advised of a planning enforcement situation at Slades Hill, Fawley. As a response to the NFDC Local Development Framework, Sites and Development Management Development Plan this site had recently been put forward as a possible site for development but the Chairman requested that in the current circumstances this suggestion be withdrawn.

**RESOLVED:** The Clerk to withdraw the suggestion of Slades Hill as a possible site for development made in response to the NFDC Local Development Framework, Sites and Development Management Development Plan. This suggestion could be forwarded again once the matter was resolved.

5. **Update Police Report:** PC Yates advised that he was the beat officer for Holbury but was covering Blackfield and Fawley whilst a replacement was sought for PC Woodhead. He advised of the current crime figures for the area, which were lower compared to figures for the same period last year.

Six incidents of theft from motor vehicles had occurred in the last two weeks, mainly opportunist. PC Yates asked people to be vigilant and call the Police if they saw anything suspicious. Leaflet drops were taking place and crime prevention advice was being given to hopefully prevent further incidents.

Cllr Glass asked regarding a recent incident in Holbury, which PC Yates advised was still being dealt with.

Cllr Smith asked regarding an incident in the All Saints Fawley churchyard, which had been reported but no response had been received for two days. PC Yates advised he would look into the matter and get back to Cllr Smith.

6. **Monthly Schedule of Accounts November and December 2011:** Cllr Holtham asked if the budget headings could be in committee order. Cllr Alvey had also spoken with the Finance Officer regarding the format of the information provided. The Finance Officer advised that it was easiest for audit purposes if all electricity/gas/salary payments were grouped together, however what she would like to see was the budget income and expenditure broken down into two sections.

**RESOLVED:** To accept the monthly schedule of payments for November and December 2011 (see attached Appendices A & B).

**RESOLVED:** To amend the format of the budget information provided so that the budget income and expenditure is broken down into 2 sections. One section would display the budget income and expenditure for the yearly budget and the other section would show the income and expenditure of any grant payments received and of any other organisations that fell into that category. This new format to commence from 01 April 2012.

7. **To receive a report on Staff Training and Grants and Sponsorship:** Members noted the core training of the Admin staff.

£1700 was expected from Hampshire County Council to provide activities at Calshot. This was in addition to the £10,000 grant received from the Lottery Fund.

Cllr Alvey asked where this money would be allocated. The Clerk confirmed that all the money would be used to provide activities at Calshot, to meet coaching, hall hire, transport and publicity costs for the classes/activities taking place there. The £1700 would provide additional activities at Calshot although the funds had not yet been received.

8. **Agreement of allocation of under spend:**(Contingency Fund - Matter referred from Parish Council meeting 7 December 2011). Members discussed the definition of a contingency fund.

**RESOLVED:** If at the end of the financial year 2011/12 there is a surplus of income to expenditure then the first £20,000 to be allocated to monitored reserves.

9. **Plant Machinery Budget Code Review:** Members noted that there had been some incorrect postings to the Plant Machinery budget code and the cost of repairs made to the 4520 Tractor. It was noted that there were still 2 months of the financial year to go and any further spending should be monitored.

**RESOLVED:** To note the information provided on the overspend of the Plant Machinery budget code 7716 and to continue to monitor this.

10. **To consider outstanding items in Earmarked Reserves:** Members noted the grant award of £400 to New Forest Scouts in June 2007 to be paid on completion of a repair to the scout hut roof and an award of £200 to Fawley AFC in January 2008 which was to be paid at the start of construction of building. Neither of these award payments had been made.

**RESOLVED:** To place the grant monies awarded but not claimed to New Forest Scouts in June 2007 (£400.00) and Fawley AFC in January 2008 (£200.00) back into reserves.

11. **To consider recommendation from Public Services Committee to accept quote of £3475 for relocation of Compound gates and to consider use of reserves for this expenditure. (Matter referred from Public Services meeting 18 January 2012):** Members were advised that this work was required due to security concerns at the Compound.

**RESOLVED:** To accept the recommendation of the Public Services Committee 18 January 2012 and to use the sum of £3475.00 from Reserves Expenditure Budget Code 7912 to relocate the Compound gates.

**12. Grant Applications: RESOLVED:** That the following grants be made:

- a) **New Forest Disability Information Service:** No award.
- b) **Citizens Advice Bureau:** £300.00
- c) **Oakhaven Hospice Trust:** No award.
- d) **Fawley Pre-School:** £450.00

**13. To consider sponsorship of a Concert of the Parish of Fawley:**

**RESOLVED:** To sponsor a concert in the Parish of Fawley, cost of £250 to be met from Grant Payments, budget code 7901.

**14. To consider support for sale of land at the Corner of Holbury Drove and Lime Kiln Lane to local resident:** Cllr Glass advised that he had been approached by a resident regarding this matter, however members considered that the resident should contact NFDC direct.

**15. To consider response to New Forest District Council Community Infrastructure Levy Preliminary Draft Charging Schedule:**

**RESOLVED:** To respond that the Parish Council is broadly in favour of the New Forest District Council Community Infrastructure Levy Preliminary Draft Charging Schedule but that the money raised through this levy should be used to support the parish from which it was collected, before any other project is considered and that a definitive allocation should be described, not a sizable proportion, which provides too much room for interpretation.

**16. To consider application for brown information sign for Gang Warily to be placed at the Kennels Corner Roundabout:** The Clerk advised that application costs were £150.00 with signage costs as extra.

**RESOLVED:** To proceed with application for brown information sign for Gang Warily to be placed at the Kennels Corner Roundabout.

**17. Correspondence:**

**a) For information:**

i) **Friends of Blackfield Primary School:** Thank you letter for recent donation to Winter Fayre. Noted.

ii) To note opening of Play Area Tenders. Members were advised that three designs had been short listed with local school children taking part in a vote and a winning design chosen.

**b) Available from the office:** Waterside Heritage January 2012 Newsletter. Noted.

Cllr Wappet advised that a second feasibility study regarding the re opening of the Waterside Railway Line and the services it could provide was taking place.

At this point in the agenda the officers of the council were asked to leave the meeting.

**Exclusion of public and press.**

**RESOLVED:** That, considering the confidential nature of the business to be transacted, the public, including the press, be excluded from the remainder of the meeting.

- 18. Staffing matters: SEE CONFIDENTIAL MINUTE FILE.**
- a) Ratification of appointment of Operations Manager** (Amenities Committee meeting 11 January 2012).
  - b) Ratification of appointment of Operations Support Assistant** (Amenities Committee meeting 11 January 2012).
  - c) To consider appointment of Seasonal Groundsman** (see attached).
  - d) To consider review of Facilities Managers position and others** (see attached).
- 19. Date of next meeting:** 28 March 2012.

There being no further business the meeting closed at 9pm.

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Chairman