

Review Of Standing Orders

Request from Personnel Committee that the number of members for Committee to be quorate be reduced from 4 to 3 and meetings to be held bi-monthly. This was agreed at Full Council on Wednesday 9th September, 2018.

Vacancies on Parish Council

Vacancies in Moorgreen Ward/St James' Ward/Allington Ward.

Six applications have now been received for the vacancies and circulated to all Councillors.

The Chairman outlined the procedure for the Selection meeting to be held during the next Full Parish meeting on Wednesday 10th October, 2018:

All applicants are to attend; and proposed they each have four minutes to speak individually without the other candidates present. The committee will then ask questions to the candidate. This will ensure fairness for each candidate. A secret ballot will follow and the candidates with the highest number of votes will be successful – the committee will not be using proportionate representation. The committee agreed unanimously.

Public Toilets

The Valuation Office Agency has recalculated the rateable value of the Parish Centre due to the installation of solar panels in 2013 - awaiting new figures. Once the Parish Centre's new rateable value has been calculated, they will provide the rateable value for the public toilets.

063/18/PR GENERAL DATA PROTECTION REGULATION

Administration staff are now ensuring all correspondence complies with regulations. The recent allotment tenancy agreements/invoices have been revised accordingly.

064/18/PR CORRESPONDENCE REQUIRING DISCUSSION

As previously discussed to invite Rev. Wharton to a Full Parish meeting; but with co-options in October; and it was too short notice to send an invitation for September; a framed Remembrance Day photo was sent along with a letter from the Chairman of the Council.

Email received from MENCAP, previously circulated to all Councillors requesting £500 from our 'Grant Aid' reserves. Councillor Turl requested figures on how much is in the current reserves before a decision is made.

Email received from Abbey Dance – hirers of the main hall for Ballet Sessions on Tuesday afternoons: Requesting permanently installed ballet barres in the main hall. After discussion it was agreed to store portable ballet barres in the Green Room behind the stage.

065/18/PR **CORRESPONDENCE**

1. Email from HALC reference Business Change Announcements – previously circulated to all Councillors.
2. Notification received that the MENCAP Flagship Art Club are holding their Annual Exhibition on Saturday, November 10th at the Cranbury Centre, Cranbury Road in Eastleigh. All Councillors and staff are invited to attend.
3. Community Governance Review – Letter previously circulated to all Councillors from Richard Ward confirming that EBC will be implementing the parish boundary changes. This will result in a reduction in the size of the Moorgreen parish ward with 60 electors moving to Fair Oak & Horton Heath Parish.

066/18/PR **PARISH CENTRE**

1. **Workshop**
Nothing new to report.
2. **Cafe**
The café takings to end of August have been circulated. The Deputy Clerk commented that the café sales have been very strong this financial year compared to last year. The Chairman requested to have income and expenditure figures available for the next meeting, in order to assess the progress of the café.
3. **Parish Centre Maintenance**
Still outstanding: Upgrade the sports hall lighting - £1,000; to replace the motor in the library door £1,050 – this was due to be replaced on the 12th September, however the Engineer discovered the motor was working – it was the distribution board that was faulty, quote received for £1,300 to carry out the repair. The Deputy Clerk is now obtaining quotes to replace the entire mechanism for comparison.
4. **Parish Centre Clock**
Experiencing issues with the clock face towards the car park. The Head Grounds man to meet ‘As Time Goes By’ on site, to discuss repairs.
5. **Parish Centre Car Park & Parking Issues in West End**
Staff Car Park – the Architect has now made detailed plans of the car parking area and will be submitting the planning application shortly.

Councillor MacDonald commented there are concerns that the Parish Centre car park is being used by Asda shoppers and suggested signs being placed at the entrance to the car park. Councillor Turl agreed that there are ongoing issues with non-users of the Parish Centre using the car park and suggested to have this as an Agenda item during November's Policy and Resource or Full Parish meetings, to ensure a 'concentrated session' to address these ongoing parking issues.

Councillor Asman proposed to add this item to November's Full Parish meeting so all Councillors have an opportunity to think about parking solutions for the Parish Centre car park; ideas would then be brought to January's Policy and Resources meeting for discussion. The committee agreed unanimously.

6. Night in the Library

Local Guide groups have requested a sleep-over in the library on Saturday 8th December in order to participate in a county wide event. The committee agreed unanimously with the request.

067/18/PR FIRE STATION

Quote received to replace windows:

- 6 downstairs windows to supply and fit – white uPVC double glazed windows with Georgian grill and toughened glass - £1,950 +VAT. Obtaining quotes to repair the roof. Developer's contributions' are available.
- 7 windows upstairs to supply and fit – white uPVC double glazed windows with Georgian grill and toughened glass - £2,500+VAT. Including all rubbish removed from site.

Request received from CFS to use the Fire Station rooms as an office space. The Chairman commented that although the request would be commercially viable there is a concern the Fire Station should be used for community and groups of West End. Councillor MacDonald noted nine groups would be displaced if both the upstairs and downstairs rooms were converted into office space. After a lengthy discussion it was agreed to consider offering the upstairs area only to CFS as there is only one user of this room.

068/18/PR YOUTH FACILITY

Work to accommodate the request from the pre-school as previously discussed, has been carried out.

Quotes to refurbish the toilets being sought, although there is no specific budget for this.

069/18/PR **TOWNHILL FARM COMMUNITY CENTRE**

General

As previously discussed, the windows require attention, possibly replaced; however on re-inspection the Head Groundsman has suggested to repaint them which can be done in-house. However the external domes do need to be painted by a contractor – awaiting quote.

There have been a couple of issues with the cleaning company and pre-school. The Clerk has had a meeting with both parties and hopefully resolved the issues.

Townhill Farm Ltd. – Nothing new to report.

070/18/PR **HILLDENE COMMUNITY CENTRE**

The Clerk attended the HCA meeting on Monday 10th September to provide an update and the Clerk has also been in contact with the Solicitors – no further correspondence to date.

Once the draft tenancy agreement is received, HCA would like a special meeting to discuss further.

071/18/PR **MONTHLY ACCOUNTS**

The Financial Statements and list of payments for July and August 2018 previously circulated to Councillors. The list of payments attached as an appendix to these minutes.

Expenditure over £500 (excluding salaries/pensions/NI/utility bills/rates etc) during July and August:

£814	M & S	Kohler Rotary Mower
£600	Think Worldwide	Newsletter – 2 deliveries
£554	E.B.C.	Trade Refuse
£716	Source Cleaning	Cleaning Supplies – 2 months
£1,430	Treemenders	Tree Works
£12,346	Came & Co.	Insurance

Credit card payment:

Two payments in July/August:

£933.32 – primarily café purchases £532; wetpour for play area £277;

£805 – primarily café purchases £533

Councillor Goguel proposed and Councillor MacDonald seconded that it be resolved that the financial statements for July and August be approved. The Committee agreed unanimously.

Year End 2017/2018

Conclusion of audit was completed on 21st September, 2018. Public notices are being displayed in notice boards. VAT partial exemption calculation carried out – de minimis limit of £7,500 not breached.

Year End 2017/18

Internal Auditor has completed audit for the first five months of this financial year.

072/18/PR **COUNCILLOR TRAINING**

Nothing new to report.

073/18/PR **NEWSLETTER**

Next edition in October – draft currently being work on for distribution towards the end of October. As agreed at the last meeting, Royal Mail Leaflet Distribution Service will be distributing these.

074/18/PR **DATE OF NEXT MEETING**

Wednesday 24th October 2018 at 7.15 p.m.

075/18/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 8.10 p.m.

APPENDIX I TO MINUTES OF THE POLICY & RESOURCES COMMITTEE
MEETING HELD ON WEDNESDAY 26TH SEPTEMBER 2018