

agreed that the Co-option will be on the agenda of the June Parish Council meeting.

Tree/boundary issue at Cutbush Lane

The Clerk reported that Southampton City Council have carried out the emergency tree works at Cutbush Lane and intend to invoice WEPC for £600. The Committee agreed unanimously that this is not paid until the legal responsibility for this land is established. The Clerk has asked SCC to ascertain this.

Recommendations from Recreation & Environment Committee

The Clerk updated Councillors regarding the attack on the cattle on 14th May 2017. The Police are intending to prosecute the owner of the dog responsible. It was agreed that the Parish Council will pay the vet's bill for this.

With reference to the refurbishment of the tennis courts, the work will start week commencing 19th June 2017.

024/17/PR REVIEW OF POLICIES

Publication Scheme

Discussion on review of this was deferred from the last meeting. The Clerk reported that she had read through and made some amendments. The Committee agreed unanimously that the Clerk amend the document and circulate to all councillors.

Standing Orders

The Chairman asked all Councillors to read through Standing Orders prior to the next meeting and report if there are any necessary amendments for the Committee to consider.

Councillor Brown enquired whether WEPC had any plans to develop a Neighbourhood Plan. Councillor Clarke responded that WEPC had considered this before but it had been agreed that there were so few gaps in West End to protect, that the Council had decided not to produce a Neighbourhood Plan, which can't prevent any development.

025/17/PR CORRESPONDENCE

1. May Update received from HALC – circulated to Councillors.

2. E-mail from HALC advising that they are now offering a new Specialist VAT and Finance Advisory Service.

026/17/PR PROVISION OF NEW PUBLIC TOILETS IN WEST END

Danfo have now provided EBC with the additional information required for the planning application.

027/17/PR PARISH CENTRE

1. Workshop

The Clerk has not yet contacted HCC

2. Cafe

The Clerk reported that the coffee machine lease expires this month and now looking at alternatives. Discussions on going regarding new cooker etc.

Councillor Brown asked if it would be possible for the Committee to be given up to date accounts for the Hatch Café – in the same way as the accounts for the youth club are provided each month. After discussion, it was unanimously agreed that the Clerk will forward monthly accounts for the Café to members of the Committee.

3. Library

The Clerk reported that the new boiler in the Library will be fitted week commencing 5th June 2017.

4. Working Party

Further to the recent meetings of the Working Party, the Clerk, Deputy Clerk and Head Groundsman had looked through the various estimates received for the upgrade to the main hall. Their recommendation is for Councillors to consider moving forward with the following works during August, which can be achieved within the budget available.

- a) Extend storage area at rear of hall (for a cost of £8,000 which includes £2500 pc sum for partition doors)
 - Reduce size of window
 - Remove existing wall to storage area
 - Fit dividing partition across rear area
- b) Replace vinyl flooring around hall (for a cost of £3900 + additional £1500 if floor needs new compound/levelling once old flooring is removed)
- c) Dispose of curtains and fit black out blinds to 5 no. windows (retain stage curtains) and fit electric awning over patio area (£2,400)

- d) Complete redecoration of hall – ceiling, steel beams; walls, doors, re-staining of stage/stage front (£3,000)

Groundstaff will carry out some other tasks in house – e.g. fitting window locks and winders; removal of bar.

There followed a discussion.

Councillor Asman proposed and Councillor Clarke seconded that it be resolved that works to upgrade the main hall be undertaken as outlined above at the Clerk's discretion. The Committee agreed unanimously.

Other works identified to be costed

- Car park – pre-application advice being sought ref. car park at rear of workshop
- Outside patio area of main hall
- Steps to play area / gravel pathway need upgrading – to include handrail
- Replacement guttering

Councillor Bates referred to the steps to the play area and requested that a sign be erected 'Caution – Uneven Steps'. He also suggested that a sign be put up in the play area advertising the Café. Councillor Turl agreed and had asked for this to be done on a previous occasion.

The Committee agreed unanimously to both signs being erected.

028/17/PR FIRE STATION

Nothing new to report

029/17/PR YOUTH FACILITY

Youth Club accounts to end April previously circulated to Councillors were noted. Awaiting quote to replace toilet cisterns, although the toilets now require a full refurbishment. The Clerk commented that provision will need to be made in next year's budget for this.

030/17/PR TOWNHILL FARM COMMUNITY CENTRE

General

Works as agreed at the last meeting to be carried out during the six week summer holidays.

Townhill Farm Ltd.

The Clerk reported that Linden Court are not able to contribute towards the cost of the dropped kerb. Councillor Clarke stated that this will now be fully funded by HEWEB. Councillor Goguel thanked Councillor Clarke and HEWEB on behalf of the residents of Linden Court.

Noah's Ark Pre-School Licence Agreement

The Clerk informed the Committee that the Licence with Noah's Ark expires on 30th June and she needs to arrange meeting with them. Councillors Asman and Goguel expressed an interest in attending this meeting.

After discussion, it was agreed that the Clerk will set up a meeting and advise all councillors of the time and venue to enable them to attend if they can.

031/17/PR HILLDENE COMMUNITY CENTRE

Minutes of the meeting of the Hilldene Community Association held on 22nd May previously circulated to all Councillors were noted. Councillor Goguel had attended the meeting as WEPC's representative and reported that Hilldene Community Association have requested assistance from the groundstaff to spray the car park area with weed killer.

032/17/PR MONTHLY ACCOUNTS

The Financial Statements for April were previously circulated to Councillors. The list of payments will form an appendix to the minutes

Expenditure over £500 (excluding salaries/pensions/NI/utility bills) during April:

£6000	Treemenders	Tree works on Hatch Grange
£3244	Public Works Loan Board	Loan repayment
£535	Absolute Technology	Anti virus for computers

Card payment in April - £687. Primarily café purchases.

Councillor Turl proposed and Councillor Clarke seconded that it be resolved that the financial statements for April be approved. The Committee agreed unanimously.

Year End

The Clerk had previously circulated the year end financial reports received and stated that these need to be approved by full Council at the June Parish Council meeting, along with Annual Governance Statement. The exercise of public rights commences on 19 June for a period of 30 working days – and will end on 28th

July. The Clerk is currently completing all paperwork for submission to the External Auditor by 24th July

A letter had been received from the Internal Auditor detailing work carried out during the year end internal audit and it was noted that there are no formal recommendations for the Council to deal with.

The Clerk also commented that the Review of the Internal Audit has not yet been carried out for this year's accounts. Councillor Turl expressed interest in undertaking this and agreed to liaise with the Clerk on a convenient date/time.

It was proposed by Councillor Asman and seconded by Councillor Bates that it be recommended to full Councillor to accept the Annual Governance Statement and Accounting Statements to 31st March 2017. The Committee agreed unanimously.

033/17/PR NEWSLETTER

The Clerk reported that the current edition is being delivered this week.

034/17/PR COUNCILLOR TRAINING

The Clerk reported that Councillors Asman and Goguel, the Deputy Clerk and herself will be attending the Conference on the Code of Conduct on 14th June.

035/17/PR DATE OF NEXT MEETING

Wednesday 28th June 2017 at 7.15 pm.

036/17/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 8.05 p.m.

APPENDIX TO MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING
HELD ON WEDNESDAY 24TH MAY 2017

DRAFT