

Bursledon Parish Council

Minutes of the Council Meeting

Minutes of the of Bursledon Parish Council held on Wednesday 28 June 2023 at 7pm at the community library in Bursledon Parish Council.

Members of the Full Council in attendance: Councillors M Penn, M Garrett, S Holes, and J O'Sullivan.

Officers of the Council Present: Roland Potter (Parish Clerk)

Members of the Public: None

FC/23/023 Apologies for Absence

Apologies were received and accepted for Cllrs G Gill, K House. J Rich and K Whitlock

FC/23/024 Declarations of Interest

There were no declarations of interest.

FC/23/025 Minutes of the Full Council held on Wednesday 17 May 2023

The minutes of the Full Council held on Wednesday 17 May 2023 were received and accepted as a correct record and were signed by the Chair of the Council.

FC/23/023 Questions from the Public

There were no public present.

FC/23/024 Chair's Communications.

The Chair informed the meeting the local Guides unit had once again completed a litter pick in the Pilands Wood Open space.

FC/23/025 Approval of Contract for Lionheart Way Restoration Works

The Council were requested to confirm the awarding of a quote of £45,556.67 from Stonebury Ltd to undertake restoration works in Lionheart Ecology Park as recommended by the previous Council meeting when setting aside financial regulations to accept one quote.

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Signed..... Dated 27 September 2023

RESOLVED:

- **To confirm the awarding of the contract of £45,556.67**

FC/23/026 Recruitment and Selection Policy

The Council considered the adoption of a Recruitment and Selection Policy as recommended by the Staffing and Code of Conduct Committee.

RESOLVED:

- **To adopt the Recruitment and Selection Policy**

FC/23/027 Staffing of Council Offices

The Council considered a report containing a proposal to amend office opening hours over the summer period from 31 July to 29 August 2023, due to annual leave and staff shortages.

RESOLVED:

- **The Council Office will be open for public access Wednesday to Friday from 9:00am to 12:00am.**
- **The Council Office will be operated remotely on Tuesdays from 9:00am to 12:00am.**
- **The hours will be operated flexibly for appointments on the closed days if required.**
- **The library will continue to operate on a self-service basis during this period providing volunteers are available.**

FC/23/028 Schedule of Payments

Council received and noted the schedule of payments for 19 May 2023 and 20 June 2023.

RESOLVED:

- **That the payment schedules were correct and approved for 19 May 2023 and 20 June 2023.**

FC/23/029 **Budget Report on 31 May 2023**

The Council received the draft budget comparison report on 31 May 2023.

RESOLVED:

- **That the budget comparison report be accepted.**

FC/23/030 **To exclude the press and public and to consider exempt business.**

Under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) "that as publicity would be prejudicial to the public interest because of the Confidential nature of the business about to be transacted at Agenda Items 12 & 13 regarding the contractual sensitivity and personal nature it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting, and they are herewith instructed to withdraw.

RESOLVED:

- **That the press and public be excluded.**

FC/23/031 **Staffing**

The Council received a report of the Staffing and Code of Conduct Committee on staffing issues and pressures.

RESOLVED:

- **To note the position regarding current staffing levels and pressures over the next six months.**

FC/23/032 **Project Board Report**

Council received a report from the Project Manager and the Project Board on the proposed project for the renewal of the pavilion at Long Lane Recreation Ground. To consider options from the Project Board which are outside their delegated authority.

RESOLVED:

- **That the Project Board should proceed to the next part of the project with Options 2 and 2A.**
- **That the financial implications were noted.**

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FC/23/033 **Close of Meeting**

The meeting closed a 07:35pm.

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