

**WEST END PARISH COUNCIL**

**MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING  
HELD ON WEDNESDAY 28<sup>TH</sup> JUNE 2017 AT 7.15 P.M.  
IN WEST END PARISH CENTRE, CHAPEL ROAD  
WEST END, SOUTHAMPTON**

<b>Present:</b>	<b>Councillors</b>	<b>Chairman</b>
	J Asman	
	S Turl	
	J Goguel	
	P Brown	

**In attendance:**                   **Mr S Mockford, Deputy Clerk**

**060/17/PR      PUBLIC PARTICIPATION**

No members of the public present

**061/17/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

**062/17/PR      APOLOGIES**

Apologies were received and accepted from Councillors Clarke, Bates and Tennent.

The Clerk had also given apologies.

**063/17/PR      MINUTES OF THE POLICY & RESOURCES MEETING HELD ON 28<sup>TH</sup> JUNE 2017**

The minutes of the Policy & Resources Committee meeting held on Wednesday 28<sup>th</sup> June 2017 were approved by full Council on 12<sup>th</sup> July 2017. The minutes were signed as a true record of events by the Chairman.

**064/17/PR      MATTERS ARISING FROM MINUTES OF 28<sup>TH</sup> JUNE 2017**

**Tree/boundary issue at Cutbush Lane**

The Deputy Clerk had tabled e-mail correspondence with Southampton City Council. SCC are intending to invoice WEPC for £600 for the tree works carried out at Cutbush Lane but the Clerk has asked that the legal responsibility for this land is determined before payment made.

Councillor Asman advised the committee the deeds are kept with the Parish Council's solicitor and it would be appropriate to requested copies of the deeds so they can be inspected. The committee unanimously agreed.

**065/17/PR    REVIEW OF POLICIES**

**Standing Orders**

It was noted that at the last meeting no amendments to Standing Orders had been suggested by Councillors and it was agreed that the WEPC Code of Conduct will be reviewed when the HALC draft Code is available.

**066/17/PR    CORRESPONDENCE REQUIRING DISCUSSION**

1. The Clerk had previously forwarded an e-mail regarding Hampshire County Council 'Serving Hampshire' consultation.

Councillor Turl commented that all Councillors should complete this consultation individually. It was agreed for the Deputy Clerk to email the link to all Councillors, members of staff and to add to the Parish Council website and Facebook pages to encourage members of the public to complete.

2. Public Art Trail – as mentioned at the last meeting. Councillors have been asked to revisit the heritage trail. This has also been discussed at the Planning & Highways and Recreation & Environment meetings. A discussion was held, Councillor Asman commented that apart from Councillor Brown, all present committee members have had an opportunity to discuss and make recommendations for the trail. Councillor Brown was happy to put forward existing proposals.

**067/17/PR    CORRESPONDENCE**

1. July Update received from HALC – previously circulated to Councillors.
2. Letter from DCK Accounting ref. VAT Partial Exemption Calculations 2016-2017. Clerk has forwarded information as requested. Cost will be £195.
3. E-mail from HALC ref. 'The Voice of the Councillor' – previously circulated to all Councillors.

**068/17/PR    INSURANCE RENEWAL**

The Clerk had previously circulated an e-mail received from Came & Co. Insurance Brokers detailing three alternative quotes for renewal of WEPC All risks insurance which is due on 25<sup>th</sup> September:

- Axa Inspire £12,447.08
- Hiscocks £13,586.91
- Ecclesiastical £13,542.36

Came & Co. provided an insurance comparison sheet which highlighted the different benefits of the three policies. The Chairman commented the policies were very similar and it was agreed the recommended Axa Inspire policy represented best value.

**Councillor Goguel proposed and Councillor Brown seconded that it be resolved that the insurance renewal quote received from Axa Insurance for a sum of £12,447.08 be accepted. The Committee agreed unanimously.**

**069/17/PR      PROVISION OF NEW PUBLIC TOILETS IN WEST END**

The Deputy Clerk updated the Committee on the planning application. There has been an error in submitting the planning application to Eastleigh Borough Council, after consultation a decision is expected within eight weeks. The committee requested the Deputy Clerk to contact the Local Area Co-Ordinator to try and speed up the process, as the initial application should have been submitted back in May.

**070/17/PR      PARISH CENTRE**

**1. Workshop**

The Clerk has not yet contacted HCC

**2. Cafe**

The Café Accounts to end June were previously circulated to Councillors.

The Deputy Clerk tabled copies of more detailed payments/income for the café as requested at the last meeting by Councillor Brown.

Councillor Turl commented that the café should be in a position to provide more detailed figures regarding its profit and loss from September as previously discussed, now the staffing issues have been addressed. Councillor Brown commented that the new till system should help. (Providing back office information on sales and merchandise control).

**3. Library**

The Deputy Clerk reported on the Library's Summer Reading Challenge and a trail around Hatch Grange which the Groundstaff have organised. The Café will provide a 'reward' for a completed form when it is returned.

#### **4. Working Party**

With reference to the refurbishment of the main hall, the Deputy Clerk reported that he had met up with the builder and the painting contractor. The works are due to commence on Monday 31<sup>st</sup> July 2017.

Samples for the blinds were tabled for the Councillors' consideration and 'Papaya' was chosen as the preferred colour. Samples for the flooring and bi-fold doors were not available. Councillor Turl requested the Deputy Clerk arrange a meeting with the builder for Friday afternoon and to have samples available, so a decision can be made.

#### **5. Parking issues at the Parish Centre**

The Deputy Clerk has sought pre-application advice from EBC for a staff car park at the rear of the grounds workshop. No response to date.

At the last meeting, it was agreed that members of the Committee give some thought to suggestions on how to regulate/manage the car park and report to September's meeting.

A discussion was held and the Chairman requested to add Parking Issues to September's agenda so a thorough discussion can be held; and for the committee to think about ideas on how to best regulate/manage the car park and bring ideas to the meeting.

#### **071/17/PR      FIRE STATION**

Nothing new to report

#### **072/17/PR      YOUTH FACILITY**

Youth Club accounts to end June previously circulated to Councillors were noted. Following the recent audit of the accounts, amendments have made to the layout of the accounts.

#### **073/17/PR      TOWNHILL FARM COMMUNITY CENTRE**

##### **General**

Currently seeking quotes for outstanding works.

##### **Townhill Farm District Ltd.**

The dropped kerb outside Lincoln Court has now been installed. Tarmac work to be completed.

**Noah's Ark Pre-School Licence Agreement**

Noah's Ark licence agreed expired on 30<sup>th</sup> June. The Clerk met with them on Friday 21<sup>st</sup> July to discuss the renewal of the licence. The pre-school is fully booked for next year but still do not know the funding rate for the 30 hour offer. They would like to continue using the office space and agreed to pay £375 per month until December 2017; increasing to £500 per month from January 2018.

**Councillor Brown proposed and Councillor Asman seconded that it be resolved to renew the licence agreement for Noah's Ark. The Committee agreed unanimously.**

**074/17/PR      HILLDENE COMMUNITY CENTRE**

Minutes of the meeting of the Hilldene Community Association held on 17<sup>th</sup> July previously circulated to all Councillors were noted.

**075/17/PR      MONTHLY ACCOUNTS**

The Financial Statements for June 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 June:**

£602	Progiene	Cleaning materials
£740	PHS	Sanitary equipment annual charge – P. Centre
£786	PHS	Sanitary equipment annual charge - THFCC
£1170	Fire Care	Fire alarm/emergency light upgrades – THFCC
£556	Fleet Line Markers	White line paint for football pitches
£1683	A Cuffley	New boiler for library
£2100	Ellis Whittam	HR Support contract

No credit card payments in June.

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

**Year End**

All required documentation has now been forwarded to the External Auditor.

**076/17/PR    NEWSLETTER**

The Clerk had previously circulated an e-mail from an alternative distribution company for Councillors' consideration.

A discussion was held regarding the quotation from an alternative distributor. Councillor Turl commented that although the quote was more expensive, the service would be more reliable.

Councillor Turl suggested to offer them the opportunity to distribute the Newsletter. It was unanimously agreed to trial the new distributor.

**077/17/PR    COUNCILLOR TRAINING**

Nothing new to report.

**078/17/PR    DATE OF NEXT MEETING**

Wednesday 27<sup>th</sup> September 2017 at 7.15 pm.

**079/17/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 8.30 p.m.

**APPENDIX TO MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING  
HELD ON WEDNESDAY 26<sup>TH</sup> JULY 2017**