

**MINUTES OF A MEETING OF THE FINANCE & ADMINISTRATION
COMMITTEE HELD 6TH NOVEMBER 2018**

Councillors Present: Cllr. Ian Corben, Cllr. Jim Mitchell, Cllr. Cliff Morris (from 19.13 hours), Cllr. Derek Pretty (Chairman), Cllr. Jane Welsh

F838 Apologies

Cllr. Jerry Hall, Cllr. Keith House, Cllr. David Kinloch, Cllr. Shankerlal Sthankiya, Cllr. Chris Yates

F839 To consider the Minutes of the meeting held 2 October

That the Minutes of the meeting held on 2 October 2018 be signed by the Chairman as a true and correct record.

F840 Correspondence

a) Hampshire Business, dated October 2018;

b) Letter received from D B Sheath dated 25 October 2018 making a formal request to purchase a small piece of council land to the rear of his property at 40 Barfoot Road. Members discussed this in detail looking at appropriate mapping and boundaries. It was unanimously agreed that as a policy, the Town Council will not sell pockets of land owned by the Town Council for any reason to third parties and therefore this request was refused.

F841 Matters to be Resolved

Approve BACS Hedge End Town Council Expenditure for October 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 October 2018

F842 To update on HEYCA refurbishment works

The Town Clerk provided a response on HEYCA progression as part of a report prepared by the Operation Manager.

- Drainage – The car park drains, and the old Victorian catch pit have now been cleared of sludge and debris. The Town Council finally has a good picture of the repairs required. There are still several sections that have major root ingress, other than that it is lining and patching work. The system appears to be working and the Town Council has suffered no flooding during heavy down pours. Sand bags have been removed.
- Roof– Botley Roofing have been on site for several weeks now. Most of the missing tiles have been replaced and the valleys are progressing well. It is envisaged 2 - 3 more weeks provided that there are no major hiccups.

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- External decoration – In progress – over half the bargeboards and rafter ends have been repaired and repainted. Lower level works will be completed when the scaffolding has been removed. The Town Council is awaiting a final assessment on whether some of the bargeboards are repairable or will need to be replaced.
- Gutters – These have been cleared by the ground staff.
- Kitchen - Extractor fan has now been replaced. The Town Council is on target to complete roof works before the end 2018.
Next stage –
- Removal of stump and fixing of the block paving in the carpark by the building entrance.
- Installation of a stair hand rail, removal of one set of stairs and potential cladding of main stairs.
- Redecoration of internal main entrance/ porch.
- Begin tender for internal main hall works including high level cleaning, redecoration and toilet facilities.

Spring 2019 works and dependent on funds

- External pointing/ brick repair.
- Wooden floor repair and polish.
- Retrofit double glazing ventilation.
- Toilet renovation (DDA compliance)
- Kitchen renovation – assess current usage and future requirements.
- Renovation/ repair of central dividing door

F843 Consider use of the Archive Room with IncuHive

The Town Clerk advised members that he had a meeting with the owners of Printine and they were concerned as to the fact that the Archive Room does not have a shopfront and there would be no clear sign that they have re-located with a potentially poor footfall. Members requested that the Town Clerk request that IncuHive provide a formal report and to be discussed at the December finance meeting.

F844 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.

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**F845 Exempt Business – Matters for Resolution Personnel Sib-Committee
Meeting Recommendation Minute PS3 – 17 October 2018**

PS3 – Appointment of Town Clerk

RESOLVED

That the recommendations in the Chair of the Personnel Sub-Committee Committee paper (tabled at this meeting) be agreed.

F846 Exempt Business – Matter for Resolution – Staffing Matters

A prepared report by the Chair of the Personnel Sub-Committee, Cllr. Keith House, was tabled at this meeting covering details of the recruitment for the replacement of the Communications Officer and an additional appointment as a Media & Marketing Officer to start in January 2019. As this is a new post, it requires budget approval for the annual revenue cost plus employer costs.

RESOLVED

That members agree the proposals and the costs contained in the Staffing Matters report.

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