

## WEST END PARISH COUNCIL

### MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING HELD ON WEDNESDAY 27<sup>th</sup> JULY 2022 AT 7:15 P.M.

**Present:** Councillors **B Coles Chair**  
**R Gomer**  
**R MacDonald**  
**A Price**  
**B Tennent**  
**S Turl**  
**T Weeks**

**In attendance:** **Mr S Mockford, Parish Clerk**  
**Ms B Bond, Admin Officer**

**053/22/PR** **PUBLIC PARTICIPATION**

No members of the public present.

**054/22/PR** **DECLARATIONS OF INTERESTS**

No declarations received.

**055/22/PR** **APOLOGIES**

Apologies received and accepted from Councillor Asman.

**056/22/PR** **MINUTES OF THE LAST MEETING**

No minutes to approve.

**057/22/PR** **MATTERS ARISING**

None

**058/22/PR** **CORRESPONDENCE**

**1.** Email received from Hampshire & Isle of Wight Fire & Rescue Service requesting the completion of an online fire safety audit for the Parish Centre.

**This has been completed by the Deputy Clerk and no issues have been raised.**

**2.** Email received from Eastleigh Borough Council's Elections officer regarding next years elections.

**059/22/PR** **VACANCY NOTICE**

We are currently advertising for vacancies in the Hatch Grange ward. No further nominees received to date.

**1. Parish Centre**

- The Parish Office are currently sourcing local security companies to see if they can offer an emergency call out service for our monitored alarms.
- The Parish Clerk has spoken to Life Church regarding a replacement projector in the main hall. They advised they are happy to contribute 50% of the cost and just need to confirm this with their treasurer.
- A TV has been ordered for the reception area and will be ready for the August Planning & Highways meeting.
- Upon inspection of the defibrillator unit, the battery was found to be out of charge. A replacement battery has been ordered at a cost of £190.00 + VAT.
  - o Monthly checks are now in place for all defibrillator units.
- The old deeds to Hatch Grange, Megan Green, Townhill Farm Community Centre, Carpathia Close, Barnsland, West End Library, Quob Green, The Parish Centre and The Old Fire Station were previously held with David Ebert solicitors, however, they were returned to the Parish Council over 2 years ago.

The Parish Clerk has asked West End Local History Society to record and safely store these historically important documents – some dating back to 1879. They will be stored in acetone free sleeves and boxes in a locked cupboard at The Old Firestation.

**2. Workshop**

- The fuel store shutter requires a service. This has been booked in with Empire Doors.

**3. Café**

- A copy of the year-to-date takings and hourly takings were shared with Councillors.

**Based on the information provided, Councillors unanimously agreed that the café should now close at 3pm on a Monday Wednesday and Thursday afternoon.**

- The café manager has introduced a number of cost saving initiatives:
  - o Stopping loyalty cards. This would provide an approximate saving of £1500 over the year.
  - o The introduction of a charge for specialist milks of 50p (soya, almond & oat). This will also help to reduce waste.
  - o Changing from Hellman's Mayonnaise to Dennis Edwards's own brand – A saving of £16.10 per 5 litre tub.
  - o Introducing disposable tea towels – This has reduced weekly costs by approximately £20
  - o Currently looking into alternatives to WorldPay for card payments.

4. **Bookings**

Bookings continue to be very healthy.

5. **Library**

Due to the price increase for gas and electric, Councillors were asked whether they would look to increase the library's rental payments.

**Currently this is £1,132.25 paid quarterly and hasn't changed since 2017.**

**Councillors felt that it would be best to leave this as it is until the review of charges is conducted in 2023.**

**061/22/PR THE OLD FIRE STATION**

The Parish Clerk is looking to replace all the tables and chairs in the downstairs committee room as the room needs updating.

**062/22/PR YOUTH FACILITY**

Councillors were asked for their thoughts on whether to have a defibrillator installed at the Youth facility. It would be an approximate cost of £1500 plus installation.

**Councillors were keen for all of our community buildings to have a defibrillator available and therefore agreed unanimously that this be installed. They have asked that the cost of the unit be split 50/50 with the Youthouse.**

**063/22/PR TOWNHILL FARM COMMUNITY CENTRE**

Due to a recent incident in West End, the defibrillator located on the building was found not to be registered with the ambulance service. The Parish Centre did register the unit with South Centre Ambulance Service on 28<sup>th</sup> July 2015 however, after investigation, it was found that all registered defibrillators were recently transferred over to a centrally run database called The Circuit and during this transfer, some defibrillators were missed and not moved over.

The unit is now registered with The Circuit and has been checked to ensure it is fully charged and the pads are in date.

**Townhill Farm Ltd** – Nothing new to report.

**064/22/PR HILLDENE COMMUNITY CENTRE**

1. A meeting was held with the head of Men's Shed to discuss their request to have a shipping container outside of the Hilldene Centre. They have two different size options, either a 40ft or a 20ft container.

**Councillors were keen to support Men's Shed as they felt this was a great initiative, however they have some reservations over the size of the container (the 40ft option) and also possible noise disturbances, both for users of the Hilldene centre and for local residents.**

**Councillors would be happy in principle, for a 20-foot container to be used, but there would have to be some restrictions put in place to deal with the concerns regarding noise.**

**However, before anything can be agreed, Councillors would like more information from Men’s Shed on what times they would likely be running, how the group was going to be managed and by whom, where the funding for the container was going to be coming from and if any planning permission would be needed.**

2. An email has been received from the manager of West End Pre-School, requesting the following maintenance works on the school building:
  - Replacement wire mesh in the play area drain
  - School roof is leaking during heavy rain
  - Building paintwork is “drastically peeling off” – **Quotes are being obtained.**
  - Request for a memorial bench to be positioned at the rear of the building facing the car park wall. A staff member passed away at the beginning of the year – **The Parish Clerk has looked at the proposed location and deemed it not suitable for Health and Safety reasons.**
  - Strimming of embankment outside the pre-school – **The Grounds team have already completed this**

**065/22/PR**      **MONTHLY ACCOUNTS**

The Financial Statements and list of payments for **June 2022** previously circulated to Councillors. The list of payments can be found in Appendix A.

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

PW Carpentry	£1,460.00	Parish Centre Fire Exit Doors
Treemenders	£675.00	Tree Works QUob Cemetery
Treemenders	£3,150.00	Tree Works Ullswater (West End Copse)
ProSound	£620.00	Platinum Jubilee Sound System Hire
Lyreco	£561.13	Cleaning/Hygiene Supplies for all sites

**June Credit Card Payments – No direct debit payment in June 2022**

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

**066/22/PR**     **IT REVIEW**

The IT Sub Committee meeting was held prior to this evenings Policy & resources meeting and a representative from the company Smart Marketing UK attended to discuss the next steps forward with the website.

It was decided that we would need to look at what both residents and the Parish staff would like from the website, therefore the following actions were agreed:

- The Parish staff will look at other websites they like the layout of.
- A resident's consultation will be conducted. We will put together three questions to get some feedback from residents. This form will be posted on our website/Facebook, be available in the café and parish centre and also be shown at the Community Games.
- The Parish staff will be keeping a log of calls coming in to see if there are any queries that could have been answered online had the content been available.
- Get a photographer to take a large number of pictures of the community buildings and also the village itself so these can be used throughout the website.

**067/22/PR**     **COMMUNITY RESILIENCE PLAN**

Councillor Boulton has requested a review of the Community Resilience Plan for the Parish Council as the last review was in 2018.

**The Clerk is currently seeking advice from the Safety & Resilience Manager for Eastleigh Borough Council and will therefore bring a draft of the plan to September's meeting for Councillors to discuss.**

**068/22/PR**     **NEWSLETTER**

Content for October's edition of the Parish Newsletter will include articles on the following:

- 2023 Election
- The Queen's Platinum Jubilee Celebrations
- A segment asking residents what they would like to see in the newsletter moving forward.

**Councillor Gomer asked that we make residents aware of the fact the newsletter will be moving online after this issue and suggested having an option for residents to register for a printed copy if they required one.**

**069/22/PR**     **COUNCILLOR TRAINING**

No training currently booked, and no new dates have yet been published.

**070/22/PR**     **DATE OF NEXT MEETING**

The date of the next meeting will be Wednesday 28<sup>th</sup> September 2022 at 7.15pm

The meeting closed at 20:28

**EXEMPT BUSINESS:** None

## Appendix A - List of Payments – June 2022

Date: 13/07/2022		West End Parish Council				Page: 1759	
Time: 11:38		Cashbook 1				User: DCW	
		CURRENT/INSTANT ACCESS ACCOUNT				For Month No: 3	
Payments for Month 3			Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Detail
01/06/2022	A CRITCHLEY	FP	33.49			2120 201	33.49 CAFE PURCHASES
01/06/2022	INSPIRATIONS	FP	52.55			2120 201	52.55 CAFE PURCHASES
01/06/2022	LA SPAZIALE	S/O	108.00		18.00	2120 201	90.00 COFFEE MACHINE LEASE
06/06/2022	DCK ACCOUNTING LTD	FP	354.90		59.15	1157 101	295.75 ACCOUNTS APR 22
06/06/2022	ABBAY OFFICE	FP	145.31		24.22	1116 101	121.09 COPIER CHARGES
06/06/2022	TRABE UK	FP	64.94		10.82	3214 302	54.12 B&Q MATERIALS
06/06/2022	HAMBROOKS	FP	99.98		16.66	3211 302	83.32 TOPSOIL
06/06/2022	CSG LTD	FP	225.00			3111 301	225.00 SLUDGE DISPOSAL
06/06/2022	DENNIS EDWARDS	FP	313.05		11.24	2120 201	301.81 CAFE PURCHASES
06/06/2022	NEW FOREST ICE CREAM	FP	77.40		12.90	2120 201	64.50 CAFE PURCHASES
06/06/2022	ARCO LTD	FP	319.70		53.28	3211 302	266.42 PROTECTIVE CLOTHING
06/06/2022	PAUL REYNOLDS	FP	615.00			1170 101	135.00 YC INTERNAL AUDIT 21/22
						1170 101	480.00 INTERNAL AUDIT 21/22
06/06/2022	HCC	FP	37.18		6.20	2111 201	30.98 STATIONERY
06/06/2022	PW CARPENTRY	FP	1,460.00			2111 201	1,460.00 PC DECORATING
06/06/2022	ABSOLUTE TECH	FP	408.89		68.15	1159 101	340.74 IT SUPPORT
06/06/2022	J HEAUME	FP	25.00			523	25.00 J HEAUME DEP REFUND
06/06/2022	N BUNDLE	FP	25.00			523	25.00 N BUNDLE DEP REFUND
06/06/2022	H CHAPLIN-WHIT	FP	80.00			521	50.00 H CHAPLIN-WHITE ALLOT 119B DEP
						522 0	30.00 H CHAPLIN-WHITE ALLOT 119B DEP
07/06/2022	EBC	DDR	349.00			1310 103	349.00 RATES TFCC
07/06/2022	EBC	DDR	359.00			3710 307	359.00 RATES FS
07/06/2022	EBC	DDR	636.25			2113 201	636.25 RATES PC
08/06/2022	UK FUELS LTD	DDR	266.67		44.44	3213 302	222.23 FUEL A/C
10/06/2022	TREEMENDERS	FP	4,590.00		765.00	3260 302	675.00 TREEWORCS CEMETERY
						3260 302	3,150.00 TREEWORCS ULLSWATER
10/06/2022	HCC	FP	802.80		133.80	3212 302	291.00 EJ18 KTK LEASE
						3212 302	378.00 HX20 AEZ LEASE
10/06/2022	LLOYDS COMMERCIAL FINANCE	FP	2,025.22		337.54	1108 101	123.55 CLEANING MAY 22 FS
						1108 101	885.00 CLEANING MAY 22 PC
						1108 101	679.13 CLEANING MAY 22 TFCC
10/06/2022	PROSOUND SYSTEMS	FP	744.00		124.00	31110 311	620.00 JUBILEE PA HIRE
10/06/2022	TRADE UK	FP	47.01		7.84	31110 311	39.17 B&Q MATERIALS
10/06/2022	ABSOLUTE TECH	FP	36.00		6.00	1159 101	30.00 ENDPOINT ANTIVIRUS
10/06/2022	LYRECO	FP	673.36		112.23	2111 201	561.13 CLEANING MATERIALS
10/06/2022	EBC	FP	43.78		7.30	3511 305	18.24 EMPTY DOG BINS
						3214 302	18.24 EMPTY DOG BINS
10/06/2022	J SAYER	FP	25.00			523	25.00 J SAYER DEP REFUND
10/06/2022	INSPIRATIONS	FP	101.50			2120 201	101.50 CAFE PURCHASES
10/06/2022	EE	DDR	169.37		28.23	1112 101	141.14 MOBILE PHONES
10/06/2022	PENINSULA	DDR	373.15		62.19	1122 101	310.96 HR CONTRACT
11/06/2022	SSE	DDR	698.55		116.42	2116 201	582.13 PC W/SHOP ELECTRICITY
11/06/2022	SSE	DDR	255.10		12.14	3710 307	242.96 YC ELECTRICITY
13/06/2022	PLUSNET	DDR	32.80		5.47	1112 101	27.33 ADSL LINE
15/06/2022	BUSINESS STREAM	DDR	10.00			3111 301	10.00 WATER CHARGES CUTBUSH
15/06/2022	BUSINESS STREAM	DDR	0.00				BUSINESS STREAM

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## CURRENT/INSTANT ACCESS ACCOUNT

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/06/2022	BUSINESS STREAM	DDR	11.00			3511	305	11.00	WATER CHARGES CEMETERY
15/06/2022	BUSINESS STREAM	DDR	32.00			3911	309	32.00	WATER CHARGES ALLOTMENTS
15/06/2022	BUSINESS STREAM	DDR	36.00			3803	308	36.00	WATER CHARGES YC
15/06/2022	BUSINESS STREAM	DDR	87.00			3911	309	87.00	WATER CHARGES ALLOTMENTS
15/06/2022	BUSINESS STREAM	DDR	258.00			1310	103	258.00	WATER CHARGES TFCC
17/06/2022	MOON ROAST LTD	FP	148.00		1.40	2120	201	146.60	CAFE PURCHASES
17/06/2022	TRADE UK	FP	35.50		5.92	2111	201	29.58	B&Q MATERIALS
17/06/2022	WE YOUTH CLUB	FP	82.56			31110	311	82.56	JUBILEE RAFFLE PRIZES
17/06/2022	A CRITCHLEY	FP	16.99			2120	201	16.99	CAFE PURCHASES
17/06/2022	DENNIS EDWARDS	FP	192.63		11.86	2120	201	180.77	CAFE PURCHASES
17/06/2022	ARCO LTD	FP	79.10		13.18	3211	302	65.92	STAFF UNIFORMS
17/06/2022	ROD GASKIN LTD	FP	463.67		77.28	3212	302	386.39	MOWER SERVICE
17/06/2022	WICKSTEED LEISURE	FP	505.96		84.33	3313	303	421.63	PLAY EQUIPMENT REPAIR
17/06/2022	C MALAKE	P	80.00			521		50.00	C MALAKE ALLOT 28B REFUND
						522	0	30.00	C MALAKE ALLOT 28B REFUND
17/06/2022	A LANGFORD	FP	25.00			523		25.00	A LANGFORD DEP REFUND
17/06/2022	E WOODHOUSE	FP	25.00			523		25.00	E WOODHOUSE DEP REFUND
17/06/2022	L PAYNTER	FP	25.00			523		25.00	L PAYNTER DEP REFUND
17/06/2022	INSPIRATIONS	FP	51.85			2120	201	51.85	CAFE PURCHASES
17/06/2022	JUNE SALARIES	DDR	446.97			516		446.97	JUNE SALARIES
17/06/2022	JUNE SALARIES	DDR	19,753.72			516		19,753.72	JUNE SALARIES
17/06/2022	S HOTSON	FP	886.67			516		886.67	SH SALARY
20/06/2022	BRITISH GAS	DDR	59.82		2.84	2112	201	56.98	PC GAS
20/06/2022	BRITISH GAS	DDR	66.16		3.15	3804	308	63.01	YC GAS
21/06/2022	STREAMLINE	DDR	219.78			2111	201	219.78	STREAMLINE
24/06/2022	E-MANGO	FP	576.00		96.00	1159	101	480.00	WEBSITE HOSTING
24/06/2022	ARCO LTD	FP	187.50		31.25	3211	302	156.25	STAFF UNIFORMS
24/06/2022	HMRC	FP	4,741.25			515		4,741.25	PAYE/NI JUNE 22
24/06/2022	A CRITCHLEY	FP	17.50			2120	201	17.50	CAFE PURCHASES
24/06/2022	ABSOLUTE TECH LTD	FP	408.89		68.15	1159	101	340.74	IT SUPPORT
24/06/2022	DENNIS EDWARDS	FP	77.60		8.52	2120	201	69.08	CAFE PURCHASES
24/06/2022	PAUL REYNOLDS	FP	130.00			1170	101	130.00	INTERNAL AUDIT 22/23 YC
24/06/2022	ASHE CONSULTANTS LTD	FP	300.00			1160	101	300.00	HR CONSULTANCY
24/06/2022	BUSINESS STREAM	FP	18.65			1172	101	18.65	PUBLIC TOILETS WATER
24/06/2022	C HEDGES	FP	25.00			523		25.00	C HEDGES DEP REFUND
24/06/2022	INSPIRATIONS	FP	53.60			2120	201	53.60	CAFE PURCHASES
24/06/2022	P WREN	FP	90.00			2111	201	40.00	WINDOW CLEANING PC
						1310	103	50.00	WINDOW CLEANING TFCC
24/06/2022	SOUTHERN COMMUNICATION	DDR	87.02		14.50	1112	101	72.52	TELEPHONE
27/06/2022	WATERLOGIC	DDR	21.32		3.55	2120	201	17.77	WATER COOLER
27/06/2022	PLUSNET	DDR	39.36		6.56	1310	103	32.80	ADSL LINE
29/06/2022	PLUSNET	DDR	40.80		6.80	3803	308	34.00	ADSL LINE

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CURRENT/INSTANT ACCESS ACCOUNT

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Total Payments for Month	47,086.82	0.00	2,478.51	44,608.31
Balance Carried Fwd	378,020.45			
Cashbook Totals	425,107.27	0.00	2,478.51	422,628.76

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