

St James Church
West End History Society
Scouting
Hilldene Centre Association
West End Copse
Volunteers at Youth Club
Carnival Association

These were very well received and enjoyed by all.

Parking at the Cricket World Cup Match on Monday 24th June

An unprecedented amount of complaints were received, via email, phone and visits to the parish office. These have been collated and a report will be compiled. Residents have been told that they can attend the next Full Parish meeting on 10th July 2019. A representative at Eastleigh Borough Council has been invited to attend and an invitation will be extended to the Operations Manager at the Ageas Bowl. Cllr Gomer has asked Eastleigh Borough Council for a report from the Ageas Bowl, with their perspective on what went wrong.

042/19/PR **CORRESPONDENCE**

1. Local Government Pension Scheme (LGPS) proposals. All Councillors were consulted about the proposed changes and unanimously agreed that the following response be sent:

To Pension Employer Services, Hampshire County Council

West End Parish Council does not support the proposals regarding changes to the way in which employers are grouped together for funding purposes in the Hampshire Pension Fund.

West End Parish Council is concerned that the parish council group membership would be too small to sustain itself. The other option to be stand-alone employer may be more beneficial providing the Council is intending to remain in the LGPS but membership is costly to employers and many parish & town councils probably chose cheaper schemes when auto enrolment was introduced, resulting in a drop in membership. West End Parish Council has encouraged younger members of staff to join the LGPS so will be making contributions into the scheme for many years, so would be concerned if the long term intention is to close the scheme to parish & town councils.

WEPC feels very strongly that parish and town councils are part of local government and there should be a group for all local councils. Parish & town councils should not be isolated and therefore making it less advantageous for them to stay in the scheme. Membership by parish and town councils should be encouraged as it strengthens the partnership between the tiers of local government, giving confidence to the smaller parish councils' employees that they are considered part of their local government.

2. Renewal of Photocopier lease. Councillors were asked to consider the following quotations received for the renewal of the Photocopier Lease. The current contract is with Annodata, at £615.92 per quarter:

- Quotation 1 - Annodata quoted £495.47 per quarter for an upgraded machine on a five year contract. This quote is based on actual usage, plus a separate lease charge. Annodata collect and recycle toner cartridges once 40+ have been collected.
- Quotation 2 - Abbey Office Solutions quoted £510 per quarter for a five year contract. This quote includes copies, but only for the first four years (based on current usage). There will be an additional charge for the fifth year. Abbey Office Solutions will collect used toner cartridges every time new ones are delivered.

Accumulating 40+ toner cartridges before recycling has storage implications for the Parish office. Some initiatives are in place to reduce the number of copies made. Given these considerations, Councillors unanimously agreed to go with Abbey Office Solutions.

043/19/PR CORRESPONDENCE to note (previously circulated to all Councillors)

1. The June Newsletter of the Hampshire Association of Local Councils will be circulated on 17th July.
2. The Street Pastors' Reports were forwarded to all Councillors.

044/19/PR REVIEW OF STANDING ORDERS

At the previous meeting on 22nd May 2019 Cllr MacDonald requested that some additional wording be added to the existing Standing Orders, to the effect that all Councillors should choose at least one Committee that they wish to be a part of. The Committee unanimously agreed to this suggestion. Following this, Councillors were asked to consider the following amendments (in bold) to the relevant sections of the Standing Orders:

Ref. being on at least one committee - Page 6 Section 2:

Following the election of the Chair of the Council and Vice-Chair of the Council at the Annual Meeting of the Council, the order of business shall be as follows:

- In an election year, delivery by Councillors of their Declarations of Acceptance of Office.
- Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
- Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
- Review of the terms of references for committees.

- Receipt of nominations to existing committees. ***Each councillor is required to serve on at least one of the committees.***
- Appointment of any new committees, confirmation of the terms of reference, the number of members and receipt of nominations to them.
- Review and adoption of appropriate Standing Orders and Financial Regulations.
- Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- Review of representation on or work with external bodies and arrangements for reporting on them.
- Review of inventory of land and assets including buildings and office equipment.
- Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- Review of the Council and employee membership of other bodies.
- Establishing or reviewing the Council’s complaints procedure.
- Establishing or reviewing the Council’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- Establishing or reviewing the Council’s policy for dealing with the press/media
- Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

Cllr Macdonald requested that the words “expected to serve on at least one of the committees” be changed to “required to serve on at least one of the committees.” Cllr Goguel asked that, if Councillors miss more than 3 meetings, they should give a reason (in addition to Apologies). Cllr Asman responded that it is a statutory requirement that action can only be taken if a Councillor misses more than 6 meetings.

Page 13 - Disorderly Conduct

- 1.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- 1.2 If, in the opinion of the Chair, there has been a breach of Standing Order 0 above, the Chair shall express that opinion. After the Chair’s announcement, any Councillor (including the Chair) may move to silence or exclude that person from the meeting, and then once seconded a vote taken without any discussion.
- 1.3 If disobeyed, the Chair may enforce a resolution made in accordance with Standing Order 0 above by taking any reasonable steps necessary, including the adjournment the meeting.
- 1.4 If an individual Councillor behaves in a disorderly way, the Chair may move to suspend that person or impose sanctions on that person, within legally accepted guidelines/legislation***

Terms of Reference of Personnel Committee

Dates and times of meeting

This Committee shall meet bi- monthly on the first Wednesday of the month

Membership

- Committee membership shall consist of up to 7 Councillors and 2 *ex-officio* Councillors
- ***Councillors should not sit on this Committee until they have been a councillor for over 12 months in order that they are familiar with members of staff and their roles***
- The quorate number for committee shall be 3 committee members
- The Chair of this committee cannot also be the Chair or vice-Chair of the Council, in order that the committee can fulfil its obligations under Standing Order.

The Members of the Committee agreed unanimously to include the amendments (in bold) above.

045/19/PR **PARISH CENTRE**

1. **Workshop**
Nothing new to report
2. **Car park**
A quote has been received for over £30,000, to carry out the works on the staff car park. Alternative quotes are being sought. Groundstaff undertaking some of the work is also being investigated. The Clerk will contact Eastleigh Borough Council so ask if they are able to offer any financial support for the works.
3. **Café**
The sales figures for May 2019 were previously sent to Councillors. The 5th Anniversary of the café on 31st May had a disappointing turn out, likely because it was during half term and very quiet in the Parish Centre. Cllr Bearder invited the Chief Executive of One Community to visit the Hatch Cafe to give advice and to share their experience of different models of running a cafe. The main suggestions to come out of the meeting were related to the location of the cafe within the Parish Centre and number of covers. They feel that the number of covers could be increased without the need for additional staff if there was enough room and funds to extend the cafe. Another suggestion was to operate an ice cream kiosk on Hatch Grange. The café has been opening early (8.00) to attract the footfall to the Cricket matches. Visitors to the café during this time were not as many as hoped but gave an increased awareness of the facility to visitors to West End. Signage was erected to show the increased opening hours.

Cllr Turl stated that most of the options given by the One Community meeting for potential cost savings have been explored before, including relocating the café and operating an ice cream stand or hatch. Cllr Gomer asked about the feasibility of putting the prices up. He felt that the café is currently of limited benefit to the community and the subsidising of food prices is not a good use of tax payers' money. Cllr Asman responded that many parish facilities are subsidised, including the sports facilities and the hall rentals. Cllr Turl reiterated the social benefits of the café, including keeping the elderly socially engaged and helping combat loneliness, both being hard to quantify but extremely important. Although major improvements have been made over the last five years, a continued drive for efficiency should be undertaken with the objective being to break even on costs. A review of the café is due to take place in the near future. Cllr Collett suggested that an article be placed in the next Newsletter to raise awareness of the café.

4. **Anti-Social Behaviour**

Nothing new to report

5. **Hall Hire debt**

A hirer of the hall at the Parish Centre has an outstanding account of £416.25, which equates to five months' hire charges. Continued use of the hall by the hirer was suspended in April 2019, following non-payment of the account. Councillors agreed unanimously that the hirer should be written to, stating that the matter was discussed at this meeting and that the intention is now to pursue the non-payment through the Small Claims court.

6. **Archiving**

Admin staff have set aside 5/6 August to clear out the mezzanine floor. A quote was received from a local company (see below) to undertake the shredding of confidential documents. There is a statutory requirement to retain 7 years of accounts and anything in addition to this that needs to be kept can be scanned and saved. Councillors were asked if they are happy that the shredding company take material offsite to shred. They agreed unanimously.

Quotation for Shredding & Recycling

<u>On/Off Site</u>	<u>Product Name</u>	<u>Description of material</u>	<u>Qty</u>	<u>Visits per annum</u>	<u>Min Visit charge</u>	<u>Qty Inc. in Min Visit charge</u>	<u>Cost for each extra item</u>
Off-site	Boxes	Confidential Paper	20	One Off	£80.00	20	£4.00
On-site	Boxes	Confidential Paper	20	One Off	£100.00	20	£5.00

All prices are quoted subject to VAT at the prevailing rate. The above charges include transport, shredding and recycling of the shredded material and full audit trail paperwork, including Certificate of Destruction. All of our collections are carried out by staff security vetted to **BS7858 Standard**, in satellite-tracked, secure vehicles. Both our On and Off site shredding services fully conform to the European Standard for Security Shredding – **BS EN 15713**, so you can have every confidence that your data will be handled in a safe and secure manner.

7. **Library**

The library manager emailed to report that Hampshire County Council (HCC) need to make cuts to staffing levels in the library, which may result in some issues related to single staffing. The library manager put forward the following proposals and asked that Councillors consider them at this meeting.

- Proposal 1. In order for the Tuesday staff member to have a lunch break (as required by law) the library would not be staffed between the hours of 1-2pm. Can any ‘fire evacuation’ incidences in that hour be covered by a designated Parish Centre staff member? (the library would remain open, with instructions to customers that they would use the self-service terminals or wait with a query until a staff member returns). If this is not feasible, other options would be closing for an hour, or recruiting someone to lunch cover.
- Proposal 2. Friday morning Rhymetime regularly attracts 40+ people into the library. Currently there are 2 staff members in at this time. HCC would like to single staff this session, giving the same lunchtime’ challenge (this time from 12-1pm) as explained in Proposal 1.

Councillors agreed unanimously that it is not feasible for café or parish staff to take responsibility for the library during library staff lunch breaks.

046/19/PR FIRE STATION

A form has been received from the Valuation Office Agency requesting updated details of use of the building. The Clerk is currently in the process of completing the form. Councillors were asked to note that there is the potential that this process might prompt a rate review. Regarding outstanding works, the replacement of the external Fire Exit is expected to cost £500. It was agreed at the last meeting that plastic be used for replacement windows. Quotes are being sought for this work. The Clerk will also speak to Eastleigh Borough Council regarding releasing Developers Contributions for this work. The replacement of the porch remain a priority. A local builder has been asked to visit and provide a quote.

047/19/PR YOUTH FACILITY

A quote has been received to re-furbish the girls’ toilet, at £6000. Alternative quotes are waiting to be received. The Clerk met with the pre-school operating on this site and agreed that the girls’ toilet is in dire need of refurbishment. The boys’ toilet can be painted and repairs carried out in house this year, with total refurbishment pushed back into next year’s budget. Available funds for this project total £4500. The Committee agreed unanimously to undertake the refurbishment of the girls’ toilet now, and delay the refurbishment of the Boys toilet until next year.

048/19/PR TOWNHILL FARM COMMUNITY CENTRE

General

Repairs to the roof have been carried out. There is an issue with blocked pipes in the male toilets. A quote of £532 has been received to undertake necessary repairs. The fire exit lights had recently failed a service check and were replaced at a cost of £765. The Centre was broken into overnight on Monday 10th June. Access was gained through the patio doors into the coffee lounge, then the window broken into the pre-school office area. Nothing was reported missing. The glass door panel was replaced at a cost of £280. The patio doors were repaired in house but a quote to replace these will be sought. A meeting with the Martial Arts group is still outstanding. Deputy Clerk will follow up on this.

Townhill Farm Ltd.

Cllr Goguel has still not received a reply from the landlord regarding the issue with the drains flooding. Cllr Asman suggested that it might be more effective to ask shop owners to raise the issue as a collective.

049/19/PR HILLDENE COMMUNITY CENTRE

The Management Agreement and covering letter were sent to the Chairman, but no meeting has taken place as yet. A second branch of the pine tree fell into car park recently. The tree surgeon has recommended that the Council now consider felling this tree. The Hilldene Community Association (HCA) are concerned about this particular tree. Although the tree had been surveyed, the tree surgeon was concerned that losing this second limb may have made it unstable. The tree surgeon has now inspected the tree and although deemed safe, the concerns of HCA are understood. The tree surgeon suggested three alternatives. 1. To pollard to match the height of the adjacent lime tree; 2. To remove to ground; 3. Pollard now and remove to ground next year (taking account of council's budget situation). The cost of Option 1 is £1400. For a similar amount the limbs can be removed and the stem kept. Exact costing for removing the tree have been requested. A faculty from the Diocese may be required as the tree is in the burial ground.

In reference to the car park, additional Developers Contributions were requested, to make up the shortfall. This was referred to HEWEB and approved at the meeting on 17th June. A sum of £1500 was granted.

050/19/PR MONTHLY ACCOUNTS

The Financial Statements and list of payments for May 2019 previously circulated to Councillors with agenda. The list of payments will form appendix to minutes.

Expenditure over £500 (excluding salaries/pensions/NI/utility bills/rates etc.) during May 2019:

Amount	Organisation	Details of payment
£522	Hampshire Flag Co.	New Bunting – Carnival Association gave grant towards this.
£1647	PHS Group	Sanitary disposal – various sites
£978	Absolute Technology	IT Support – annual antivirus
£2100	Ellis Whittam	Annual contract charge
£500	Complete Weed Control	Spring feed for Cutbush
£1975	P Froud	Overseed pitches at Cutbush
£926	Bishops Printers	May Newsletter

Credit card payments:

£2388 – primarily café purchases £2060; Vehicle tax - £252.

Cllr Gomer questioned the IT costs and suggested an investigation into potential cost savings. One suggestion might be to move to a system similar to Eastleigh (Office 365). Deputy Clerk will look into potential alternatives as part of an initiative to review all IT requirements.

VOTE TO ACCEPT ACCOUNTS

Proposed: Councillor Goguel

Seconded: Councillor Collett

In Favour: Unanimous

Year End Accounts to 31st March 2019. All agreed at Full Council. Clerk forwarded Annual return and all relevant paper work to External Auditor on 21st June. The Internal Auditor report was previously circulated to all Councillors and noted by the Committee.

Proposed: Councillor MacDonald

Seconded: Councillor Turl

In Favour: Unanimous

Regarding the re-valuation of all buildings, no specific quote has been sought for this but should be done this year. The cost could be distributed across the centres as a revenue expenditure, rather than an unbudgeted expenditure. The Committee were asked if they are happy to proceed with this work and all agreed unanimously.

051/19/PR UPDATE ON COUNCILLOR TRAINING PROGRAMME AND INDUCTION OF NEW COUNCILLORS

Councillor Collett will be attending the Chairing skills course on Wednesday 10th July. Councillor Coles attending on Wednesday 30th October. Cllrs Collett, Goguel, Price, Hellier, Hodgson and Asman will be attending the Planning Training on Monday 1st July. No additional training requests were made.

052/19/PR NEWSLETTER

The May edition of the Newsletter was delivered by Councillors, staff and members of Carnival Association. A distributor is being sought for the next edition. Councillors were asked when the next edition of the Newsletter should be produced. It was agreed that October 2019 should see the next edition so that Remembrance and Christmas details can be included.

053/19/PR DATE OF NEXT MEETING

The next meeting will take place on Wednesday 24th July 2019. This meeting will commence at 7:45 pm following the Unveiling of Public Art Ceremony at the Pavillions, Moorgreen.

There was no exempt business to discuss.

The meeting closed at 8.48 p.m.

**APPENDIX TO MINUTES OF THE POLICY & RESOURCES COMMITTEE
MEETING HELD ON WEDNESDAY 26th JUNE 2019**