

**MINUTES OF A MEETING OF THE FINANCE & ADMINISTRATION  
COMMITTEE HELD 5<sup>TH</sup> JUNE 2018**

**Councillors Present:** Cllr. Jerry Hall, Cllr. David Kinloch, Cllr. Jim Mitchell, Cllr. Cliff Morris, Cllr. Derek Pretty (Chairman), Cllr. Jane Welsh, Cllr. Chris Yates

**F819 Apologies**

Cllr. Ian Corben, Cllr. Keith House, Cllr. David Kinloch, Cllr. Shankerlal Sthankiya, Cllr. Ben Thomas

**F820 To consider the Minutes of the meeting held 3 April 2018**

That the Minutes of the meeting held on 3 April 2018 be signed by the Chairman as a true and correct record.

**F821 Correspondence**

- a) Hedge End Carnival Committee request for £2,000 of funding to cover admission to the Carnival Gala Show as a result of a lack of volunteers. Members agreed that any payment to the Hedge End Carnival Committee should be on a pro rata percentage based on the number of volunteers that do actually attend the meeting using £2,000 as the base. The optimal number of volunteers required to ensure the operation runs smoothly is 12.
- b) Clerks & Councils Direct, May 2018, Issue 117;
- c) The Clerk – SLCC, Number 3, Volume 49. Noted.
- d) Esso – Southampton to London Pipeline Project dated 30 May 2018 advising of the preferred corridor selection, which is Option G. Noted.
- e) Hampshire Business dated June 2018. Noted.
- f) Hampshire County Council legal document advising of the intention to acquire land at Woodhouse Lane (Bottom Copse) via a Compulsory Purchase Order. In so doing, the Town Council is legally required under Section 5A of the Land Acquisition Act 1981 to mark the plan and indicate what is owned by the Town Council. The Town Clerk explained that this procedure is pursuant to meetings held to extend Woodhouse Lane as part of the construction of a new bypass. The northern section involves construction of a new single carriageway road and the western section involves the widening of Woodhouse Lane.

**F822 Matters to be Resolved**

**Approve BACS Hedge End Town Council Expenditure for April/May 2018**

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

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**RESOLVED**

That the Town Council approves the BACS Hedge End Town Council expenditure for April/May 2018

**Approve Annual Governance Statement 2017/2018 followed by the Accounting Statements 2017/2018 and unaudited Accounts for the year ended 31 March 2018**

The Town Clerk referred to the finance documents previously circulated and further tabled at this meeting and explained the accounts performance and main points. He explained that the Annual Internal Audit has not yet been undertaken due to leave arrangements for staff at Murray Mackintosh O'Brian (Internal Auditors). However, the remaining documents can be agreed with the exception of the internal audit. This can be resolved at the June Full Council meeting.

**RESOLVED**

That members unanimously approve the Annual Governance Statement 2017/2018 together with the Accounting Statements and Unaudited Accounts for the year ended 31 March 2018.

**Approve future arrangements for the Performing Arts Company storage**

The Town Clerk advised that a site visit took place with Cllr. Derek Pretty and the Operations Manager. It appears that every available storage space has been taken up with Performing Arts at HEYCA and this is not a situation long-term that can be sustained. Members considered that PAC need to formally advise the Town Clerk what storage they do actually require and what they should have with the potential to rationalise. Given that storage is much sought after, members agreed to delegate authority to the Town Clerk to determine future arrangements and defer for future discussion.

**F823 To Discuss future HEYCA refurbishment**

The Chairman explained the list of issues that require addressing at the HEYCA going forward. The essential matters requiring immediate attention were to ensure that the interior of the building meet all health and safety requirements with valid fire certificates, smoke alarms and in date fire extinguisher testing. Quotations need to be obtained to address the drainage and roof issues and thinning out the overgrown vegetation and trees around the building. Members agreed to delegate authority to the Town Clerk to progress matters urgently with the Operations Manager.

There being no further business to transact, the Chairman closed the meeting at 20.00 hours.