

4. Our local PCSO came into the office to provide an update on activities in West End and how to report incidents. They also asked to advertise for volunteers for Speedwatch in the next Newsletter.
5. Telephone call received from Mountbatten Hospice, requesting a contribution of £135 towards the costs to print an A4 calendar, directly benefitting the hospice. We would be able to put the Hatch Café or West End Parish Council as official sponsors.

Councillors wanted to know a bit more about how many calendars Mountbatten Hospice were intend on printing. However, they unanimously agreed that they would be happy for the contribution to be paid using the Hatch Café marking budget and for the Hatch Café to be the sponsors.

111/22/PR VACANCY NOTICE

We currently have two councillor vacancies. The vacancy in the Telegraph Woods ward is still open for applications. None have been received to date.

The vacancy for the Chartwell ward was open for requests for a by-election. The closing date for this is Wednesday 23rd February.

112/22/PR STANDING ORDERS

- Councillors were asked to agree on a voting system, either a show of hands or a ballot paper.

After a lengthy discussion, Councillor Gomer proposed, and Councillor Hellier seconded that all voting would be undertaken by a show of hands so as to be more transparent. The committee agreed unanimously.

- Councillors were advised of the forthcoming discussion due to be held at the next Planning & Highways meeting whereby the suggestion will be made to reduce the number of Planning & Highways meetings to one a month on a trial period.

Councillor Price proposed and Councillor Hellier seconded that the recommendation be made to Full Parish that standing orders be amended to now have one Planning & Highways meeting on the 1st Tuesday of every month on a 6-month trial basis. The committee agreed unanimously.

113/22/PR HEALTH AND SAFETY HANDBOOK

An email was received from Councillor Price regarding the protocol in the event of a red weather warning. Currently we do not have anything formal in place, therefore, a draft storm guidance document which could be placed on our website and social media channels for future red weather events has been created and was shown to Councillors.

Councillor Turl advised this information may have been covered in the Community Resilience Plan and advised to speak with Councillor Asman regarding this as she may have been involved when it was put together.

Councillors also discussed the protocol for staff and Parish Grounds in the event of a red weather warning. It was determined that all gates to open spaces and facilities should be closed to deter people from entering open spaces or wooded areas where there would be an increased risk. The office staff would continue to work but from home and the Grounds Team would be on hand to help out with any issues resulting from the bad weather around the Parish such as fallen trees on Parish land.

114/22/PR THE PARISH CENTRE

1. Workshop - Nothing new to report

2. Parish Centre

- Since the library roof was repaired, there has not been any obvious water damage from the roof. The Head Groundsman will continue to monitor the situation.
- Following an attempted break-in to the workshop, Councillors were asked to discuss the option of contracting a company to respond to alarm activations at the Parish Centre as this is currently managed by the Parish Staff and there are concerns around their safety with incidents such as this.

Councillors agreed that having a professional company who have experience in managing these situations to deal with this would be the best course of action. As we currently have a company that provide this service for the Cutbush Lane football facility, Councillors recommended contacting them to see if this their service could be extended to cover the Parish Centre.

- It was also raised that the CCTV at the Parish Centre is over 20 years old, and we currently have no camera overlooking the Workshop.

Councillors agreed to the Clerk obtaining quotes to get this changed and recommended contacting the company that provided the new CCTV recently to the YoutHouse.

- Risk assessments have been reviewed. We will be introducing a traffic light system risk assessment in the next financial year.
- Risk assessments for each site were completed in January 2022 and will be sent to all councillors.

3. Staff Car Park – Nothing new to report

4. **Café**

- The year-to-date sales figures have previously been circulated to all Councillors.
- The Head Groundsman and Café Manager will be testing the main hall trollies to store the outside tables and chairs.
- The Café Manager has asked if we can purchase new chairs for the inside seating area as we have had to throw away a couple of chairs away due to general wear and tear. The chairs chosen are £30 each and the café require 20 of these at a total cost of £600.

Councillors liked the look of the proposed chairs and felt they were classic and in keeping with the theme of the café, therefore they unanimously agreed to purchase these. They also suggested looking to offer our existing chairs to a local furniture charity.

5. **Bookings**

Bookings are very healthy at the moment. The office are receiving lots of enquiries and children's parties are proving to be very popular.

6. **Library** – Nothing new to report.

115/22/PR THE OLD FIRE STATION

New blinds have been ordered for the upstairs room and are due to be delivered on the 24th February.

116/22/PR YOUTH FACILITY

- A discussion was held with the management team and admin staff, regarding the feasibility of unlocking the Moorgreen car park gates during school holidays as they are currently locked, due to concerns over unauthorised encampments. A suggestion was to obtain quotes for a height restricted entrance.

Councillors felt a height restricted entrance wouldn't be suitable as it could restrict access for emergency vehicles.

Councillors felt that it would be a good idea to open the car park Monday to Friday only during school holidays and suggested trialling this over the Easter holidays to see if this highlights any issues.

- A suggestion has been made about opening up the Tuck shop at the Youthouse from 3pm – 4.30/5pm on weekdays to take advantage of the school pick up and parents and children using the play area. The idea is to serve hot & cold drinks and 'tuck'.

Councillors felt this would be a good idea to trial and would look at uptake and a breakdown of the costings to see if this would be viable longer term.

- The Head Groundsman has raised concerns over the security of the metal fire exit door, located in the main hall as it doesn't shut properly. It may be that we need to get a contractor in to repair it if it's not fixable by the Groundsmen.

117/22/PR TOWNHILL FARM COMMUNITY CENTRE

A report has been received from Southern Water's 'Regulations Enforcement Officer' which has subsequently been forwarded to our plumbing contractors. We are waiting to hear back from them, and we have 28 days to comply

Townhill Farm Ltd – Nothing new to report

118/22/PR HILLDENE COMMUNITY CENTRE

The ongoing maintenance issues previously agreed are being dealt with.

119/22/PR MONTHLY ACCOUNTS

The Financial Statements and list of payments for **January 2022** previously circulated to Councillors. The list of payments can be found in appendix 2.

Expenditure over £500 (excluding salaries/pensions/NI/utility bills/rates etc) during January 2022:

P W Carpentry	£1,525.00	THFCC Maintenance
Banham Security	£549.91	Parish Centre – Alarm Maintenance
Banham Security	£500.71	Parish Centre – Police Monitoring Contact

January Credit Card Payments:

Payment dated 4th January 2022

Café £819.45; Parish Centre £208.76; Stationary £8.75; Equipment Repairs £75.00; Cutbush £86.85 **refund** for goal nets; Special Projects £48.48; THFCC £59.99 microwave **refund**

Payment dated 31st January 2022

Café £317.54; Parish Centre £461.08; Rec. maintenance £449.30; Cutbush Lane £163.45; Misc. £26.38; THFCC £39.59; Vehicle Expenses £33.30; Workshop £149.99; Rec. Equipment repairs £50.00

Councillor Price proposed, and Councillor Gomer seconded that it be resolved that the financial statements for January 2022 be approved. The Committee agreed unanimously.

120/22/PR **NEWSLETTER**

- Delivery of the current edition should be the end of this week.
- The next Newsletter will be distributed at the beginning of May as there will be an article about the Queen's Jubilee celebrations being held at the beginning of June.
- A breakdown of the newsletter advert income figures for the last year was shared with councillors.
- A proposal was made for an online Newsletter, with a few hundred hard copies to be made available at the Parish Centre. This is due to struggles with getting the newsletter distributed.

Councillors felt an online newsletter wouldn't be appropriate at this time. If we were to go online, it would need to be a gradual process. Councillors suggested heavier advertising for casual staff to help with distributing the newsletter.

121/22/PR **COUNCILLOR TRAINING**

No training currently booked.

New dates will be circulated to all Councillors.

122/22/PR **DATE OF NEXT MEETING**

The date of the next meeting will be Wednesday 23rd March at 7.15pm

The meeting closed at 20.32

EXEMPT BUSINESS: Operation London Bridge discussion

List of Payments – January 2022

Date: 16/02/2022		West End Parish Council				Page: 1713		
Time: 11:27		Cashbook 1				User: DCW		
CURRENT/INSTANT ACCESS ACCOUNT								For Month No: 10
Payments for Month 10				Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Detail	
01/01/2022	LA SPAZIALE	S/O	108.00		18.00	2120 201	90.00 COFFEE MACHINE LEASE	
04/01/2022	PETTY CASH	17912	200.00	✓		202	200.00 PETTY CASH	
04/01/2022	LLOYDS CREDIT CARD	DDR	1,075.42		61.82	2120 201	819.45 LLOYDS CREDIT CARD	
						2111 201	208.76 LLOYDS CREDIT CARD	
						1113 101	8.75 LLOYDS CREDIT CARD	
						3215 302	75.00 LLOYDS CREDIT CARD	
						3111 301	-86.85 LLOYDS CREDIT CARD	
						31110 311	48.48 LLOYDS CREDIT CARD	
						1310 103	-59.99 LLOYDS CREDIT CARD	
05/01/2022	UK FUELS LTD	DDR	164.81		27.47	3213 302	137.34 FUEL A/C	
06/01/2022	GRENKE LEASING	DDR	59.04		9.84	1116 101	49.20 COPIER LEASE	
06/01/2022	GRENKE LEASING	DDR	590.40		98.40	1116 101	492.00 COPIER LEASE	
06/01/2022	GRENKE LEASING	DDR	-59.04		-9.84	1116 101	-49.20 COPIER LEASE	
07/01/2022	WEST END KEYS	FP	26.00			1310 103	26.00 8 X PADLOCK KEYS	
07/01/2022	DCK ACCOUNTING SOLUTION	FP	354.90		59.15	1157 101	295.75 ACCOUNTS NOV 21	
07/01/2022	SLCC	FP	144.00		24.00	1106 101	120.00 SM COMMUNICATION TRAINING	
07/01/2022	SLCC	FP	72.00		12.00	1106 101	60.00 SM TRAINING	
07/01/2022	INSPIRATIONS	FP	32.45			2120 201	32.45 CAFE PURCHASES	
07/01/2022	EBC	DDR	349.00			1310 103	349.00 FS RATES	
07/01/2022	EBC	DDR	359.00			3710 307	359.00 FS RATES	
07/01/2022	EBC	DDR	649.00			2113 201	649.00 PC RATES	
09/01/2022	SSE	DDR	81.41		3.87	3111 301	77.54 CUTBUSH ELECTRICITY	
09/01/2022	SSE	DDR	841.63		140.27	1310 103	701.36 TFCC ELECTRICITY	
10/01/2022	SOUTHEN ELECTRIC	DDR	110.12		5.24	3710 307	104.88 FS ELECTRICITY	
10/01/2022	EE LTD	DDR	188.74		31.46	1112 101	157.28 MOBILE PHONES	
13/01/2022	PLUSNET	DDR	23.13		3.86	1112 101	19.27 ADSL LINE	
14/01/2022	BANHAM SECURITY	FP	600.85		100.14	2111 201	500.71 ALARM MAINT	
14/01/2022	ABSOLUTE TECH	FP	301.30		50.22	1159 101	251.08 IT SUPPORT	
14/01/2022	MRS A CRITCHLEY	FP	17.50			2120 201	17.50 CAFE PURCHASES	
14/01/2022	TRADE UK	FP	105.89		17.66	2111 201	44.31 B&Q MATERIALS	
						31110 311	43.92 B&Q MATERIALS	
14/01/2022	ABBET OFFICE	FP	18.00		3.00	1116 101	15.00 COPIER CHARGES	
14/01/2022	HCC	FP	802.80		133.80	3212 302	291.00 EJ18 KTK LEASE	
						3212 302	378.00 HX20 AEZ LEASE	
14/01/2022	R NORTHOVER	FP	100.00			523	100.00 R NORTHOVER DEP REFUND	
14/01/2022	INSPIRATIONS	FP	47.80			2120 201	47.80 CAFE PURCHASES	
17/01/2022	BTE SERVICES LTD	DDR	282.47		47.07	3803 308	235.40 HYGEIENE UNIT	
17/01/2022	BUSINESS STREAM	DDR	1.00			3511 305	1.00 WATER CHARGES CEMETERY	
17/01/2022	BUSINESS STREAM	DDR	0.00				BUSINESS STREAM	
17/01/2022	BUSINESS STREAM	DDR	7.00			3111 301	7.00 WATER CHARGES CUTBUSH	
17/01/2022	BUSINESS STREAM	DDR	13.00			3803 308	13.00 WATER CHARGES YC	
17/01/2022	BUSINESS STREAM	DDR	34.00			3911 309	34.00 WATER CHARGES	
17/01/2022	BUSINESS STREAM	DDR	87.00			3911 309	87.00 WATER CHARGES ALLOTMENTS	
17/01/2022	BUSINESS STREAM	DDR	252.00			3710 307	252.00 WATER CHARGES FS	
17/01/2022	BUSINESS STREAM	DDR	258.00			1310 103	258.00 WATER CHARGES TFCC	

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CURRENT/INSTANT ACCESS ACCOUNT

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
17/01/2022	BTE SERVICES LTD	DDR	-282.47		-47.08	3803	308	-235.39	HYGIENE UNIT
18/01/2022	BRITISH GAS	DDR	465.59		77.61	2112	201	387.98	PC GAS
18/01/2022	BRITISH GAS	DDR	0.00						BRITISH GAS
18/01/2022	BRITISH GAS	DDR	251.74		41.95	3803	308	209.79	YC GAS
18/01/2022	BRITISH GAS	DDR	0.10		0.02	2112	201	0.08	PC GAS
19/01/2022	WORLDPAY	DDR	182.30		20.82	2111	201	161.48	WORLDPAY CHARGES
20/01/2022	JAN SALARIES	DDR	20,289.67			516		20,289.67	JAN SALARIES
20/01/2022	JAN SALARIES	DDR	3,255.24			516		3,255.24	JAN SALARIES
24/01/2022	SOUTHERN COMMUNICATION	DDR	82.54		13.76	1112	101	68.78	TELEPHONE
24/01/2022	A MORRIS	17913	25.00 ✓			523		25.00	A MORRIS DEP REFUND
24/01/2022	K BLACK	17914	25.00 ✓			523		25.00	K BLACK DEP REFUND
24/01/2022	F DOWNES	17915	100.00 ✓			523		100.00	F DOWNES DEP REFUND
24/01/2022	B NEDEVA	17916	100.00 ✓			523		100.00	B NEDEVA DEP REFUND
24/01/2022	A GORDON	17917	25.00 ✓			523		25.00	A GORDON DEP REFUND
24/01/2022	G HUGHES	17918	25.00 ✓			523		25.00	G HUGHES DEP REFUND
26/01/2022	WATER LOGIC	DDR	19.96		3.33	1160	101	16.63	WATER COOLER
26/01/2022	WATERLOGIC	DDR	90.38		15.06	1160	101	75.32	WATER COOLER
26/01/2022	WATER LOGIC	DDR	-19.96		-3.33	1160	101	-16.63	WATER COOLER
27/01/2022	A DUGUID	17919	25.00 ✓			523		25.00	A DUGUID DEP REFUND
28/01/2022	SSE	DDR	633.12		105.52	2114	201	527.60	WORKSHOP ELECTRICITY
28/01/2022	TRADE UK	FP	125.73		20.96	2111	201	17.47	B&Q MATERIALS
						2111	201	62.00	B&Q MATERIALS
						1310	103	25.30	B&Q MATERIALS
28/01/2022	MATTHEW HAINES	FP	97.99		16.33	1377	103	81.66	HAINES BOOKING REFUN
28/01/2022	PW CARPENTRY	FP	1,525.00			1310	103	1,525.00	TFCC MAINT
28/01/2022	EBC	FP	228.15			1310	103	228.15	TRADE REFUSE
28/01/2022	BUSINESS STREAM	FP	42.70			3710	307	42.70	FS WATER
28/01/2022	HMRC	FP	3,731.58			515		3,731.58	PAYE/NI JAN 22
28/01/2022	HCC	FP	3,982.83			517		3,982.83	PENSIONS JAN 22
28/01/2022	EMPIRE IND. DOORS	FP	234.00		39.00	2111	201	195.00	DOOR SERVICE
28/01/2022	BANHAM SECURITY	FP	772.94		128.82	3710	307	94.21	FS ALARM MAINT
						2111	201	549.91	PC ALARM MAINT
28/01/2022	WEST END KEYS	FP	75.40			1310	103	12.40	KEY CUTTING TFCC
						3111	301	49.00	KEY CUTTING CUTBUSH
						3111	301	14.00	KEY CUTTING CUTBUSH
28/01/2022	EBC	FP	42.62		7.10	3214	302	26.64	EMPTY DOG BINS
						3511	305	8.88	EMPTY DOG BINS
28/01/2022	MOON ROAST	FP	183.20		2.80	2120	201	180.40	CAFE PURCHASES
28/01/2022	FIRECARE SECURITY	FP	312.00		52.00	3803	308	260.00	FIRE ALARM CALLOUT YC
28/01/2022	MRS A CRITCHLEY	FP	34.49			2120	201	34.49	CAFE PURCHASES
28/01/2022	HCC	DFP	103.45		17.24	2120	201	54.13	CFE PURCHASES
						1113	101	32.08	STATIONERY
28/01/2022	AA ALDRIDGE	FP	117.60		19.60	3710	307	98.00	DOOR REPAIR FS
28/01/2022	INSPIRATIONS	FP	106.70			2120	201	106.70	CAFE PURCHASES
28/01/2022	MOON ROAST	FP	10.00			2120	201	10.00	CAFE PURCHASES
31/01/2022	LLOYDS CREDIT CARD	DDR	1,921.28		230.65	2120	201	317.54	LLOYDS CREDIT CARD
						2111	201	461.08	LLOYDS CREDIT CARD
						3211	302	449.30	LLOYDS CREDIT CARD

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Date: 16/02/2022

West End Parish Council

Page: 1715

Time: 11:27

Cashbook 1

User: DCW

CURRENT/INSTANT ACCESS ACCOUNT

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
							3111 301	163.45	LLOYDS CREDIT CARD
							1160 101	26.38	LLOYDS CREDIT CARD
							1310 103	39.59	LLOYDS CREDIT CARD
							3212 302	33.30	LLOYDS CREDIT CARD
							2114 201	149.99	LLOYDS CREDIT CARD
							3215 302	50.00	LLOYDS CREDIT CARD
31/01/2022	PLUSNET	DDR	40.80		6.80	3803	308	34.00	ADSL LINE YC
Total Payments for Month			47,280.29 ✓	0.00	1,606.39			45,673.90	
Balance Carried Fwd			313,927.64 ↓						
Cashbook Totals			361,207.93 ✓	0.00	1,606.39			359,601.54	