

**MINUTES OF A MEETING OF THE FINANCE & ADMINISTRATION
COMMITTEE HELD 2ND OCTOBER 2018**

Councillors Present: Cllr. Ian Corben, Cllr. Keith House, Cllr. Jim Mitchell, Cllr. Cliff Morris, Cllr. Derek Pretty (Chairman), Cllr. Jane Welsh

F830 Apologies

Cllr. Jerry Hall, Cllr. David Kinloch, Cllr. Shankerlal Sthankiya, Cllr. Ben Thomas, Cllr. Chris Yates

F831 To consider the Minutes of the meeting held 4 September 2018

That the Minutes of the meeting held on 4 September 2018 be signed by the Chairman as a true and correct record subject to a minor amendment.

F832 Correspondence

a) Hampshire Business, dated October 2018;

b) Clerks & Councils Direct, Issue 119 dated September 2018.

c) The Clerk Magazine, Volume 49, September 2018

d) Hampshire Business, September 2018;

e) Notification from Eastleigh Borough Council that they have reviewed the Medium Term budget strategy and that subject to approval, there will be a phased removal of the town/parish grant with a reduction of 1/3 in 2019/20, a further 1/3 in 2020/2021, reducing to nil in 2021/22. Noted,

F833 Matters to be Resolved

Approve BACS Hedge End Town Council Expenditure for September 2018

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 September 2018

Consider and Receive the Annual Audit Certificate for the accounts 31 March 2018 from PKF Littlejohn LLP

The Town Clerk advised members that he is in receipt of the completion of the limited assurance review for the year ended 31 March 2018 from PKF Littlejohn and it has been returned as an unqualified opinion.

RESOLVED

That the Annual Audit Certificate for the accounts year ended 31 March 2018 be accepted.

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F834 To discuss the Town Council future funding support of PCSOs

The Town Clerk advised that formal notice of termination needs to be submitted to Hampshire Constabulary if the Town Council wishes to pursue such a course of action. Members discussed this matter in some depth and the police conference meeting held in August was cited as an example where PS Matthew Moss stated that even if the Town Council were to withdraw funding, this would not impact on PCSO provision and such provision would continue regardless.

Members felt that funding would be better spent in investing in an enforcement officer for the HEWEB area with Eastleigh Borough Council if this is conceivable and can be seen through to fruition.

Members unanimously agreed to withdraw funding for all PCSOs with effect from the new financial year 2019/2020.

RESOLVED

That funding for all PCSOs be withdrawn with effect from the new financial year 2019/2020.

F835 To update on other HEYCA refurbishment developments

The Town Clerk provided a response on HEYCA progression as part of a report prepared by the Operation Manager. Drainage – Further to last months works pipework clearance has begun and additional survey works. A previously unknown Victorian soakaway has been discovered and is due for sludge removal. Various manholes have been discovered, some require maintenance to make safe. Part of the foul water from the building is currently feeding into the storm water drains so this requires re-routing so it enters the sewer. A gully clearance tanker to clear all the car park drains has been ordered and the soakaway which will lead to disruption of the car park for one day. Additional root cutting and pipe clearance is required to complete the drain survey in preparation for lining and patching works.

Tree work – Completed. Drainage contractor has advised that complete removal of shrub bed (between car park and building) would be highly beneficial due to significant and on-going damage to drains. Further shrubs and ivy will be removed over the coming months by the Groundstaff.

Roof/ Facia replacement – Botley roofing have been awarded the contract to repair the roof, fascias, side canopy and replace the rotten side door. Works are expected to commence within the month. The final paperwork to be supplied.

Kitchen - Extractor fan replacement to be carried out within the month. The Town Council is on target to complete drainage and roof works within 2018.

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Spring 2019 works and dependent on funds

- External pointing/ brick repair.
- Internal/ external decoration.
- Retrofit double glazing ventilation.
- Toilet renovation (DDA compliance)
- Kitchen renovation – assess current usage and future requirements.
- Cleaning of ceiling fans.
- Renovation/ repair of central dividing door

F836 Consider use of the Archive Room with IncuHive

The Town Clerk advised members that he had a meeting with the managing director of IncuHive, Steve Northam, as to the feasibility of converting the archive room into an IncuHive business opportunity. He advised members of the proposal received that day and the cost implications if this were to be pursued. Cllr. Jane Welsh advised that she has been approached with a possibility of using the archive room from a local business. Members requested that the exact footage of the archive room be obtained and to establish from asset management at Eastleigh Borough Council as to what the competitive rate is per square foot. Members agreed to DEFER this agenda item until the November finance and administration committee meeting.

F837 To consider the allocation of some or all of the money that was set aside for the Coltsfoot Pond project to the imminent Wildern Local Nature Reserve

The Town Clerk advised that the Operations Manager has been in discussion with the Chair of the recreation & amenities committee concerning the viability of re-directing the budget towards the Local Nature Reserve project given that Coltsfoot Close can be addressed in a 'gentler' way than suggested by the contractor. Members felt that provided Coltsfoot Close is addressed as a priority over the winter months, contributions from the £25,000 budget could be used towards the Local Nature Reserve.

There being no further business to transact, the Chairman closed the meeting at 20.23 hours.