

**MINUTES OF A MEETING OF THE FINANCE & ADMINISTRATION  
COMMITTEE HELD 1<sup>ST</sup> NOVEMBER 2016**

**Councillors Present:** Cllr. Ian Corben, Cllr. Jerry Hall, Cllr. Jim Mitchell, Cllr. Derek Pretty (Chairman), Cllr. Shankerlal Sthankiya, Cllr. Jane Welsh, Cllr. Chris Yates

**F734 Apologies**

Cllr. Margaret Allingham, Cllr. Keith House

**F735 To consider the Minutes of the meeting held 4 October 2016**

That the Minutes of the meeting held on 4 October 2016 be signed by the Chairman as a correct record.

**F736 Correspondence Received**

- a) ICO – Register of Data Controllers Renewal Z8736700 pursuant to the Freedom of Information Act 2000;
- b) E-mail received from Jason Tipler (Principal Transport Planner) seeking access to Bottom Copse adjacent to Woodhouse Lane to undertake environmental surveys. The work is associated with proposals for a Botley Bypass scheme. Members agreed with this request;
- c) Boundary Commission for England has published initial proposals for new parliamentary constituency boundaries in the South East region as part of the 2018 Boundary Review. In Hampshire, Portsmouth and Southampton, three of the 18 existing constituencies are unaltered, while a further four are altered only by the transfer of one ward.

**F737 Matters to be Resolved**

**Approve BACS Hedge End Town Council Expenditure for October 2016**

The Town Clerk reported on the latest bank balances and the financial position of the Town Council.

**RESOLVED**

That the Town Council approves the BACS Hedge End Town Council expenditure for October 2016

**Consider and approve cost of living increase of 1% backdated to April 2016**

**RESOLVED**

That the Town Council approves the cost of living increase of 1% backdated to April 2016.

**F738 To provide an update on public conveniences provision**

The Town Clerk advised members that the cleaning of the toilets has formally been transferred in-house and is being undertaken by a member of staff on a daily basis. The member of staff is being paid for 2 hours work per day. Cllr.

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Jane Welsh considered it appropriate that the member of staff concerned should be paid a one-off only special monetary award of £50.00 for having improved the public conveniences so well. Members unanimously agreed. Members also requested replacement toilet signs as part of the refurbishment.

**F739 To provide an update to proposed sewer replacement works on the Recreation Ground**

The Town Clerk reported that he has formally received the statutory 28 day Land Entry Notice of intended works at the Recreation Ground and he has taken receipt of the Land Entry Notice on behalf of the Charity Commission (as the Town Council are custodian trustees for the land) and this has been forwarded to them. It has also been confirmed that works will begin after Remembrance Sunday (13 November 2016) and will be 14 November 2016. Cappagh Browne will ensure that letters will be sent out to nearby residents to inform them about the works. Southern Water Services have confirmed that they will reinstate the grounds after the works are completed. Southern Water Services advised Cappagh Browne to take photographs before works commence and after the works finish. The Town Clerk has also sought assurances from Southern Water Services that the memorial stone and interment of ashes located on the Recreation Ground will be protected during works,

**F740 To discuss budget priorities and projects for 2017/2018**

The Town Clerk advised members that following a meeting with the Head Groundsman, a number of items arose from the meeting to be considered for inclusion in the budget.

- New Groundsman - £16,000
- Trailer Licence Training 2 x £750 - £1,500
- Trailer £4,000
- Excavator £15,000 or £8,000 HP
- Turnpike Way Refurbishment £75,000
- Tipper £25,000
- Paddling Pool Effects Replacement (priority) £10,000
- Rotary Deck for Yanmah £5,000

Members understood the wish list and the Chairman requested that this be an agenda item at the December meeting.

There being no further business to transact, the Chairman closed the meeting at 20.04 hours