



### **General Data Protection Regulations**

At the meeting of EDALC on 17<sup>th</sup> January, HALC gave a short presentation on the new regulations, which will be circulated with the minutes of that meeting to all Councillors in due course.

The Clerk referred to the issue of Parish Councillor e-mail addresses and would like to ask Absolute Technology for advice on this. It was agreed that the Clerk will liaise with Absolute and report back to the next meeting.

### **Age Concern Village Agents**

As agreed at the last meeting, the Clerk contacted Age Concern who forwarded posters to advertise this and an article will be included in the next Newsletter. Councillor Turl had spoken to Rev. Thomas Wharton regarding this initiative and he is happy to support this by raising awareness.

### **Midlands Estate – meeting with Residents**

Councillor Clarke reported on the meeting held with Midlands Estate residents to discuss several options put forward by EBC engineers to create additional parking spaces. The residents were very pleased with the option which would create an additional nine car parking spaces. Councillor Clarke confirmed that this option will now be put forward for consultation but that it will also require funding approval from HEWEB LAC.

### **Empowering Young Women Event – 6<sup>th</sup> March**

The Clerk reported that there some organisation issues with this event which will hopefully be resolved as soon as possible.

## **168/18/PR REVIEW OF POLICIES**

### **Review of Financial Regulations**

The Clerk had worked through the document and made small amendments; had checked through the Governance & Accountability for Smaller Authorities in England dated March 2017 and there are no fundamental changes to legislation since amendments to the Accounts & Audit Regulations in 2015.

The Clerk commented that a further amendment should be that this is reviewed annually. The Committee agreed unanimously. The amended Financial Regulations will be recommended for approval by full Council in February.

The Clerk also referred to the Internal Audit Review which needs to be carried before the end of the financial year. After discussion, it was agreed that the Treasurer and Clerk will agree a date for this and an invite sent to all Councillors.

**169/18/PR EASTLEIGH BOROUGH COUNCIL COMMUNITY GOVERNANCE REVIEW**

The Clerk had previously circulated an e-mail from Fair Oak Parish Council who have considered EBC's Community Governance Review of Parish wards and would like to consider incorporating all of the new development at Horton Heath (off Burnetts Lane) into the Fair Oak South ward, part of which is currently in West End North ward.

This was discussed at length. Councillor Clarke commented that consideration should be given to which parish the residents will feel part of. This will possibly be Fair Oak. Councillor Tennent stated that this request was expected from Fair Oak. Councillor Turl stated that it is important that West End Parish Council remain involved in discussions. Councillor Clarke confirmed that EBC set up the Horton Heath Development Committee which includes all West End and Fair Oak Borough Councillors to determine any planning applications for that site.

The Committee agreed that the Clerk respond to Fair Oak Parish Council stating that WEPC have no objection in principle but wish to remain involved in planning decisions.

**170/18/PR CORRESPONDENCE**

1. Letter received from BBC Children in Need – thank for £50 donation.

**171/18/PR PARISH CENTRE CAR PARK & PARKING ISSUES IN WEST END**

The Clerk reported that nothing further from EBC ref. the planning application for the car park at the rear of grounds store.

Nothing further to report from the meeting with the local business who had requested to use car parking spaces at the Fire Station. Councillor Turl referred to the meeting with traders to discuss parking issues in West End. It was agreed to look at dates and to liaise with EBC and HCC regarding ongoing feasibility study.

**172/18/PR PROVISION OF NEW PUBLIC TOILETS IN WEST END**

Nothing further to report at this stage.

**173/18/PR PARISH CENTRE**

1. **Workshop**  
Nothing new to report ref. boundary issues with HCC.

## **2. Cafe**

The café takings to end December were noted at the last meeting.

The Clerk and Café supervisor had met with the Marketing Officer to discuss themes for the coming year.

The Clerk referred to the decision last year when it was agreed to upgrade the cash register but this was deferred. The Clerk had met with the representative of Premier Cash Registers Ltd again who demonstrated two models – a Casio TE-2400 (at a price of £425) and the V-R200 system (at a price of £1,295), which was the previous preferred choice. The price includes, programming and training. The Company have also offered monthly payments terms. There followed a discussion on the options.

**Councillor Goguel proposed and Councillor Brown seconded that it be resolved that a new V-R200 cash register system be purchased from Premier Cash Registers Ltd at a cost of £1,295 plus VAT to be paid by ten instalments. The Committee agreed unanimously.**

## **3. Parish Centre Maintenance**

The Clerk reported that the gully of the centre drain in the Parish Centre car park had collapsed and this has been repaired at a cost of £739.

A quote has been received for £7350 to extend the drain further across Hatch Grange to ease the flooding in the park. Alternative quote being sought and consideration given as to whether this can be carried in house.

The pipework in the toilets in the foyer have silted up and there have been a couple of incidents of overflow flooding. The pipes are being replaced and angle of these pipes altered to help the water flow more freely at a cost of £364.

## **4. Intruder Alarm**

The intruder alarm was upgraded on 8<sup>th</sup> January. Unfortunately there was an issue on Saturday 13<sup>th</sup> when more than one zone was breached due to caretaker not using the correct fob, and the Police attended. A letter has now been received stating that police cover will not be maintained if they attend more than two calls per year which are not intruder incidents.

## **5. Parish Centre Clock**

As reported to the last meeting, the recent repair to the exterior clock was ineffective and WEPC were informed that the complete mechanism should be updated. Three quotes have been received which were circulated for Councillors' consideration. The Clerk stated that there was no specific budget for this and it would need to be taken from the Buildings Maintenance Budget.

It was noted that two of the options require physical annual maintenance when WEPC would need to provide a cherry picker or adequate internal scaffolding at a cost of approx. £450. The third option would not require annual maintenance as the device is self lubricating.

**Councillor Asman proposed and Councillor Brown seconded that it be resolved that the exterior clock on the Parish Centre be upgraded by As Time Goes By Ltd., at a cost of £2105, plus an additional £165 for a LED-illuminated skeleton clock face to be fitted. The Committee agreed unanimously.**

**174/18/PR FIRE STATION**

Nothing new to report.

**175/18/PR YOUTH FACILITY**

The Clerk reported that she, and the Youth Leader, had met with Little Gems to discuss concerns raised. One of the issues is the wooden external fire doors which open by the picnic tables. The opening bars on the doors are very loose and the pre-school children can open these easily. This is a safety issue and it was agreed to obtain quotes to replace these doors.

The other concern is the condition of the toilets which the Council are already aware of.

**156/18/PR TOWNHILL FARM COMMUNITY CENTRE**

**General**

Quote received to upgrade the lighting in the main hall, lobby, kitchen and toilets at a cost of £2125 which will be met from the THFCC reserve. Awaiting quote to replace guttering/soffits.

**Townhill Farm District Ltd.**

Nothing new to report.

**157/18/PR HILLDENE COMMUNITY CENTRE**

The minutes of the Hilldene Community Association held on 8<sup>th</sup> January were previously circulated. The Chairman referred to the proposed meeting with the Association to discuss a Management Agreement and asked the Clerk to contact them regarding this.

Councillor Goguel reported on forthcoming fund raising events at Hilldene : a Skittle evening on Saturday 17<sup>th</sup> February and an Evening with ex Southampton Football Players on Saturday 3<sup>rd</sup> March.

**178/18/PR**     **MONTHLY ACCOUNTS**

The Financial Statements and list of payments for December 2017 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 December :

£505	Spaldings	Replacement Stihl long reach strimmer
£500	Local History Soc.	Annual grant
£510	Treemenders	Tree work Ivy Lane
£1040	J Hartley	Cabling/installation - Christmas lights

Credit card payment: £1472.78 – café purchases £772.82; £374.41 – Christmas events

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

Year End 2017/2018

The Clerk reported that the paperwork has now been received from the new External Auditors.

**179/18/PR**     **NEWSLETTER**

The Clerk reported that she had now met with the representative from Think Worldwide Ltd. who was very embarrassed that the delivery of the newsletter was not completed within two weeks as was agreed and that several addresses did not receive it at all. Mr. Fitzgerald had checked with the deliverers and they confirmed that the deliveries were made. He has not yet invoiced the Parish Council and suggested that the fee be reduced by 50%.

He has asked that the Council consider giving him another chance to deliver the next edition within the agreed time.

There followed a lengthy discussion. Councillor Clarke commented that the contract was not met and there had been a reputational damage to the Council and he should only be offered an ex gratia payment.

Councillor Turl agreed with the Clerk's suggestion that no payment be made for the recent delivery until he had successfully completed the delivery of the next edition and the fee can then be negotiated. It was therefore agreed that Think Worldwide Ltd be given the opportunity to deliver the March edition of the newsletter within a two week period. It was also agreed that a note be included asking residents to contact the Parish Office if they do not receive the newsletter by a specified date.

Think Worldwide Ltd. had asked to advertise in the newsletter. As his business was not within West End, this request was declined.

As reported to the last meeting, a letter has been sent to local traders inviting them to bid for sponsorship of the Newsletter by Friday 16<sup>th</sup> February 2018.

**180/18/PR**     **COUNCILLOR TRAINING**

Nothing new to report.

**181/17/PR**     **DATE OF NEXT MEETING**

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

**162/17/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 8.45 p.m.

**APPENDIX TO MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING  
HELD ON WEDNESDAY 24<sup>TH</sup> JANUARY 2018**