

**MINUTES OF A MEETING OF THE FINANCE & ADMINISTRATION
COMMITTEE HELD 5 March 2019**

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

F866 Apologies

Cllr Ben Thomas, Cllr Keith House will be late.

F867 Youth Provision

This item was brought forward on the agenda, with residents in attendance.

Cllr Pretty opened with a statement about the provision of youth in Hedge End and stated that it remains a priority for Hedge End Town Council and remains in the HEWEB plan. Despite communications last week there is the intent to provide generic youth and outreach including conversations about relocating the service to HEYCA. Everyone is sorry to see Donna leave and would wish her well. She has agreed to continue the Friday night project until Easter and to lead the Easter residential. The agenda item tonight was to deal with her resignation and find suitable alternative provision.

Cllr Jerry Hall would like noted that his e-mail is still broken and asked for an update on the situation as he has not been sighted on the recent communications.

A parent spoke about the reason Donna stated on her resignation in that her funding was only guaranteed for a further year. Cllr Pretty spoke about the potential to review but there is certainly a will to increase the provision in the area with outreach. Cllr Corben echoed this in that HETC intention was not for parents to be concerned as it was never the intention to stop this provision adding that as would be expected from the tax payers it would be remiss of the town council to not look at the value provided by what we offer.

Parents raised concerns that a key member of the staff will be lost and asked if councillors had visited the Friday night project. Cllr Pretty confirmed that the previous town clerk had visited the project and updates were provided on a regular basis to the Communities and Culture committee.

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Councillors wanted parents to be reassured that the Friday Night Project will continue with the hope to increase the provision with outreach. Councillors thanked the young man for his letter as it encapsulated the sentiments expressed by the group.

Cllr Keith House joined the meeting at 19:17

Councillors wanted to assure parents that Donna would be able to continue the project for the time that she wants to continue doing it.

A parent asked that when considering the new role could the age range be extended of the people that can attend the project. Twenty-one was not considered sufficient as the special education needs and disabilities code of practice goes to the age of 25. **RESOLVED:** That the age range should be increased, and the website amended.

Councillors heard from a member of the group where others in the group would like to stay where they are and are comfortable with that. Cllr Pretty confirmed that the group would be able to stay where they are for now. The group would like to have some trial sessions with the new potential leaders to see how they get on.

The residents left the meeting.

Cllr Pretty outlined the proposal for Donna to continue with the Friday Night Project leading up to the residential at Easter. Donna has offered 5 hours per week to manage and lead the Friday Night Project. **RESOLVED:** That this is confirmed formally with Donna. That the Town Clerk will then explore other options to bring back to the committee.

Councillors agreed that we would need to cease the Wednesday night activities as there isn't a suitable qualified leader to cover this session.

F868 To consider the Minutes of the meeting held 5 February 2019

That the Minutes of the meeting held on 5 February 2019 be signed by the Chairman as a true and correct record.

F869 Correspondence

Cllr Cliff Morris declared an interest in items 1 & 2.

Letter of instruction received from Paris Smith to act on behalf of HETC in the matters relating to the Deed of Dedication for Woodhouse Lane.

RESOLVED: Delegated to Town Clerk to sign on behalf of HETC.

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Amended draft Deed of Dedication relating to Woodhouse Lane.

RESOLVED: That the amendments to the Deed of Dedication and 10-year management plan be accepted.

Request from the Sea Scouts to use the referee facilities at the Norman Rodaway. Councillors discussed a future need for emergency lighting.

RESOLVED: Subject to a key agreement, upkeep and maintenance and having the appropriate public liability insurance.

F870 Matters to be Resolved

Approve BACS Hedge End Town Council Expenditure for February 2019

Cllr Pretty raised the following queries:

- A duplicate entry for Unitech – the town clerk confirmed this was duplicated
- North East Regional Employers – the town clerk confirmed this was for DBS Checks
- Minibus Rescue – the town clerk confirmed this was for the youth service minibus and councillors agreed the need for further discussion

RESOLVED: That the Town Council approves the BACS Hedge End Town Council Expenditure for February 2019.

Cllr Welsh asked about the boiler in 2000 Centre not working. The Town Clerk confirmed that the boiler was working, and the temperature was due to staff cover not following the same routine as the regular caretaker.

Cllr House requested that the clerk drafts a finance policy including payment terms for small providers and a scheme of delegation.

F871 HEYCA update

Cllr Pretty updated the committee on the current progress with the HEYCA building. Quotes are still being sought for the works including repairs and decorating. PAC have removed all their items in storage. There are still plans to remove the shrubbery that has caused issues with the drains.

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Cllr House spoke about the requirement to re-brand. The Old School was suggested.

PAC have asked for some storage facilities in the small room storage at the rear of the small room at £200 per annum. **RESOLVED:** That the group be offered use until September at a rate of £150.

Charges for the room hire were considered and it was felt that because of the current condition of the building that we should propose a £5 per hour room hire.

There being no further business to transact, the Chairman closed the meeting at 20:20 hours.