

**MINUTES OF A MEETING OF THE FINANCE & ADMINISTRATION
COMMITTEE HELD 7TH FEBRUARY 2017**

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

F752 Apologies

Cllr. Margaret Allingham

F753 To consider the Minutes of the meeting held 3 January 2017

That the Minutes of the meeting held on 3 January 2017 be signed by the Chairman as a correct record.

F754 Correspondence Received

a) E-mail request from Heather Brindle (Bovis) suggesting that the three remaining areas at Dowd's Farm, which have been landscaped, should be maintained by HETC (on an employment basis) to maintain these areas on behalf of Bovis until handover has been effected with the Town Council and Eastleigh Borough Council. The monthly fee suggested by Bovis is £100.00. Members considered this request and felt that this was insufficient for the need and felt it was inappropriate.

F755 Matters to be Resolved

Approve BACS Hedge End Town Council Expenditure for January 2017

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

RESOLVED

That the Town Council approve the BACS Hedge End Town Council expenditure for January 2017

Approve Town Council provision of payroll management service for the QEII Activity Centre

The Chairman advised members that he and Cllr. Jerry Hall recently had a management meeting with Phil Oates. It transpires that from 1 April 2017, Eastleigh Borough Council will no longer be providing payroll management services to the QEII Activity Centre. The Town Clerk has had a meeting with Phil Oates and Cllr. Derek Pretty to explore the feasibility of the Town Council taking over the payroll management for the QEII Activity Centre from April 2017. The Town Clerk did not anticipate any difficulties in this respect other than agreeing an appropriate fee and a couple of hours in setting up the company. Members agreed that the fee should be £50 per month with a one-off set up-fee of £400.00.

RESOLVED

That the Town Council takes over payroll management for the QEII Activity Centre from April 2017 at a cost to them of £50 per month plus and a one-off fee of £400.00.

**PERSONNEL SUB-COMMITTEE
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F756 To provide an update to Youth Provision and future use of The Box

The Town Clerk advised members that he has had several meetings with Mary-Lou Litton and Steve Mann in connection with the future use of The Box. Apart from Monday evenings, The Box will be made available to the Town Council Tuesdays through to Fridays from approximately 4.00pm to 9.30pm. Wildern School is keen to ensure that work undertaken by the Town Council's youth team accords with their agenda. The Town Clerk has discussed this in some depth with the Youth Team Leader and Julia Birt. This, coupled with the role of the Youth Team Leader being responsible for delivering the Youth Development plan 2017-2021, will safeguard the future role.

There being no further business to transact, the Chairman closed the meeting at 19.35 hours.