

**MINUTES OF A MEETING OF THE FINANCE & ADMINISTRATION  
COMMITTEE HELD 4<sup>TH</sup> DECEMBER 2018**

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

**F847 Apologies**

Cllr. Keith House, Cllr. Cliff Morris

**F848 To consider the Minutes of the meeting held 6 November 2018**

That the Minutes of the meeting held on 6 November 2018 be signed by the Chairman as a true and correct record.

**F849 Correspondence**

a) The Clerk Magazine, Volume 49, Number 6 dated November 2018;

b) Hampshire Business dated November 2018;

c) Clerks & Councils Direct, Issue 120 dated November 2018;

d) Community Governance Review letter from Eastleigh Borough Council dated 16 November 2018. The letter advises that on the outcome of the boundary, warding arrangements and number of councillors within each parish area. The Town Council will receive a new ward entitled 'Dodwell' and one additional Town Councillor to represent this ward. Noted.

**F850 Matters to be Resolved**

**Approve BACS Hedge End Town Council Expenditure for November 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 November 2018

**F851 To discuss an outline draft budget 2019/2020**

The Town Clerk circulated an outline draft budget for 2019/2020 for discussion and to form a starting block for members to consider in January when the current Town Clerk will have retired. The Town Clerk pointed out that he is not in receipt of the finalised taxbase figures from Eastleigh Borough Council to evaluate average band D Council Tax. Members considered the draft budget in some depth. It was agreed that any further capital projects to be considered for inclusion in the 2019/2020 budget needs to be made as soon as possible.

**F852 Consider use of the Archive Room with IncuHive**

The Town Clerk advised members that he has received a redacted copy of a full proposal from another of IncuHive's upcoming sites due to open. Steven Northam (Creator & Director) has advised that if there is agreement for budget

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(approximately £20,000) being available, he can push forward to complete the full site document, financial modelling and so on to discuss making this project a reality. Members considered the paper and felt that this was not a venture that the Town Council wishes to pursue at this time. Members requested that the Town Clerk notify commercial agents that there is office space available for rental.

**F853 Consider Youth Partnership future funding arrangements**

The Chairman advised that a 'Task and Finish Group' has been set up by Eastleigh Borough Council and the HEWEB team to appraise youth provision in the HEWEB area, the Youth Partnership and youth delivery. Members agreed that any future funding by the Town Council in the budget needs to be ring-fenced pending the appraisal and recommendations.

**F854 All Members of the Public and Press are Requested to Leave the Meeting (Admissions to Meetings Act 1960)**

There being no members of the public or press present at this meeting, this was not enacted.

**F855 Exempt Business – Staffing Matters**

A prepared report by the Chair of the Personnel Sub-Committee, Cllr. Keith House, was tabled at this meeting.

**RESOLVED**

That members agree the recommendations in the Staffing Matters report therein, be RESOLVED.

The Chairman Proposed a vote of thanks to the retiring Town Clerk, unanimously agreed by members, for the valuable contribution he has made to the finance and administration committee over the past 16 years.

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