

FAWLEY PARISH COUNCIL

Minutes of the Policy, Resources and Personnel Committee meeting of Fawley Parish Council held on Wednesday 17 August 2022 at 7.15pm in the Jubilee Hall, Fawley.

Present:

Councillors: Dan Poole (Chairman), Alan Alvey (Vice Chairman) Alexa Carcas, Barry Coyston, Allan Glass, Brian Hall, Matthew Hartmann, Chas McGill, Josie Poole, Sally Read.

Apologies for Absence: Councillors David McElhenny, Paul Saunders, Ken Smith, Bev Thorne.

Post meeting: Apologies had been received from Cllr Shay Milgate.

In attendance:

Stephanie Bennett, Clerk/RFO to the Council

Sue Markides, Deputy Clerk.

Joshua Bond, Centre and Sports Development Manager

093/22 DECLARATIONS OF INTEREST

None were received

094/22 PUBLIC SESSION

There were no members of the public present.

095/22 MINUTES

The minutes of the Committee meeting were considered.

RESOLVED that

the minutes of the Committee meeting held on 16 February 2022 and the Extraordinary Committee meeting held on 27 July 2022 be confirmed as a correct record.

096/22 CHAIRMAN ANNOUNCEMENTS

The Chairman advised of various public consultations being undertaken – one during the summer holiday clubs with some councillors attending and another due to be held 31 August 3pm - 7pm on Long Lane regarding the proposed traffic management changes there.

097/22 FINANCE

The finance report was received and the Clerk advised that the new Chart of Accounts was settling in with some minor adjustments being made. The Clerk also updated on the progress made updating the financial systems including the process of recording of external funding against expenditure, the new second bank account, use of a Cash Plus card, removal of the American Express facility and implementation of salary payments with new payroll providers. The Clerk thanked the team for the work undertaken.

RESOLVED that

the reports of the Cost Centres for Policy and Resources for the year to 08 August 2022 be received.

098/22 INTERNAL AUDIT

Members noted the changes in processes for the control income of the Council

RESOLVED that

the recommendations within the report of the Internal Auditor are accepted and undertaken

099/22 POLICIES

Members considered the draft policies presented:

- a. Management of Sickness Absence. Some clarification required; return to next meeting
- b. Disciplinary Procedures within the Employee handbook. Some clarification required; return to next meeting
- c. Drug and Alcohol Testing Policy
- d. Health and Welfare within Employee Handbook.

RESOLVED that

subject to amendment of the word Company to Council that the policies for Drug and Alcohol Testing and Health and Welfare within the Employee Handbook be agreed.

100/22 SECURITY OF COUNCIL DATA AND MAILBOX ALTERNATIVES

The Clerk reported on the outcome of the security scan and the costs involved with the backing up of the Council's data and councillors requested that the Clerk develop options for a cheaper and more efficient system to include options for councillor email provision.

Councillors indicated that they are open to changing the councillor email provision provided that the proposals are compatible for all.

101/22 WORKFORCE BUDGET 2023 – 2024

RESOLVED that

the recommendation of the Clerk to use a figure of 3% when calculating Workforce budget for 2023-2024 budget which will be considered at the November meeting is accepted.

102/22 SICKNESS ABSENCE 2021

Councillors considered the report of the Clerk.

RESOLVED that

the sickness absence management policy continues to be implemented.

103/22 CIVILITY AND RESPECT

Members noted that adopting the Civility and Respect Pledge will require a Dignity at Work policy to be agreed.

RESOLVED that

The Committee recommends to Council that the parish council adopts the Civility and Respect Pledge.

104/22 HAMPSHIRE WILDLIFE TRUST GYM PROMOTION

Members considered the report of the Centre Manager.

RESOLVED that

the current Direct Debit Tree Planting Scheme is replaced with a Direct Debit HIWWT Contribution Scheme which will see 1% of our final Direct Debit Membership income put towards the HIWWT Corporate Membership package and any projects they are running at the time (currently Solent Sea Grass restoration). Estimated cost over 12 months of £600 to be met from budget 4140/10.

105/22 STAFF GYM MEMBERSHIP

Members considered the report of the Centre Manager.

RESOLVED that

free use of the gym is provided to a "Plus One" nominated person of employees subject to clarification of the HMRC "benefit in kind"

106/22 SAVING WATER

Members noted the Council's contractual obligation to water the Blackfield and Langley football pitch. All other football pitches of the parish council will not be used until restrictions are lifted. Watering cans are being used for any other watering being completed e.g., some planter troughs.

RESOLVED that

the non-football related showers at Gang Warily and all showers at QE2 are closed for the period of water restrictions. To review this decision at the next meeting of the Council.

107/22 COMMITTEE ACTION PLAN

The action plan was received.

108/22 COUNCILLOR NEWS AND COMMENT

Cllr Read advised of the Fawley Dog Show which is taking place at Gang Warily Saturday 27 August 2022.

Cllr Josie Poole had attended summer holiday club sessions being run by the Youth Worker, Assistant Youth Worker and volunteers who are doing an excellent job.

Cllr McGill advised that options for Christmas decorations within the parish are being considered – he will bring a report to the September parish council meeting as an action plan is being developed.

Cllr Carcas wished to contact the relevant authority regarding the amount of dragons teeth that have been installed along Exbury Road and other areas in an attempt to stop verge parking. It was suggested that this matter could be raised at the next meeting of the New Forest Consultative Panel.

Cllr Glass advised of a query relating to the use of St George's Hall, Calshot made during consultation at the summer holiday club. He also advised of Travel for All – a project to help over 65s travel independently.

Cllr McGill further advised that he had sent apologies to Waterside Heritage as the meeting was also taking place tonight.

109/22 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that

the Public and Press are excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential

110/22 DEBTORS

Members considered the current aged debtor list and the actions being taken.

RESOLVED:

that the debt for the sum of £6938.42 is written off.

111/22 COUNCIL STRUCTURE REVIEW

Members considered the report from the Clerk.

RESOLVED that:

- a. The Council initiates a review of staffing structure of the operations of Gang Warily, Jubilee Hall and QE2 with an understanding that this may result in redundancies. A report to be presented to the next Committee meeting

- b. A job description for a new role of Events, Projects and Communications Officer is submitted to the next Committee meeting
- c. The Maintenance and Works Supervisor be line managed by the Grounds Manager from 1 September 2022 with working hours matched to that of the Grounds Team except in circumstances as agreed with the Grounds Manager
- d. The Grounds Manager and Centre and Sports Development Manager be offered an opportunity to have Assistant Clerk added to their job title in recognition of their Parish Council role
- e. The addition to the job description for grounds staff who would deputise in the absence of the grounds manager be agreed at an honorarium of £50 per month, with the job description to be considered at the next Parish Council committee meeting
- f. Jubilee Hall reception to be the initial point of phone contact for all callers to the Parish Council office (Gang Warily reception continues receiving calls for the centre) and to be tasked with Administration by the Administration Officer
- g. The Deputy Clerk to move to a new position of Administration Officer from 1 September 2022 with Jubilee Hall receptionists being tasked by the Administration Officer with administration tasks
- h. The job description of the Administration Officer is agreed as presented.

Cllr Read left the meeting 8.47pm

112/22 LEASES

The Clerk reported on the near capacity occupancy of leases and licences of the parish council and of retrospective planning advice being sought for the offices at Jubilee Hall. A report to be brought to the Estates and Facilities Committee meeting.

113/22 JUBILEE HALL

The Clerk advised of a recent incident at Jubilee Hall.

Cllr Read returned to the meeting 8.50pm.

RESOLVED that

the recommendations of the Clerk be agreed.

There being no further business the meeting closed at 8.54pm.

Date of next meeting 16th November 2022 at 7.00pm

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Chairman

