



### **Midlands Estate**

HEWEB Financial report received detailing proposed developers contributions. This includes provision for the additional parking at Midlands Estate and will be discussed at HEWEB meeting on 12<sup>th</sup> March, 2018.

### **EBC Community Governance Review**

Further to discussion at the last meeting, the Clerk contacted EBC confirming WEPC has no objection, it was agreed that residents of the new development would feel part of Fair Oak rather than West End due to the geographical location of the site. WEPC would therefore support a boundary amendment to achieve this. WEPC would also wish to remain involved in discussions on the Chalcroft development to ensure that impacts from this development for West End are fully considered.

The Clerk advised the Committee there will be a formal consultation on this in the spring. Prior to this, EBC have suggested the Clerks and Chairperson from both WEPC and Fair Oak Councils meet to mutually agree new boundary.

## **187/18/PR GENERAL DATA PROTECTION REGULATION**

Clerk met with Absolute Technology to discuss the I.T. implications of GDPR for the Parish Council. The simplest and cheapest option to comply will be to resurrect the westend-pc.gov.uk e-mail addresses for Councillors set up in 2012 through the existing Server. The issue Councillors previously had logging on was that we had not purchased the ‘padlock’ certificate and a warning appeared each time you logged on. To purchase the ‘padlock’ would cost £400 per annum. The alternative recommendation is cloud based Microsoft Office 365 and easier to log on via ‘office.com’, but a licence for this would cost approximately £6.00 per user (i.e. per e-mail address) per month. 14 councillors and currently 8 e-mail address for staff = £132 per month; £1,584 per annum. Current Server will last another 3 – 4 years.

After discussion it was unanimously agreed to purchase the certificate for the existing server to provide secure .gov e-mail addresses for all West End Parish Councillors, which will comply with GDPR.

Ref. staffing - a form can be sent with a letter advising salary increase to be signed by each member of staff acknowledging/ accepting the personal information kept by the Council. This was discussed at the last Personnel meeting.

Data Protection Policy to be reviewed by this committee. No further advice from HALC to date but a lot of advice etc. on offer from various sources. WEPC need to carry out a data audit; simplify records; protect information by strong passwords etc., and communicate with staff, customers etc. to ensure they are aware of the data the council retains and the reason for this. To discuss further at next meeting.

**188/18/PR**     **REVIEW OF CHARGES FOR 2018/19**

The committee worked through the draft charges based on 2%, 3% and 5% increases previously circulated by the Clerk.

**Councillor Asman proposed and Councillor Turl seconded that the charges be increased by an average of 5%. The Committee agreed unanimously.**

The details of the revised charges are attached as **Appendix I** to these minutes.

**189/18/PR**     **CORRESPONDENCE REQUIRING DISCUSSION**

Two consultations received to be discussed:

**1. Hampshire Police and Crime Panel’s Proactive Scrutiny of ‘Hate Crime’**

A lengthy discussion was held. Councillor Asman commented that WEPC does not have enough practical experience in order to make comment on the consultation. Councillor Turl agreed and suggested to request this information from the local Police. Councillor Clarke said it was important that the Parish do respond in order that the Police & Crime Commissioner knows that the Council was unaware of this. The Clerk to prepare a response based on the following comments:

- No evidence of hate crime has been shared with WEPC
- WEPC is not aware of the current strategic approach to hate crime
- Police and Crime Commissioners have not engaged with Parish Council’s prior to the consultation
- As far as WEPC are aware, nothing happening to engage with victims of hate crime or support groups

**2. Local Government Ethical Standards – Call for Evidence**

It was agreed that the Council will to respond to this Consultation and the Chair, Vice Chair of the Council and the Clerk will prepare a draft response for discussion at the next meeting.

**3. Request received from PCSO Coppin for funding towards handbag chains to purchase a quantity of purse theft lanyards. She had provided estimated costs which would include the WEPC logo.**

A discussion was held, Councillor Asman commented if figures were available for the number of thefts in the area and Councillor Turl suggesting local shops such as Asda should sponsor the idea. It was unanimously agreed it would not be appropriate for the Parish Council to fund the handbag chains.

**190/18/PR     CORRESPONDENCE**

February update received from HALC was circulated to all Councillors.

**192/18/PR     PARISH CENTRE**

**1. Workshop**

Nothing new to report ref. boundary issues with HCC.

**2. Cafe**

The café takings to end January have been circulated. The Clerk and Café Supervisor are meeting with the Marketing Officer on a monthly basis.

As agreed at the last meeting, the new cash register has been ordered. Currently being programmed and due to be installed on Wednesday 7<sup>th</sup> March, 2018.

The Clerk discussed the option of closing the café on Saturday 31<sup>st</sup> March, 2018 – between Good Friday and Easter Monday; last year's sales figures were taken into consideration and it was unanimously agreed to close the café on this day.

**3. Parish Centre Maintenance**

Car park – An alternative quote has been obtained from Paul Froud to extend the soakaway drain at a cost of £1,110. This was discussed at the last Recreation & Environment meeting who recommended accepting this quote.

The car park gully repair has been carried out on Tuesday 23<sup>rd</sup> January, 2018 at a cost of £739.00. It was unanimously agreed to use money from the building maintenance budget.

Sports hall lighting requires upgrading. Quote to be obtained.

Replacement Guttering Quote Received:

Library/Office to strip existing gutter and replace with new ogee deep flow including down pipes and scaffold to high level £4,190 +VAT, plus £250 for skip hire.

The Clerk commented no budget has been set aside for the work, however consideration to vire amount from an alternative 'special project/reserve ie. Grounds equipment. £5,000 was put into special projects 2017/18 to add to reserve to purchase a new van; Council have now agreed to lease a van.

The Clerk advised the committee a previous quotation of £6,000 was received for the work. Councillor Turl commented it would be sensible to get the work done.

**Councillor Asman proposed and Councillor Goguel seconded to proceed with the replacement guttering at the Parish Centre at a cost of £4190. The Committee agreed unanimously.**

**4. Parish Centre Clock**

Agreed at last meeting to proceed with quotation received from ‘As Time Goes By’. Deputy Clerk has contacted EBC for advice on whether planning permission would be required to illuminate the clock – no response to date. The Clerk to contact EBC again copying in Borough Councillors.

**5. Parish Centre Car Park & Parking Issues in West End**

Planning application has been submitted for a staff car park. Additional information still required by EBC. However, WEPC don’t have the software to produce the type of drawings required. Agreed that staff will try and do a free hand drawing, if this is not acceptable to EBC, an architect will have to be employed.

**191/18/PR PROVISION OF NEW PUBLIC TOILETS IN WEST END**

Nothing further to report at this stage.

**193/18/PR FIRE STATION**

Wooden fence adjacent to residential properties has fallen down – previously fixed in the past as a good will gesture. The Clerk advised the committee the fence is not on our boundary and is rotten and needs replacing. Councillor Turl suggested to find out who is legally responsible for the fence. Deeds for the Fire Station to be requested from the solicitor.

**194/18/PR YOUTH FACILITY**

Quote received to replace fire doors in coffee lounge area. Can be funded from balance of tennis court reserve if Committee agree.

**Councillor Turl proposed and Councillor Goguel seconded to proceed with the replacement fire exit doors; funded from the balance of the tennis court reserve. The Committee agreed unanimously.**

**195/18/PR TOWNHILL FARM COMMUNITY CENTRE**

**General**

Lighting upgrades as reported to last meeting have been carried out at a cost of £2,125.

Quote received for required external works: to strip existing gutter and replace with new ogee deep flow including downpipes and scaffold to high level to include replacing damaged soffit to front 3 sections and clad triangle over entrance door in rosewood tongue and grooved upvc cladding at a cost of £3,180.00 +VAT plus £250.00 for skip hire for removal of old gutters and downpipes and any materials from site.

**Councillor Asman proposed and Councillor Goguel seconded to proceed with the replacement guttering at the Parish Centre. The Committee agreed unanimously.**

**Townhill Farm District Ltd.**

Car park barrier removed on Monday 26<sup>th</sup> February, 2018.

**196/18/PR HILLDENE COMMUNITY CENTRE**

Minutes of the meeting held on Tuesday 12<sup>th</sup> February, circulated to all Councillors. It was noted that the outstanding loan payment of £1,000 has been received.

Four representatives of HCA would like to attend the next P&R meeting in March to discuss the lease/management agreement. A draft management agreement to be available for this meeting.

**197/18/PR MONTHLY ACCOUNTS**

The Financial Statements and list of payments for January 2018 previously circulated to Councillors with agenda. The list of payments attached as **Appendix II** to these minutes.

**Expenditure over £500** (excluding salaries/pensions/NI/utility bills/rates etc) during January:

£515	Good Directions	Clock service/Interim repair
£832	Bridger Alarms	Alarm upgrade

Credit card payment: 2<sup>nd</sup> January £912.90 – café purchases £566.51; £3,191.67 – Christmas events 31<sup>st</sup> January. £521.08 – primarily café purchases £762.48

**Councillor Turl proposed and Councillor Goguel seconded that it be resolved that the financial statements for January be approved. The Committee agreed unanimously.**

Year End 2017/2018

Councillor Asman carried out the Internal Audit Review on Tuesday 27<sup>th</sup> February 2018. The Committee unanimously agreed to accept the review which was signed by the Chairman.

**198/18/PR**     **NEWSLETTER**

Admin staff are currently working on the next edition which needs to be with the printers by 5/6<sup>th</sup> March. Letters sent to traders asking for sponsorship – no responses this time.

13 applications received this year for community grants (participatory budgeting exercise). Only £2,000 allocated this year. A discussion was held regarding the allocation of the grants it was suggested for next year to have a maximum grant award for each application – this would make the process for allocating grants fair for each application. The Clerk asked Councillor Tennent if he could help fund some of the groups from his devolved budget from HCC. Councillor Tennent advised that no money is available until the next tranche open again in June, 2018 and the amount has been reduced to £5,000.

**199/18/PR**     **COUNCILLOR TRAINING**

Nothing new to report.

**200/18/PR**     **DATE OF NEXT MEETING**

Wednesday 28<sup>th</sup> March 2018 at 7.15 p.m..

**201/18/PR**     **EXEMPT BUSINESS**

**Pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, the Council resolve that the public and press be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.**

There was no exempt business to discuss.

The meeting closed at 9.15 p.m.

APPENDIX I TO MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING  
HELD ON WEDNESDAY 28<sup>TH</sup> FEBRUARY 2018

APPENDIX II TO MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING  
HELD ON WEDNESDAY 28<sup>TH</sup> FEBRUARY 2018