



9th November 2022

To all Members of the POLICY, RESOURCES AND PERSONNEL Committee

You are hereby summoned to attend the Policy, Resources and Personnel Committee meeting of Fawley Parish Council **to be held on Wednesday 16th November 2022 commencing at 7.00pm. The meeting will be held in The Council Chamber, Jubilee Hall, The Square, Fawley, Hants. SO45 1DD**

Stephanie Bennett

Clerk to the Council

stephanie.bennett@fawley-pc.gov.uk

02380 890761

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

- a. To note any declaration of interest made by Members in connection with an Agenda item. Members to specify the nature of the interest;
- b. To receive any written requests for dispensations for disclosable pecuniary interests;
- c. To grant any requests for dispensation as appropriate.

3. PUBLIC SESSION

Members of the public may ask questions or submit comments about agenda items/parish council matters. Parish Councillors may also make comment at this time. Each person speaking is limited to three minutes. Duration of this agenda item to be no longer than fifteen minutes.

Blackfield • Calshot • Fawley • Hardley • Holbury • Langley

Fawley Parish Council, Gang Warily, Newlands Road, Fawley, Hampshire. SO45 1GA.

Telephone: (023) 8089 0761 Recreation Centre: (023) 8089 3603

Email: stephanie.bennett@fawley-pc.gov.uk



4. MINUTES

To consider and approve the minutes of the Committee meeting held on 17th August 2022. See Appendix 4

5. CHAIRMAN ANNOUNCEMENTS

6. POLICIES

To consider draft policies for:

- a. Management of Sickness Absence. See Appendix 6a
- b. To consider whether to retain the previous Fawley Parish Council Disciplinary Procedures or adopt the Peninsula Disciplinary Procedures contained within the Employee handbook. See Appendix 6b
- c. Safeguarding. See Appendix 6c
- d. Social Media Policy. See Appendix 6d

7. WORKFORCE BUDGET 2023 – 2024

- a. To receive the report of the Clerk on Workforce Budget 2023 – 2024. See Appendix 7
- b. To agree the workforce budget for 2023 – 2024.

8. FINANCIAL REGULATIONS

- a. Clerk to report on the current financial arrangements and the call on councillors
- b. To consider an amendment to Financial Regulations. See Appendix 8

9. CHRISTMAS PANTOMIME

To receive the report of the Youth Worker. See Appendix 9.

10. COUNCIL STRATEGY

- a. Clerk to report on the current project priorities being undertaken:
 - Reduction carbon footprint and energy consumption
 - Increased growing space for local community
 - Increased access to open space for free exercise (GW footpath and Holbury Manor)
 - Improved access to public transport through bus shelter updates
 - Future proof the staffing provision
 - Increase provision for young people, and families and individuals in need
- b. To consider suspending the current Council strategy with a renewed strategy to be developed by the 2023 – 2027 Council

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11. INTERNAL AUDIT

To consider the internal audit report and the response of the Clerk.
See Appendices 11a & 11b.

12. NATIONAL PAY AWARD 2022/2023

To note agreement has been reached with the Unions on the Pay Award 2022/2023.

13. EXTERNAL AUDIT CONTRACT 2022/2023 – 2026/2027

To note BDO LLP have been appointed as External Auditor to the Parish Council by the Smaller Authorities' Audit Appointments (SAAA).

14. CHRISTMAS OPERATING HOURS

To consider and agree the Christmas Operating hours. See Appendix

14

15. FINANCE

- a. To receive the bank reconciliation of 31st October 2022. See Appendix 15a
- b. To receive the accounts for payment for October 2022. See Appendix 15b

16. COMMITTEE ACTION PLAN

See Appendix 16

17. COUNCILLOR NEWS RELEVANT TO THIS COMMITTEE

18. EXCLUSION OF PUBLIC AND PRESS

To exclude the Public and Press 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

19. DEBTORS

20. SALARY REVIEW

21. STAFF RESTRUCTURE

22. DATE OF NEXT MEETING

15 March 2023