



### **Ellis Whittam Presentation**

A summary of the presentation by Ellis Whittam at the last full Council meeting was circulated to all Councillors. Councillor Turl commented it was a very positive discussion and the representative was prepared to answer detailed questions. Councillor Tennent agreed and was pleased that they are prepared to attend once a year to update the Council.

The Ellis Whittam contract is due for renewal in May and further discussion will be held when the renewal documents are received. The Clerk has received a quote from an alternative provider which can be considered in due course.

It was agreed that the Clerk should log her usage of Ellis Whittam.

### **240/17/PR REVIEW OF GRANTS AWARDS POLICY**

During this year's budget process, it was suggested that grants should only be considered once a year through the participatory budgeting exercise. The current policy states that grants will also be considered by the Policy & Resources Committee at the September meeting. The Clerk had previously circulated the current policy to Councillors for their consideration.

After discussion, the Committee agreed that there should be another opportunity to apply for a grant as there could be a very worthy cause for a local group who missed the opportunity to apply for a community grant under the participatory budgeting exercise. There followed a discussion on grants available and that the Parish Council should also signpost local groups to grants available through Hampshire County Council.

**Councillor Asman proposed and Councillor Tennent seconded that it be resolved that the WEPC Grant Awards Policy remain unchanged. The Committee agreed unanimously.**

### **241/17/PR CORRESPONDENCE TO NOTE - previously circulated to all Councillors**

1. January Update received from HALC – previously circulated to Councillors on 5<sup>th</sup> January
2. Notification of HALC Annual Conference to be held on Wednesday 22<sup>nd</sup> March. Cost per person £75.00. Councillors to advise Clerk if they wish to attend.
3. Notification received from Hampshire Pension Fund ref. contribution rates for 2017/2018 onwards. The increase in contribution rates was noted.

**242/17/PR PROVISION OF NEW PUBLIC TOILETS IN WEST END**

The Clerk has not yet received pre-application advice from EBC regarding location of the proposed toilets. She reported on a meeting with the contractor, Danfo, who advised that they are no longer trading with the manufacturer they had previously recommended to the Council due to maintenance issues. They have now provided quotations for two options from their Tetragon systems. This system is slightly more expensive but the Company can guarantee the back up and maintenance required. A further discussion was held with Danfo on the size of the facility required and they recommend either a one toilet building at a total cost including all site works, cladding and a sedum roof, of £71,100; or a two toilet building for total cost of £82,500. These are budget figures which may change once the final specification is agreed.

The Committee noted the figures quoted but agreed to discuss further when re-application advice received from EBC Planning Officers.

**243/17/PR PARISH CENTRE**

**1. Workshop**

Nothing to report

**2. Cafe**

The Clerk tabled quotes received for a new cash register system for the Café. The Committee discussed and considered the options.

**Councillor Turl proposed and Councillor Goguel seconded that it be resolved that a new cash till system (Casio – V-R100 System) for a sum of £1,295 be purchased in the new financial year. The Committee agreed unanimously.**

The Clerk outlined some of the proposed forthcoming evening events organised by the Café – two music evenings on 21<sup>st</sup> April and 30<sup>th</sup> June. The Café Manager has also discussed a Film Curry Night with Southampton Camera Club and waiting to hear back from them. They are also hoping to set up a Supper Club later in the year. A Lunch Club is being piloted on 2<sup>nd</sup> February.

The Committee were pleased with the events being planned and suggested that the Film evenings should be held in the Main Hall, rather than the Café area.

**3. Working Party**

After discussion, it was agreed that the initial meeting of the Parish Centre Working Party will be held at 6.30 p.m. on Wednesday 11<sup>th</sup> February 2017, prior to the full Council meeting. The Clerk will advise all councillors.

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

The Clerk reported that representatives from the West End PPG have asked if the Parish Council would be prepared to offer a preferential rate to them for hall

rental. The Committee discussed this at length and agreed that this would set a precedent. However, the Committee agreed unanimously that they be offered a discount for their inaugural meeting.

**244/17/PR**     **FIRE STATION**  
Nothing new to report.

**245/17/PR**     **YOUTH FACILITY**  
Youth Club accounts to end December previously circulated to Councillors were noted.

Chartwell Youth Facility  
Nothing new to report

**246/17/PR**     **TOWNHILL FARM COMMUNITY CENTRE**

**General**  
Noah's Ark are now using the office area as per Licence with the Council.

**Townhill Farm Ltd.**  
The Clerk reported that she had contacted Park Lane Ltd. following the complaints raised at the last meeting. Councillor Goguel has also made contact with them. Some of the concerns raised have been resolved.

**Childrens' Centre**  
The Clerk has contacted HCC regarding the outstanding payment from 4Children but there has no response to date. The solicitor has returned the original underlease dated 23<sup>rd</sup> February 2009 to the Council.

**247/17/PR**     **HILLDENE COMMUNITY CENTRE**

Minutes of the meeting of the Hilldene Community Association held on 11<sup>th</sup> January previously circulated to all Councillors were noted

**248/17/PR**     **MONTHLY ACCOUNTS**

Accounts for December 2016 were previously e-mailed to Councillors  
The list of payments for December 2016 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

The Clerk commented that three cheques raised by the Council had been mislaid in the post recently and she asked if Councillors are happy that payments are made by BACS in preference. The list of payments would be approved by Councillors prior to the BACS being made. The Clerk also commented that the Financial Regulations would not need to be amended as provision for BACS payment is already included. The Committee agreed unanimously that BACS payment be used whenever possible.

Credit card payment in December : £1303 – primarily café purchases £971; Christmas events £244.

**Councillor Goguel proposed and Councillor Turl seconded that it be resolved that the accounts for November be approved. The Committee agreed unanimously.**

The accounts and list of payments for December 2016 were duly signed by the Treasurer, Cllr Asman.

**Internal Audit**

The Clerk reported that the Internal Auditor has completed the half year audit.

**249/17/PR NEWSLETTER**

The next edition is due for circulation from 20<sup>th</sup> February. There are 10 local groups and organisations who have applied for a Community Grant which will be summarised in the newsletter together with a voting form. Grants will be awarded at the Annual Parish Assembly on 29<sup>th</sup> March.

The Clerk commented that the printing company often question the quality of the photographs taken by the Parish Council. Councillor Tennent stated that the quality from an i-pad and i-phone, owned by the Council, should give good quality photographs.

**250/17/PR COUNCILLOR TRAINING**

Councillor Brown had expressed an interest in attending the Social Media training event at HALC but unfortunately the current session is fully booked. Councillor Brown is on the waiting list.

**251/17/PR DATE OF NEXT MEETING**

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

**252/17/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 8.55 p.m.

APPENDIX TO MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING  
HELD ON WEDNESDAY 25<sup>TH</sup> JANUARY 2017

(LIST OF PAYMENTS FOR DECEMBER 2016)