

**WEST END PARISH COUNCIL**

**MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING  
HELD ON WEDNESDAY 22<sup>ND</sup> FEBRUARY 2017 AT 7.15 P.M.  
IN WEST END PARISH CENTRE, CHAPEL ROAD  
WEST END, SOUTHAMPTON**

**Present:** Councillors J Asman Chairman  
S Turl  
D Clarke  
J Goguel – left meeting at 7.50 p.m.

**In attendance:** Mrs L Cooke, Clerk to the Council

**Members of the public:** None present

**253/17/PR PUBLIC PARTICIPATION**

No members of the public present.

**254/17/PR DECLARATIONS OF INTERESTS**

**Members are invited to declare interests in relation to items of business on the agenda and the interest recorded under the relevant minute.**

None declared

**255/17/PR APOLOGIES**

Apologies were received and accepted from Councillors Bates, Brown, Mortimer and Tennent

**256/17/PR MINUTES OF THE POLICY & RESOURCES MEETING HELD ON 25<sup>TH</sup> JANUARY 2017**

The minutes of the Policy & Resources Committee meeting held on Wednesday 25<sup>th</sup> January 2017 were approved by full Council on 8<sup>th</sup> February 2017. The minutes were signed as a true record of events by the Chairman.

**257/17/PR MATTERS ARISING FROM MINUTES OF 4<sup>TH</sup> JANUARY 2017**

**VAT – Option to Tax Townhill Farm Community Centre**

The Clerk advised that all paperwork has been sent to HMRC regarding option to tax income at Townhill Farm Community Centre. Confirmation received from HMRC that this will take effect from 1<sup>st</sup> April 2017.

**258/17/PR TO ANNOUNCE VACANCY IN HATCH GRANGE WARD**

The Clerk reported that she has attempted to contact Mr. McCusker on several occasions to advise him that he would be disqualified as a Councillor if he failed to attend a meeting by mid February.

The Committee agreed unanimously that the vacancy in the Hatch Grange ward be advertised. It was noted that if an election is called, this can be held on the same day as the County elections on 4<sup>th</sup> May.

**259/17/PR REVIEW OF GENERAL RISK ASSESSMENT**

The Clerk had previously circulated by e-mail the updated general risk assessment. She confirmed that all other risk assessments are currently being updated by staff.

The Committee accepted the reviewed risk assessment.

**260/17/PR CORRESPONDENCE TO NOTE - previously circulated to all Councillors**

1. February Update received from HALC – previously circulated to Councillors

**261/17/PR PROVISION OF NEW PUBLIC TOILETS IN WEST END**

The Clerk had received pre-application advice from EBC regarding the proposed new public toilet facility. The principle of development in general is accepted subject to the proposed works being of an appropriate nature, scale and design in compliance with the relevant planning policies.

The Committee discussed the options forwarded by Danfo and agreed unanimously to proceed with planning application for a two toilet building at an estimated cost of £82,500.

The Clerk reported that the Deputy Clerk is in contact with Danfo to ascertain if they can prepare the plans etc. required for the planning application. Once the plans are prepared the Clerk will apply for full planning permission.

**262/17/PR PARISH CENTRE**

**1. Workshop**

Nothing to report on boundary issue with HCC although the Clerk will need to contact them regarding the installation of the public toilet.

**2. Cafe**

The Clerk reported that there is a lot of interest in the forthcoming evening events organised by the Café – Film Night on 17<sup>th</sup> March and the two music evenings on 21<sup>st</sup> April and 7<sup>th</sup> July (this has been changed due to a clash of bookings).

The Clerk also reported briefly on Saturday cover in the café.

**3. Working Party**

The Clerk had previously circulated the notes of the meeting of the Working Party on 8<sup>th</sup> February. One of the items raised was replacement lighting in the main hall. A quote for £1515 has been received to upgrade to LED lighting. The Committee agreed unanimously to accept this quotation.

The Clerk reported on a recent infestation of Harlequin Ladybirds in the main hall which has been cleared.

**4. Request from West End Patient Participation Group**

The request received from the West End PPG discussed at the meeting was misinterpreted as they are only asking to use the hall on one occasion and this will not therefore be an inaugural meeting. The Committee have already agreed that they will be offered a discount.

**263/17/PR FIRE STATION**

Nothing new to report.

**264/17/PR YOUTH FACILITY**

Youth Club accounts to end January previously circulated to Councillors were noted.

The Clerk commented that she is waiting for a quote to replace the cisterns in the toilets at the Youth Facility.

The Clerk reported on a meeting with Little Gems, Jimmy's After School Club and the Youth Leader regarding the additional hours required by Little Gems from Easter term. It is not option for the pre-school to stay open longer on a daily basis because of the After School Club. It was therefore agreed that the Mother & Toddler group run by the Youth Club on a Tuesday afternoon will meet in the Coffee Lounge area and Little Gems will be able to use the main hall. They have agreed to share resources during this session.

**Chartwell Youth Facility**

Nothing new to report

At this stage of the meeting Councillor Goguel became unwell and the meeting was postponed whilst he was taken home by Councillor Clarke. The meeting continued but was not quorate.

**265/17/PR TOWNHILL FARM COMMUNITY CENTRE**

**General**

The Clerk reported that she is waiting for a quote for replacement soffits/guttering/external painting and some internal work. This work to be scheduled for the six week summer holidays.

**Townhill Farm Ltd.**

Councillor Goguel had previously contacted Councillor Clarke regarding a request from Lindon Court for a dropped kerb for access to the shops.

**Childrens' Centre**

The Clerk has contacted HCC again regarding the outstanding payment from 4Children but there has been no response to date.

**266/17/PR HILLDENE COMMUNITY CENTRE**

Minutes of the meeting of the Hilldene Community Association held on 13<sup>th</sup> February previously circulated to all Councillors were noted

**267/17/PR MONTHLY ACCOUNTS**

Accounts for January 2017 were previously e-mailed to Councillors

The list of payments for January 2017 will form an appendix to these minutes.

**Expenditure over £500** (excluding salaries/pensions/NI/utility bills) during December

£525	Medigold	OH Assessment
£1664	Proludic	Play area equipment - repairs
£1030	Paul Reynolds	Internal Audit

Two credit card payments in January : £1509 – primarily café purchases £1094; Christmas events £337. £511 – primarily café purchases.

Councillors Clarke, Turl and Asman recommended that the accounts for January be approved. However, as the meeting was not quorate it was agreed that the bank reconciliation and list of payments for January 2017 would be signed by the Treasurer, Councillor Mrs. Asman, at the full Council meeting on 8<sup>th</sup> March 2017.

**268/17/PR REVIEW OF CHARGES FOR 2017/2018**

The Clerk had previously circulated a draft document regarding Review of Charges of facilities for 2017/2018. As this meeting was not quorate it was agreed that the Review of Charges will be on the agenda for full Council to consider on 8<sup>th</sup> March 2017.

**269/17/PR**     **NEWSLETTER**

February edition currently being circulated.

**270/17/PR**     **COUNCILLOR TRAINING**

Councillor MacDonald recently attended a VAT seminar.  
Councillors Asman and MacDonald are booked to attend a Planning Update on 2<sup>nd</sup> March.

**271/17/PR**     **DATE OF NEXT MEETING**

Wednesday 22<sup>nd</sup> March 2017 at 7.15 pm.

**272/17/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 8.25 p.m.

APPENDIX TO MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING  
HELD ON WEDNESDAY 22<sup>ND</sup> FEBRUARY 2017

(LIST OF PAYMENTS FOR JANUARY 2017)