

**WEST END PARISH COUNCIL**

**MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING  
HELD ON WEDNESDAY 25<sup>TH</sup> APRIL 2018 AT 7.15 P.M.  
IN WEST END PARISH CENTRE, CHAPEL ROAD  
WEST END, SOUTHAMPTON**

**Present: Councillors J Asman Chairman  
S Turl  
J Goguel  
R MacDonald**

**In attendance: Mrs L Cooke, Clerk  
Mr S Mockford, Deputy Clerk**

**001/18/PR PUBLIC PARTICIPATION**

No members of the public present

**002/18/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**

**003/18/PR APOLOGIES**

Apologies were received and accepted by Councillor Clarke and Tennent.

**004/18/PR MINUTES OF THE POLICY & RESOURCES MEETING HELD ON 28<sup>TH</sup> MARCH 2018**

The minutes of the Policy & Resources Committee meeting held on Wednesday 28<sup>th</sup> March 2018 were approved by full Council on 11<sup>th</sup> April 2018. The minutes were signed as a true record of events by the Chairman.

**005/18/PR MATTERS ARISING FROM MINUTES OF 28<sup>TH</sup> MARCH 2018**

**PCSO Agreement**

Councillor Turl was pleased to receive the police report at the Annual Parish Assembly and commented this would help aid communication to update residents.

**EBC Community Governance Review**

Further to discussion at the last meeting, the Clerk had contacted E.B.C. Democratic Services who is preparing a document for W.E.P.C. and Fair Oak outlining the proposed boundary changes for the Councils prior to the public consultation.

**Vacancy in Moorgreen Ward**

Co-option notice is now being advertised. Application forms to be returned by 16<sup>th</sup> July, 2018 and considered at July's P&R meeting.

A discussion was held around the current Councillor application forms and it was unanimously agreed to review at the next meeting.

**006/18/PR GENERAL DATA PROTECTION REGULATION**

Absolute Technology have now provided email addresses for Councillor and a guide to 'log-on' will be distributed to all Councillors.

Employees Handbook has now been updated and this includes a revised Data Protection Policy. Personnel Committee agreed to amend documents as recommended by Ellis Whittam.

Privacy notices on the website, booking forms etc., to be updated.

**007/18/PR CORRESPONDENCE REQUIRING DISCUSSION**

**Vacancy in St. James' Ward**

Following the resignation of Councillor Brown, vacancy notices have been placed on the website and notice boards. Returning Officer will advise after 11<sup>th</sup> May, 2018 if an election has been called.

**008/18/PR CORRESPONDENCE**

1. April update and Easter Message received from HALC were previously circulated to all Councillors.
2. New Standing Orders from NALC – to be referred to during next review of W.E.P.C. Standing Orders.
3. E-mail received from HALC advising that the Chief Executive has serious health problems.
4. E-mail received from Hampshire Police & Crime Panel – acknowledging WEPC response to the Hampshire Police and Crime Panel's request for evidence focussing on Hate Crime in the area.
5. E-mail received from WELHS and MENCAP, thanking the WEPC for the grant.

**009/18/PR    PARISH CENTRE**

**1. Workshop**

Nothing new to report ref. boundary issues with HCC.

**2. Cafe**

The café takings to end February have been circulated. Additional unit/worktop to be fitted week commencing 30<sup>th</sup> April, 2018 at a cost of £390. A request from café staff to also purchase 2 or 3 sets of fold up tables and chairs for outside at a cost of £94.00 each. After discussion this was agreed.

The Clerk reported the café will be using a new cake supplier whilst the current supplier is off on maternity leave; and is not due to return to work until the end of this year.

**3. Parish Centre Maintenance**

Car park – Paul Froud to extend the soakaway drain – scheduled beginning of May. The guttering has been replaced. Sports Hall lighting – needs upgrading to LED. Awaiting quote.

**4. Parish Centre Clock**

To be installed week commencing 7<sup>th</sup> May, 2018.

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

Quote received from Unsted Design to provide the additional drawing requested by E.B.C. Planning Officers - £475 +VAT. After discussion it was unanimously agreed to instruct the architect to proceed with the required drawings.

**010/18/PR    PROVISION OF NEW PUBLIC TOILETS IN WEST END**

The official opening has been postponed until after the Borough elections as the proposed date was during Purdah. After discussion it was unanimously agreed to officially open the toilets prior to June's Full Parish Council meeting.

Councillor Turl requested a cleaning checklist to be visible on the toilet wall – so members of the public are aware the toilets are cleaned on a regular basis.

Invoice from Danfo has been received £88,500 +VAT = £106,200 to pay by the end of April.

Snagging list to be dealt with on Friday 27<sup>th</sup> April.

**011/18/PR**     **FIRE STATION**

Hedge End Police station is undergoing refurbishment from 15<sup>th</sup> May, 2018 which will take approximately 4-6 months to complete. PC Steele has asked if they can use the Fire Station for admin. work during their shift. They may also use the reception area as previously discussed.

**012/18/PR**     **YOUTH FACILITY**

The Youth Club accounts have now been audited by Paul Reynolds.

New fire doors have been fitted in the coffee lounge, funded from the balance of the tennis court reserve. Toilets are to be refurbished, although there is no budget for this. £2,000 developers' contributions from the Moorgreen development is still outstanding. The Clerk to contact Julia Birt.

A discussion was held around tennis court bookings over the weekend, it was unanimously agreed for the email booking confirmation to include a statement authorising cars to park on front of the car park gates during weekend bookings.

**013/18/PR**     **TOWNHILL FARM COMMUNITY CENTRE**

**General**

The external works agreed at the last meeting will be carried out towards the end of April.

**Townhill Farm District Ltd.**

Nothing new to report.

**014/18/PR**     **HILLDENE COMMUNITY CENTRE**

Minutes of the meeting held on Monday 9<sup>th</sup> April had been previously circulated to all Councillors.

Hilldene Community Association have provided a copy of their constitution and the Clerk has requested a copy of their agreement with the pre-school. The agreement to be reviewed at the next meeting to allow Councillors time to read through existing agreement. The Chairman commented that the surrender of the lease may need to be registered with the Land Registry. The Clerk to check Land Registry records and seek legal advice on any other required formalities.

**015/18/PR**     **MONTHLY ACCOUNTS**

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

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

£602	Proludic	Play equipment repairs
£550	Treemenders	Tree work WE Copse/Hatch Grange
£1280	Treemenders	We Copse/Chartwell Green
£1844	WPS Ltd	Motor Insurance
£981	Bishops Printers	March Newsletter
£630	Rialtas	Software annual charge
£1929	DJ Scott	Ride on mowers annual service

Credit card payment: two payments in March: £758 – primarily café purchases; £1121 – primarily café purchases.

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

Year End 2017/2018

The financial statements for March will form the end of year figures.

General reserves have reduced and a summary of reserves have been updated and sent to Councillors. The Clerk commented the budget is limited and there will be minimal reserves next year.

**016/18/PR**     **COUNCILLOR TRAINING**

Councillor Goguel requested to attending Chairing Skills Training – booked for Wednesday 11<sup>th</sup> July, 2018.

**017/18/PR**     **NEWSLETTER**

Clerk meeting with the distributor on Monday 30<sup>th</sup> April, 2018.

A discussion was held regarding the distribution of the next Newsletter, it was unanimously agreed to be ready for distribution by mid-September.

**018/18/PR**     **DATE OF NEXT MEETING**

Wednesday 23<sup>rd</sup> May 2018 at 7.15 p.m..

**019/18/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 8.45 p.m.

APPENDIX I TO MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING Month No : 12  
HELD ON WEDNESDAY 25<sup>TH</sup> APRIL 2018

## Payments for Month 12

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
03/05/2017	C STAPLEY	17304	-25.00			2180 201	-25.00	C STAPLEY DEP REFUND
04/07/2017	D DIAKAKI	17350	-25.00			2180 201	-25.00	D DIAKAKI DEP REFUND
10/07/2017	A TONGE	17354	-25.00			2180 201	-25.00	A TONGE DEP REFUND
31/08/2017	R HARNETT	17390	-10.00			3977 309	-10.00	R HARNETT DEP REFUND
31/10/2017	A GOULD	17443	-25.00			2180 201	-25.00	A GOULD DEP REFUND
21/11/2017	C GIFFORD	-25	-25.00			2180 201	-25.00	C GIFFORD DEP REFUND
02/03/2018	TWCSM LTD	DDR	446.25			1310 103	446.25	TFCC SERVICE CHARGES 2017
02/03/2018	PROLUDIC	DDR	722.12		120.35	3216 302	601.77	PLAY EQUIPMENT REPAIRS
02/03/2018	TREEMENDERS	DDR	660.00		110.00	3260 302	550.00	TREE WORKS WE COPSE/H.GRANG
02/03/2018	MOON ROAST	DDR	90.50		1.30	2120 201	89.20	CAFE PURCHASE
02/03/2018	BUSINESS STREAM	DDR	70.18			3214 302	13.08	WATER CHARGE: HG
						3911 309	57.10	WATER CHARGE: ALLOT
02/03/2018	CFS LTD	DDR	2,026.15		337.69	1310 103	250.00	FLOOR CLEANER
						1108 101	615.80	CLEANING FEB 18 TFCC
						1108 101	62.52	CLEANING FEB 18 FS
						1108 101	709.64	CLEANING FEB 18 PC
						1310 103	50.50	CLEANING MATERIALS
02/03/2018	LLOYDS CREDIT CARD	DDR	1,141.91		20.98	1113 101	5.99	LLOYDS CREDIT CARD
						3212 302	242.50	LLOYDS CREDIT CARD
						3211 302	25.49	LLOYDS CREDIT CARD
						2120 201	846.95	LLOYDS CREDIT CARD
05/03/2018	J JANAWAY	DDR	89.80		14.97	2120 201	74.83	CAFE PURCHASE
05/03/2018	E BATES	17514	8.00			3977 309	8.00	E BATES ALLOT KEY REFUND
05/03/2018	HMRC	17515	5,591.41			515	5,591.41	PAYE/NI FEB 18
05/03/2018	HCC	17516	3,902.86			517	3,902.86	PENSIONS FEB 18
05/03/2018	RBL	17517	250.00			31110 311	250.00	RBL SILENT SOLDIER DONTIC
06/03/2018	A LAWRENCE	17518	100.00			101	100.00	A LAWRENCE DE REFUND
06/03/2018	LA SPAZIALE LTD	S/O	166.80		27.80	2120 201	139.00	COFFE MACHINE HIRE
07/03/2018	UK FUELS LTD	DDR	167.17		27.87	3213 302	139.30	FUEL A/C
08/03/2018	BUSINESS STREAM	DDR	416.06			1310 103	373.50	WATER CHARGE: TFCC

## CURRENT/INSTANT ACCESS ACCOUNT

For Month No : 12

## Payments for Month 12

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
						3111 301	42.56	WATER CHARGE! REC
08/03/2018	BIDFOOD	DDR	179.73		22.04	2120 201	157.69	CAFE PURCHASE
08/03/2018	ABSOLUTE	DDR	45.00		7.50	1159 101	37.50	IT SUPPORT
08/03/2018	ASSA ABLOY	DDR	228.01		38.00	2111 201	190.01	ROLLER DOOR SERVICE CONTRACT
08/03/2018	WPS LTD	DDR	1,844.23			110	1,844.23	MOTOR INSURAN
08/03/2018	DE LAGE LANDEN	DDR	335.40		55.90	1116 101	279.50	COPIER LEASE
08/03/2018	BIDFOOD	DDR	0.20			2120 201	0.20	CAFE PURCHASE
09/03/2018	O2	DDR	81.73		13.62	1112 101	68.11	MOBILE PHONE
12 /2018	PLUSNET	DDR	28.20		4.70	1112 101	23.50	ADSL LINE
12 /2018	GOCARDLESS	DDR	159.12		26.52	2120 201	132.60	CASIO TOUCH SCREEN TERMIN
13/03/2018	ONE COMMUNITY	17519	80.00			1263 102	80.00	COMMUNITY BUS FEB 18
13/03/2018	PETTY CASH	17520	200.00			202	200.00	PETTY CASH
15/03/2018	BRITISH GAS	DDR	918.16		153.02	3803 308	765.14	YC GAS
16/03/2018	S WILLIS	DDR	330.00			1106 101	330.00	YOUTH WORK CONSULTANT
16/03/2018	EBC	DDR	40.61		6.77	3111 301	11.28	EMPTY DOG BINS
						3214 302	11.28	EMPTY DOG BINS
						3411 304	5.64	EMPTY DOG BINS
						3311 303	5.64	EMPTY DOG BINS
16/03/2018	CLEANSING SERVICE GROUP	DDR	166.00			3111 301	166.00	SLUDGE DISPOS/
16/03/2018	RIALTAS LTD	DDR	756.00		126.00	1159 101	630.00	OMEGA SOFTWARE MAIN
16/03/2018	IRIS PAYROLL	DDR	407.60		67.93	1159 101	339.67	IRIS PAYROLL LICENCE
16/03/2018	BISHOP PRINTERS	DDR	981.00			1123 101	981.00	NEWSLETTER
16 /2018	BIDFOOD	DDR	176.76		11.88	2120 201	164.88	CAFE PURCHASE
16 /2018	PROGIENE LTD	DDR	514.77		85.80	2111 201	428.97	CLEANING MATERIALS
16/03/2018	BRITISH GAS	DDR	2,493.51		357.23	3710 307	466.76	GAS FS
						2112 201	1,669.52	GAS PC
16/03/2018	MOLE COUNTRYSTORES	DDR	34.67		5.78	3911 309	28.89	STAKE SHIELDS/WIRE
16/03/2018	TRADE UK	DDR	245.21		40.88	3710 307	8.33	B&Q MATERIALS
						3216 302	2.60	B&Q MATERIALS
						3111 301	15.83	B&Q MATERIALS
						3211 302	40.90	B&Q MATERIALS
						1310 103	51.46	B&Q MATERIALS
						2111 201	85.21	B&Q MATERIALS
16/03/2018	PLUSNET	DDR	12.99		2.16	1112 101	10.83	ADSL LINE
18/03/2018	WORLDPAY	DDR	40.65		2.30	1120 101	38.35	WORLDPAY CHARGES
19/03/2018	MAR SALARIES	DDR	5,315.51			1101 101	5,315.51	MAR SALARIES
19/03/2018	MAR SALARIES	DDR	15,355.63			1101 101	15,355.63	MAR SALARIES
19/03/2018	PLUSNET	DDR	22.00		3.67	1112 101	18.33	ADSL LINE
20/03/2018	SOUTHERN COMMUNICATIONS	DDR	57.92		9.65	1112 101	48.27	TELEPHONE

## CURRENT/INSTANT ACCESS ACCOUNT

For Month No : 12

## Payments for Month 12

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
21/03/2018	C PARNELL	17521	25.00			101	25.00	C PARNELL DEP REFUND
21/03/2018	A LOMBARDI	17522	25.00			101	25.00	A LOMBARDI DEP REFUND
21/03/2018	C HIGGINS	17523	25.00			101	25.00	C HIGGINS DEP REFUND
21/03/2018	M JAMES	17524	25.00			101	25.00	M JAMES DEP REFUND
21/03/2018	R PURKISS-PRATT	17525	25.00			101	25.00	R PURKISS-PRATT DEP REFUND
23/03/2018	FIRECARE LTD	DDR	96.00		16.00	3803 308	80.00	FIRE ALARM SERVICE
23/03/2018	JACK HARTLEY	DDR	294.00		49.00	2111 201	80.00	ELECTRICAL REPAIRS
						3803 308	75.00	ELECTRICAL REPAIRS
						3710 307	90.00	ELECTRICAL REPAIRS
23/03/2018	BIDFOOD	DDR	92.27		6.87	2120 201	85.40	CAFE PURCHASE
23/03/2018	A CUFFLEY	DDR	378.00		63.00	3710 307	315.00	HEATING REPAIRS/THERM
23/03/2018	MOONROAST LTD	DDR	82.50		6.50	2120 201	76.00	CAFE PURCHASE
26/03/2018	ANGEL SPRINGS	DDR	52.84		8.81	1160 101	44.03	WATER COOLER
28/03/2018	HCC	17526	3,920.05			517	3,920.05	PENSIONS MAR 1
28/03/2018	HMRC	17527	5,516.83			515	5,516.83	PAYE/NI MAR 18
28/03/2018	S HAYES	17528	325.00			110	325.00	REM DAY BAND 1 DEPOSIT
28/03/2018	CANCELLED CHQ	17529	0.00				0.00	
28/03/2018	LLOYDS BANK	DDR	27.42			1120 101	27.42	BANK CHARGES
29/03/2018	PROGIENE LTD	DDR	416.78		69.46	2111 201	347.32	CLEANING MATERIALS
29/03/2018	TREEMENDERS	DDR	1,536.00		256.00	31112 311	-1,280.00	TREE WORKS CHARTWELL/WE COPSE
						348	1,280.00	TREE WORKS CHARTWELL/WE COPSE
						31111 311	1,280.00	TREE WORKS CHARTWELL/WE COPSE
29/03/2018	DJ SCOTT	DDR	2,315.12		385.84	3215 302	1,929.28	NEW HOLLAND REPAIRS
29/03/2018	P REYNOLDS	DDR	425.00			1170 101	425.00	INTERNAL AUDIT 17/18
29/03/2018	EBC	DDR	40.61		6.77	3411 304	5.64	EMPTY DOG BINS
						3511 305	5.64	EMPTY DOG BINS
						3111 301	11.28	EMPTY DOG BINS
						3214 302	11.28	EMPTY DOG BINS
29/03/2018	SPALDINGS	DDR	412.31		68.72	3211 302	343.59	EQUIPMENT REPAIRS
29/03/2018	PVC BUILDING SUPPLIES	DDR	22.00		3.67	3911 309	18.33	PLUMBING FITTING
29/03/2018	CFS LTD	DDR	2,276.97		379.49	1108 101	62.52	CLEANING MAR 1 FS



Date: 18/04/2018

West End Parish Council

Page No: 1358

Time: 11:51

Cash Book 1

User : DCW

CURRENT/INSTANT ACCESS ACCOUNT

For Month No : 12

Payments for Month 12

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
						1108 101	644.16	CLEANING MAR 1 PC
						3111 301	325.00	CUTBUSH KEY HOLDING
						1108 101	250.00	FLOOR CLEANER HIRE
						1108 101	615.80	CLEANING MAR 1 TFCC
29/03/2018	ABSOLUTE TECH LTD	DDR	90.00		15.00	1159 101	75.00	IT SUPPORT
31/03/2018	LLOYDS C/CARD	DDR	788.21		30.20	31110 311	55.69	LLOYDS C/CARD
						3211 302	39.83	LLOYDS C/CARD
						2111 201	9.25	LLOYDS C/CARD
						2120 201	653.24	LLOYDS C/CARD
<b>Total Payments for Month</b>			<b>65,997.73</b>	<b>0.00</b>	<b>3,067.64</b>		<b>62,930.09</b>	
<b>Balance Carried Fwd</b>			<b>158,874.44</b>					
<b>Cash Book Totals</b>			<b>224,872.17</b>	<b>0.00</b>	<b>3,067.64</b>		<b>221,804.53</b>	

*Janice D Asoman*

*25th April 2018*