

WEST END PARISH COUNCIL

MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING HELD ON WEDNESDAY 23rd MARCH 2022 AT 7:15 P.M.

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

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

123/22/PR **PUBLIC PARTICIPATION**

No members of the public present.

124/22/PR **DECLARATIONS OF INTERESTS**

No declarations received.

125/22/PR **APOLOGIES**

Apologies received and accepted from Councillors Asman, Hellier, MacDonald.

Councillor Goguel was absent.

126/22/PR **MINUTES OF THE LAST MEETING**

No minutes to approve.

127/22/PR **MATTERS ARISING**

The Clerk gave an update on the IT Sub Committee meeting that was held prior to this meeting. The main points were:

- Fibre broadband has now been installed at Townhill Farm Community Centre.
- The Clerk is in the process of ordering a new laptop for the Head Groundsman via Absolute Technology.
- The Café Manager has undertaken an IT for beginner's course.
- As all the office software is 'cloud' based, the office server is now redundant.

128/22/PR **CORRESPONDENCE**

1. The latest Eastleigh Police Partnership Update has been circulated to all Councillor's.

Councillor Turl joined the meeting.

129/22/PR **VACANCY NOTICE**

We currently have two councillor vacancies. The clerk spoke to a resident who was interested in the vacancy in the Telegraph Woods ward. They advised they would be submitting an application this week.

The vacancy for the Chartwell ward is open for applications, however none have been received to date.

130/22/PR **RECOMMENDATION FROM THE RECREATION & ENVIRONMENT COMMITTEE**

The Recreation & Environment committee were shown a number of options for a new van on lease for the Grounds Team to replace the Ford Connect. After deliberation, they put forward a recommendation to purchase the Vauxhall Van.

Councillors were asked if they would be happy with this option and if so, if they would like this to be taken out on a 5 or 7-year lease.

Resolved: Councillors Coles proposed and Councillors Price seconded that the Vauxhall Van be purchased on a 7-year lease, the committee agreed unanimously.

131/22/PR **PARTICIPATORY BUDGET**

Councillors were shown the voting figures and the amounts proposed to be given to each group/organisation that applied for a grant. Grants awarded attached as Appendix I.

Councillors Turl proposed and Councillor Coles seconded to accept the proposed figures. The committee agreed unanimously.

Councillor Tennent joined the meeting.

Councillors were also reminded that the Annual Parish Assembly would be taking place on Wednesday 30th March. Refreshments would be available from 6.30pm and the meeting will then commence from 7.15pm.

Councillor Turl advised that a suggestion has been made previously that during the refreshments part of the evening, stands be set up for each group/organisation to display their reports so that everyone in attendance would have an opportunity to speak with each other informally about these.

The Parish Office will look into trying to arrange this.

1. Workshop

Due to the attempted break in at the workshop a few weeks ago, CCTV quotes have been obtained for a new stand-alone system for the workshop as well as upgrading the Parish Centre cameras.

Workshop Quotes

	Number of Cameras	Motion Detection?	Smart Phone Compatible	Camera Specification	Monitor Size?	Storage Amount	Quote	Ongoing Maintenance
Quote 1	4	YES	YES	* Full HD1080p Video * 4MP high resolution * 24/7 Colour Image * White Light up to 30m	22"	1Tb hard drive	£1,150	£65.00 p.a.
Quote 2	4	YES	YES	* 6 MP high resolution * Full HD1080p Video * Colour/Monochrome (Day/Night) * IR for low light / night viewing approximately 30 metres	22"	1Tb hard drive	£1,050	£65.00 p.a.
Quote 3	5		YES	* The cameras are day/night - during daylight conditions the cameras will be colour and when the light level drops the cameras automatically switch to starlight levels	21"	6Tb hard drive	£1,848.30	£160 (2 visits per year)

Parish Centre Quotes

	Number of Cameras	Motion Detection	Smart Phone Compatible	Camera Specification	Monitor Size	Storage Amount	Quote	Ongoing Maintenance
Quote 1	4 x bullet style 5 x Turret style	YES	YES	* 4MP high resolution * Full HD1080p Video * 24/7 Colour Image * White Light up to 30m	22"	8Tb hard drive	£2,845	£65.00 p.a.
Quote 2	3 x bullet style 6 x Turret style	YES	YES	* 6 MP high resolution * Full HD1080p Video * Colour/Monochrome (Day/Night) * IR for low light / night viewing approximately 30 metres	22"	8Tb hard drive	£2,645.00	£65.00 p.a.
Quote 3	8		YES	* The cameras are day/night - during daylight conditions the cameras will be colour and when the light level drops the cameras automatically switch to starlight levels	21"	6Tb hard drive	£1753 Plus Cherry Picker @ £450.00	£160 (2 visits per year)
						TOTAL:	£2,203.07	

Councillor Coles proposed and Councillors Tennent seconded that Quote 3 be selected as this is the company used at the YoutHouse and it would make sense to use the same company for all buildings. The YoutHouse leader has also had very positive feedback about the system there.

Councillors have asked the Clerk to find out if a discount would be given for having both installations done with the same company.

2. 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.
- Councillors were asked for their thoughts on the Parish Centre displaying a Ukrainian flag to show our support.

Councillors were unanimously in favour of this.

3. Staff Car Park – Nothing new to report

4. Café

- The year-to-date sales figures have previously been circulated to all Councillors.

Councillors extended a thank you to all the café team for their continued hard work.

- The Café Manager has revised all of the café pricing. This will come into effect from Monday 4th April.

5. Bookings

Bookings continue to be very healthy.

6. Library – Nothing new to report.

133/22/PR THE OLD FIRE STATION

West End Local History Society are arranging for all the external signs to be replaced and for the tyre ring to be refurbished. All costs are being covered by West End Local History Society.

134/22/PR YOUTH FACILITY

- Councillor MacDonald has asked for a discussion to be had on who would be responsible for the maintenance of the wooden fence situated in the Youthouse garden, adjacent to Moorgreen Road.

Councillors agreed that this would be the responsibility of West End Parish Council to maintain.

- An email has been received from a local resident who is looking to hold a charity craft fair at the Youthouse. The majority of stalls would be located inside; however, the resident has asked if it would be possible to have a few additional tables outside the front of the building on the grass area.

Councillors discussed this and agreed that as the YoutHouse was being hired for the majority of stalls, they would allow a small number of tables to be placed outside the front of the building on the grass.

135/22/PR TOWNHILL FARM COMMUNITY CENTRE

The work recommended by Southern Water's 'Regulations Enforcement Officer' has now been actioned and finished.

Townhill Farm Ltd – Nothing new to report

136/22/PR HILLDENE COMMUNITY CENTRE

The ongoing maintenance issues previously agreed are being dealt with.

137/22/PR MONTHLY ACCOUNTS

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

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

Treemenders	£1,930.00	Various tree works in Ullswater Avenue
Fire Care Security	£1,299.00	YoutHouse replacement Fire Alarm Panel
Bishops Printers	£1,091.83	Newsletter
PW Carpentry	£1,000.00	New Fire Doors at Townhill Farm Community Centre
Absolute Tech	£500.92	IT Support
P Reynolds	£720.00	Internal Audit 2021/22

No Credit Card Payment in February

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

138/22/PR NEWSLETTER

- 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.
- Councillors were asked for their thoughts on the newsletter being changed to an A5 format after the upcoming edition. The thought is this may make it easier to attract a distributor to deliver the newsletters rather than this being done in house.

Councillors suggested creating a mock-up of a newsletter in an A5 format and bringing this to the next Policy and Resources meeting so it can be scrutinised in more detail.

139/22/PR COUNCILLOR TRAINING

No training currently booked.

New dates will be circulated to all Councillors.

140/22/PR DATE OF NEXT MEETING

The date of the next meeting will be Wednesday 27th April at 7.15pm

The meeting closed at 20.21

EXEMPT BUSINESS: None

List of Payments – February 2022

Date: 16/03/2022 West End Parish Council Page: 1722
 Time: 11:06 Cashbook 1 User: DCW
CURRENT/INSTANT ACCESS ACCOUNT For Month No: 11

Payments for Month 11				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/02/2022	LA SPAZIALE	S/O	108.00		18.00	2120	201	90.00	COFFE MACHINE LEASE
02/02/2022	CAMPBELL	25	25.00				523	25.00	CAMPBELL DEPOSIT
02/02/2022	CAMPBELL	25	-25.00				523	-25.00	CAMPBELL DEPOSIT
04/02/2022	EMPIRE DOORS	DDR	463.20		77.20	2111	201	386.00	AUTO DOOR REPAIRS
04/02/2022	DCK ACCOUNTING SOLUTIONS LTD	DDR	354.90		59.15	1157	101	295.75	ACCOUNTS DEC 22
04/02/2022	ABBET OFFICE	FP	18.00		3.00	1116	101	15.00	COPIER CHARGES
04/02/2022	A CRITCHLEY	FP	16.99			2120	201	16.99	CAFE PURCHASES
04/02/2022	TREEMENDERS	FP	2,316.00		386.00	3260	302	1,930.00	TREE WORKS ULLSWATE AVE
04/02/2022	KIMCELL LTD	FP	150.00		25.00	1159	101	125.00	DOMAIN NAME RENEWAL
04/02/2022	FIRECARE SECURITY LTD	FP	1,568.80		259.80	3803	308	1,299.00	ALARM REPAIRS YC
04/02/2022	BISHOPS PRINTERS LTD	FP	1,091.83			1123	101	1,091.83	NEWSLETTER PRINTING
04/02/2022	WEST END KEYS	FP	8.00			1310	103	8.00	KEY CUTTING
04/02/2022	INSPIRATIONS	FP	69.60			2120	201	69.60	CAFE PURCHASES
09/02/2022	UK FUELS	DDR	163.68		27.28	3213	302	136.40	FUEL A/C
11/02/2022	BLISS	FP	25.00				523	25.00	BLISS DEP REFUND
11/02/2022	FILLIPA	FP	25.00				523	25.00	FILLIPA DEP REFUND
11/02/2022	M GRIFFIN	FP	25.00				523	25.00	M GRIFFIN DEP REFUND
11/02/2022	H WHITE	FP	100.00				523	100.00	H WHITE DEP REFUND
11/02/2022	ABBAY OFFICE	FP	18.00		3.00	1116	101	15.00	COPIER CHARGES
11/02/2022	HAMBROOKS	FP	49.99		8.33	3511	305	41.66	TOP SOIL
11/02/2022	CP LUBRICANTS LTD	FP	336.45		16.02	3213	302	320.43	GAS OIL
11/02/2022	EBC	FP	42.62		7.10	3214	302	26.64	EMPTY DOG BINS
						3511	305	8.88	EMPTY DOG BINS
11/02/2022	PW CARPENTRY	FP	1,000.00			1310	103	1,000.00	TFCC DOORS
11/02/2022	LLOYDS BANK	FP	1,784.64		297.44	1108	101	570.30	CLEANING JAN 22 TFCC
						1108	101	849.25	CLEANING JAN 22 PC
						1108	101	67.65	CLEANING JAN 22 FS
11/02/2022	TRADE UK	FP	56.51		7.68	3511	305	48.83	B&Q MATERIALS
11/02/2022	FIRECARE & SECURITY	FP	376.80		62.80	2111	201	314.00	ALARM REPAIRS PC
11/02/2022	HCC	FP	802.80		133.80	3212	302	291.00	EJ18 KTK LEASE
						3212	302	378.00	HX290 AEZ LEASE
11/02/2022	ABSOLUTE TECH	FP	602.30		100.38	1159	101	501.92	IT SUPPORT
11/02/2022	LYRECO LTD	FP	824.52		137.42	2111	201	687.10	CLEANING MATERIALS
11/02/2022	MOON ROAST LTD	FP	76.20		1.40	2120	201	74.80	CAFE PURCHASES
11/02/2022	DENNIS EDWARDS	FP	220.55		13.22	2120	201	207.33	CAFE PURCHASES
11/02/2022	EE LTD	DDR	172.68		28.78	1112	101	143.90	MOBILE PHONES
14/02/2022	PLUSNET	DDR	30.00		5.00	1112	101	25.00	ADSL LINE
15/02/2022	BUSINESS STREAM	DDR	1.00			3511	305	1.00	WATER CHARGES CEMETERY
15/02/2022	BUSINESS STREAM	DDR	7.00			3111	301	7.00	WATER CHARGES CUTBUSH
15/02/2022	BUSINESS STREAM	DDR	13.00			3803	308	13.00	WATER CHARGES YC
15/02/2022	BUSINESS STREAM	DDR	34.00			3911	309	34.00	BUSINESS STREAM ALLOTMENTS
15/02/2022	BUSINESS STREAM	DDR	87.00			3911	309	87.00	WATER CHARGES ALLOTMENTS
15/02/2022	BUSINESS STREAM	DDR	252.00			3710	307	252.00	WATER CHARGES FS
15/02/2022	BUSINESS STREAM	DDR	258.00			1310	103	258.00	WATER CHARGES

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Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/02/2022	BTE SERVICES	DDR	282.47		47.08	3803	308	235.39	HYGIENE UNIT YC
17/02/2022	BRITISH GAS	DDR	267.06		44.51	3803	308	222.55	YC GAS
17/02/2022	SSE	DDR	465.53		22.17	3710	307	443.36	FS GAS
18/02/2022	BRITISH GAS	DDR	527.73		87.95	2112	201	439.78	PC GAS
18/02/2022	ST JAMES CHURCH	FP	85.00			1129	101	85.00	CAFE ADVERT
18/02/2022	SPARSHOLT COLLEGE	FP	371.00			1106	101	371.00	JC TRAINING
18/02/2022	FIRECARE & SECURITY	FP	94.50		15.75	3803	308	78.75	YC ALARM REPAIRS
18/02/2022	COUNTY LOCKSMITHS	FP	101.52		16.92	2114	201	84.60	4 X PADLOCKS
18/02/2022	A CRITCHLEY	FP	16.50			2120	201	16.50	CAFE PURCHASES
18/02/2022	TRADE UK	FP	31.77		5.30	2114	201	26.47	B&Q MATERIALS
18/02/2022	MOON ROAST	FP	150.90		1.40	2120	201	149.50	CAFE PURCHASES
18/02/2022	INSPIRATIONS	FP	99.70			2120	201	99.70	CAFE PURCHASES
18/02/2022	FEB SALARIES	FP	4,688.29			516		4,688.29	FEB SALARIES
18/02/2022	FEB SALARIES	FP	17,157.71			516		17,157.71	FEB SALARIES
21/02/2022	WORLDPAY	DDR	210.49		22.48	2111	201	188.01	WORLDPAY CHARGES
21/02/2022	SOUTHERN COMMUNICATION	DDR	94.89		15.82	1112	101	79.07	TELEPHONE
25/02/2022	SSE	DDR	2,772.54		86.60	2112	201	2,685.94	PC ELECTRICITY
25/02/2022	LILLY ADAMS	FP	140.00			2111	201	140.00	XMAS BUNTING
25/02/2022	SPALDINGS	FP	55.32		9.22	3215	302	24.90	CHAIN LOOP
						3215	302	21.20	MATERIALS
25/02/2022	HCC	FP	145.73		24.29	1113	101	121.44	STATIONERY
25/02/2022	DENNIS EDWARDS	FP	333.14		8.86	2120	201	324.28	CAFE PURCHASES
25/02/2022	TRADE UK	FP	24.76		4.12	3511	305	20.64	B&Q MATERIALS
25/02/2022	P REYNOLDS	FP	900.00			1170	101	180.00	INTERNAL AUDIT 21/22 YC
						1170	101	720.00	INTERNAL AUDIT 21/22
25/02/2022	EBC	FP	681.31			2111	201	681.31	TRADE REFUSE
25/02/2022	PW CARPENTRY	FP	190.00			1310	103	190.00	DOOR KICK PLATES
25/02/2022	HMRC	FP	4,450.71			515		4,450.71	PAYE/NI FEB 22
25/02/2022	HCC	FP	3,532.75			517		3,532.75	PENSIONS FEB 22
25/02/2022	L LOVE	FP	25.00			523		25.00	L LOVE DEP REFUND
25/02/2022	A CRITCHLEY	FP	33.98			2120	201	33.98	CAFE PURCHASES
25/02/2022	INSPIRATIONS	FP	34.85			2120	201	34.85	CAFE PURCHASES
26/02/2022	WATERLOGIC LTD	DDR	19.96		3.33	2111	201	16.63	WATRER COOLER
28/02/2022	PLUSNET	DDR	43.89		7.32	1310	103	36.57	ADSL LINE
28/02/2022	SLCC	FP	270.00			110		270.00	SLCC SUBS 22/23
Total Payments for Month			51,839.06	0.00	2,100.92			49,738.14	
Balance Carried Fwd			280,206.88						
Cashbook Totals			332,045.94	0.00	2,100.92			329,945.02	

