

FAWLEY PARISH COUNCIL

Minutes of the Policy, Resources and Personnel Committee meeting of Fawley Parish Council held on Wednesday 16 November 2022 at 7.00pm 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, Shay Milgate, Josie Poole, Paul Saunders.

Apologies: Councillors Dave McElhenny, Sally Read, Beverley Thorne.

Absent: Councillor Ken Smith.

In attendance: Stephanie Bennett, Clerk/RFO to the Council
Joshua Bond Assistant Clerk (Sports and Services)
Jason Mansbridge Assistant Clerk (Grounds and Maintenance)
Amy Andrew Youth Worker.

182/22 DECLARATIONS OF INTEREST

Councillor Glass declared a pecuniary interest in agenda item 19 as a member of the Fawley Mens Shed.

183/22 PUBLIC SESSION

There were no members of the public present.

184/22 MINUTES

The minutes of the Committee meeting were considered.

RESOLVED that

the minutes of the Committee meeting held on 17 August 2022 be confirmed as a correct record.

185/22 CHAIRMAN ANNOUNCEMENTS:

The Chairman advised that the salary review is to be concluded at this meeting. He thanked the Clerk (and her husband) and the parish council's youth workers for their work at the Halloween Treat Trail that took place in Hythe on 29 October 2022. He further advised that Councillor Thorne has become a grandma for the second time.

186/22 CHRISTMAS PANTOMIME

The report of the Youth Worker was considered.

RESOLVED that

Council provides the main hall at Gang Warily for 5 hours and the minibus for free on the afternoon of the panto.

187/22 POLICIES

Members considered the draft policies presented. The youth worker reported that a further paragraph had been identified for the safeguarding policy

RESOLVED that

the policy for Management of Sickness Absence, the Peninsula Disciplinary Procedures contained within the Employee Handbook and the Social Media policy are agreed. The Safeguarding Policy to be reconsidered and returned to Committee

188/22 WORKFORCE BUDGET 2023 – 2024

Members considered the report of the Clerk on Workforce Budget 2023 – 2024.

RESOLVED that

- a. the workforce budget for 2023 – 2024 be agreed as £652,244 for salaries and £5,000 for training.
- b. A letter be sent to the Handy Trust to express the disappointment of the Council that they are no longer able to provide assistance at the monthly Calshot Youth Club.
- c. The Parish Council to submit a funding application to the Dibden Allotment Fund in support of the Youth Club at Calshot.

189/22 FINANCIAL REGULATIONS

RESOLVED that

the amendment to Financial Regulations (No 5), Banking arrangements and authorisation of payments be agreed.

190/22 COUNCIL STRATEGY

The Clerk reported on the current project priorities being undertaken:

RESOLVED that

- a. An action plan of what has been actioned from the Council's 2020 - 2024 strategy to be brought to the next meeting.
- b. the current Council strategy is suspended with a renewed strategy to be developed by the 2023 – 2027 Council.

191/22 INTERNAL AUDIT

RESOLVED that

- a. the report of the internal auditor be received
- b. the responses of the Clerk to the internal report be received

192/22 NATIONAL PAY AWARD 2022/2023

Members noted agreement has been reached with the Unions on the Pay Award 2022/2023.

193/22 EXTERNAL AUDIT CONTRACT 2022/2023 – 2026/2027

The Clerk explained the structure of the external audit review and members noted BDO LLP have been appointed as External Auditor to the Parish Council by the Smaller Authorities' Audit Appointments (SAAA).

194/22 CHRISTMAS OPERATING HOURS

RESOLVED that

the Christmas Operating hours are agreed as presented.

195/22 FINANCE

RESOLVED that

- a. the bank reconciliation of 31st October 2022 be received
- b. the accounts for payment for October 2022 be received.

196/22 COMMITTEE ACTION PLAN

The Action Plan was received.

197/22 COUNCILLOR NEWS RELEVANT TO THIS COMMITTEE

Councillor Glass advised that he had laid a wreath on behalf of the parish council at the Remembrance Service held at All Saints Church, Fawley.

198/22 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

199/22 DEBTORS

RESOLVED: that

- a. the Aged Debtor list is received
- b. Councillors Alvey to contact debtor to advise that amount overdue is unacceptable and that Clerk has been instructed to take necessary action regarding ageing debt
- c. The Clerk be authorised to serve notice and to offer assistance to football club in developing new business model

200/22 SALARY REVIEW

RESOLVED that

the recommendations of the consultant regarding the consideration of Appeals are agreed.

201/22 STAFF RESTRUCTURE

The Clerk reported on the progress with the staffing restructure and the Assistant Clerk (Grounds and Maintenance) presented a report on the restructure and vacancies within the Grounds Team

RESOLVED that

the job description and person specifications for the Grounds Team Leader, and Events, Communication and Projects Officer, and the job description for the caretaker role be agreed

There being no further business the meeting closed at 8.13pm.

DATE OF NEXT MEETING 15 March 2023

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Chairman