

WEST END PARISH COUNCIL

MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING HELD ON WEDNESDAY 25th MAY 2022 AT 7:15 P.M.

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

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

018/22/PR **PUBLIC PARTICIPATION**

No members of the public present.

019/22/PR **DECLARATIONS OF INTERESTS**

No declarations received.

020/22/PR **APOLOGIES**

Apologies received and accepted from Councillors Asman, Boulton, MacDonald and Tennent.

021/22/PR **MINUTES OF THE LAST MEETING**

No minutes to approve.

022/22/PR **MATTERS ARISING**

None

023/22/PR **CORRESPONDENCE**

1. Councillor Gomer and the Parish Clerk have previously contacted the enforcements team at Eastleigh Borough Council regarding the graffiti in the village. An email has now been received back to advise that the graffiti has now been removed.
2. An email has been received from Eastleigh Borough Council regarding conducting a site survey to look at the possibility of getting EV charging in the Parish Centre car park.
3. The Internal Auditor has completed his inspection of the accounts for 2021/22 and has raised no issues. The Clerk will now prepare the A.G.A.R (Annual Governance & Accountability Return) for Councillors to approve at June's Full Parish meeting.

024/22/PR **VACANCY NOTICE**

We are currently advertising for vacancies in the Hatch Grange, Chartwell, and Telegraph Woods wards. No applications have been received to date.

Councillors recommended putting something on Social media to encourage local residents to apply.

025/22/PR **THE PARISH CENTRE**

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.
- New fire doors have now been fitted throughout the Parish Centre.
- 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.
- The Parish Office are still looking at a TV for the reception area to help with Planning & Highways meetings.

2. Workshop

The fuel store shutter requires a service. The Head Groundsman is in the process of obtaining quotes for this.

3. Café

- A copy of the takings year to date will be compiled and forwarded to all Councillors.
- The café will be adding a number of specials to the menu in the week leading up to the Queen's Jubilee.

4. Bookings

Bookings continue to be very healthy.

5. Library

The library currently has a few staffing issues so they may need to close on some Saturdays.

026/22/PR **THE OLD FIRE STATION**

Nothing new to report.

027/22/PR **YOUTH FACILITY**

Councillor MacDonald reported that the cement at the bottom of the ridge tiles on the field side of the YoutHouse has come away. He also noticed a squirrel disappear under the tiles.

The Grounds Team have now replaced two broken tiles and a hip tile and filled the hole where the squirrel was getting in.

One of our Caretakers has raised concerns about the area surrounding the manhole cover outside the Youthouse. This has previously been agreed by Councillors to be repaired and will be moved to a high priority.

Councillors asked that until the repair work is completed that the area be tapped or cordoned off, so people are aware of it.

028/22/PR TOWNHILL FARM COMMUNITY CENTRE

A copy of the Townhill Farm Access Road Accounts for 2021 have been forwarded to all Councillors.

Townhill Farm Ltd

029/22/PR HILLDENE COMMUNITY CENTRE

Nothing new to report.

030/22/PR MONTHLY ACCOUNTS

The Financial Statements and list of payments for **April 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 **April 2022**:

Sampson Training	£925.00	Ride on Mower Training
DCK Accounting	£525.00	Year End Accounts 2021/22

March Credit Card Payments – No Direct Debit Payment in April.

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

031/22/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 her website proposal. The second proposal will be discussed at next months IT Sub Committee and then a decision will be made on who will be selected to produce the new West End Parish Council website.

032/22/PR STANDING ORDER REVIEW

Standing orders to be review by the Policy & resources committee as agreed at the Full Parish meeting on 11th May 2022.

Councillors agreed that as the Standing Orders were last reviewed in January 2022 when a couple of alterations were made, and there are currently no suggestions for amendments or additions, it would be best to defer this review to January 2023. In the meantime, the Parish Office will keep note of any possible amendments or additions so these can be discussed by the committee in January.

033/22/PR **NEWSLETTER**

The last few deliveries are currently being done.

Suggestions for content within the next newsletter in October 2022 include an article on next year's election.

Councillors also suggested including within this a section where a number of current councillors recount their reasons for becoming a councillor, their experience in doing this and what they have got out of it.

Additionally, they suggested asking residents what they would like to see in their Parish Newsletter so that we can better adapt the content to what is needed.

Councillors also asked if the Parish Office could obtain costs from the Printing company Bishops to move the newsletter to an A5 format so that we could look at outsourcing the delivery of the newsletters.

034/22/PR **COUNCILLOR TRAINING**

No training currently booked.

New dates will be circulated to all Councillors when published.

035/22/PR **DATE OF NEXT MEETING**

The date of the next meeting will be Wednesday 22nd June 2022 at 7.15pm

The meeting closed at 19:46

EXEMPT BUSINESS: None

Appendix A - List of Payments – April 2022

Date: 18/05/2022		West End Parish Council			Page: 1740				
Time: 11:30		Cashbook 1			User: DCW				
		CURRENT/INSTANT ACCESS ACCOUNT			For Month No: 1				
Payments for Month 1				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2022	LA SPAZIALE	S/O	108.00		18.00	2120	201	90.00	COFFEE MACHINE LEASE
01/04/2022	ONE COMMUNITY	DDR	7.50			1122	101	7.50	ONE COMMUNITY SUBS 22/23
05/04/2022	GRENKE LEASING	DDR	590.40		98.40	1116	101	492.00	COPIER LEASE
06/04/2022	UK FUELS LTD	DDR	93.21		15.54	3213	302	77.67	FUEL A/C
06/04/2022	BRITISH GAS	DDR	384.61		64.10	2112	201	320.51	PC GAS
07/04/2022	EBC	DDR	646.00			2113	201	646.00	PC RATES
07/04/2022	EBC	DDR	352.00			1310	103	352.00	TFCC RATES
07/04/2022	EBC	DDR	361.80			3710	307	361.80	FS RATES
08/04/2022	H HART	FP	25.00			523		25.00	H HART DEP REFUND
08/04/2022	T DEAN	FP	25.00			523		25.00	T DEAN DEP REFUND
08/04/2022	A AYRES	FP	25.00			523		25.00	A AYRES DEP REFUND
08/04/2022	ICCM	FP	95.00			1122	101	95.00	ICCM SUBS 22/23
08/04/2022	SPALDINGS	FP	1,198.08		199.68	3111	301	59.65	SECURITY POST
						3215	302	478.90	STRIMMER REPAIRS
						3211	302	459.85	EQUIP REPAIRS
08/04/2022	GE GROUP LTD	FP	156.00		26.00	3803	308	130.00	CCTV MAINT 22/23
08/04/2022	LYRECO	FP	758.62		126.44	2111	201	632.18	CLEANING MATERIALS
08/04/2022	DENNIS EDWARDS	FP	178.96		10.72	2120	201	168.24	CAFE PURCHASES
08/04/2022	ABBAY OFFICE	FP	18.00		3.00	1116	101	15.00	COPIER CHARGES
08/04/2022	ABBAY OFFICE	FP	18.00		3.00	1116	101	15.00	COPIER CHARGES
08/04/2022	HCC	FP	802.80		133.80	3212	302	291.00	EJ18 KTK LEASE
						3212	302	378.00	HX20 AEZ LEASE
08/04/2022	ARCO	FP	77.40		12.90	3211	302	64.50	EAR DEFENDERS
08/04/2022	EBC	FP	53.28		8.88	3111	301	13.32	EMPTY DOG BINS
						3214	302	13.32	EMPTY DOG BINS
						3511	305	8.88	EMPTY DOG BINS
						3411	304	8.88	EMPTY DOG BINS
08/04/2022	SAMPSON TRAINING	FP	1,110.00		185.00	1106	101	925.00	RIDE ON MOWER TRAININ
08/04/2022	FIRECARE & SECURITY	FP	426.00		71.00	2114	201	175.00	EMERGENCY LIGHT REPAIRS
						3803	308	180.00	YC ALARM SERVICE
08/04/2022	TRADE UK	FP	178.18		29.70	3211	302	41.86	B&Q MATERIALS
						3215	302	83.12	DEQWALT DRILL
						2111	201	23.50	B&Q MATERIALS
08/04/2022	INSPIRATIONS	FP	50.75			2120	201	50.75	CAFE PURCHASES
08/04/2022	CSG LTD	FP	428.00			3111	301	428.00	SLUDGE DISPOSAL
08/04/2022	HCC	FP	802.80		133.80	3212	302	291.00	EJ18 KTK LEASE
						3212	302	378.00	HX20 AEZ LEASE
11/04/2022	EE LTD	DDR	169.37		28.23	1112	101	141.14	MOBILE PHONES
13/04/2022	PLUSNET	DDR	33.33		5.56	1112	101	27.77	ADSL LINE
19/04/2022	INPRINT LTD	FP	139.20		23.20	2111	201	116.00	DRY WIPES CHEQUES
19/04/2022	REDLINE SAFETY	FP	475.00			1106	101	475.00	1ST AID TRAINING
19/04/2022	DAVID BOWEN CONSULTANCY LTD	FP	450.00			31110	311	450.00	PICNIC AREA FEASIBLTY STUDY
19/04/2022	FIRSTAID4LESS	FP	148.50		24.75	2111	201	123.75	1ST AID MATERIALS
19/04/2022	SOUTHAMPTON TROPHIES	FP	190.00			3211	302	190.00	JUBILEE PLAQUE
19/04/2022	WEST END KEYS	FP	24.00			3111	301	24.00	PADLOCK/KEY
19/04/2022	TRADE UK	FP	253.16		42.20	2111	201	3.96	B&Q MATERIALS

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CURRENT/INSTANT ACCESS ACCOUNT

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
							3211 302	11.04	B&Q MATERIALS
							3211 302	22.08	B&Q MATERIALS
							3211 302	47.50	B&Q MATERIALS
							3211 302	126.38	B&Q MATERIALS
19/04/2022	A CRITCHLEY	FP	33.49				2120 201	33.49	CAFE PURCHASES
19/04/2022	HCC	FP	802.80		133.80		3212 302	291.00	EJ18 KTK LEASE
							3212 302	378.00	HX20 AEZ LEASE
19/04/2022	ABSOLUTE TECH	FP	317.98		53.00		1159 101	264.98	IT SUPPORT
19/04/2022	EBC	FP	228.15				1310 103	228.15	TRADE REFUSE TFCC
19/04/2022	EBC	FP	287.08				2111 201	287.08	PC TRADE REFUSE
19/04/2022	DCK ACCOUNTING	FP	354.90		59.15		1157 101	295.75	ACCOUNTS FEB 22
19/04/2022	INSPIRATIONS	FP	51.95				2120 201	51.95	CAFE PURCHASES
1. /2022	APRIL SALARIES	DDR	2,801.82				516	2,801.82	APRIL SALARIES
19/04/2022	APRIL SALARIES	DDR	18,141.25				516	18,141.25	APRIL SALARIES
19/04/2022	BUSINESS STREAM	DDR	7.00				3111 301	7.00	CUTBUSH WATER
19/04/2022	BUSINESS STREAM	DDR	11.00				3511 305	11.00	CEMETERY WATER
19/04/2022	BUSINESS STREAM	DDR	13.00				3803 308	13.00	YC WATER
19/04/2022	BUSINESS STREAM	DDR	34.00				3911 309	34.00	ALLOTMENTS WATER
19/04/2022	BUSINESS STREAM	DDR	87.00				3911 309	87.00	ALLOTMENTS WATER
19/04/2022	BUSINESS STREAM	DDR	252.00				3710 307	252.00	FS WATER CHARGES
19/04/2022	BUSINESS STREAM	DDR	258.00				1310 103	258.00	TFCC WATER CHARGES
19/04/2022	HCC	FP	-802.80		-133.80		3212 302	-291.00	EJ18 KTK LEASE
							3212 302	-378.00	HX20 AEX LEASE
20/04/2022	WORLDPAY	DDR	212.84		23.02		2111 201	189.82	WORLDPAY CHARGES
21/04/2022	BRITISH GAS	DDR	114.42		5.44		3804 308	108.98	YC GAS
22/04/2022	TRADE UK	FP	151.66		25.28		3211 302	126.38	B&Q MATERIALS
22/04/2022	HMRC	FP	4,311.96				515	4,311.96	PAYE/NI APR 22
22/04/2022	EBC	FP	42.62		7.10		3511 305	17.76	EMPTY DOG BINS
							3214 302	17.76	EMPTY DOG BINS
22/04/2022	S WILLIS	FP	360.00				1106 101	360.00	YOUTH WORK TRAINING
2. /2022	MOON ROAST	FP	152.90		7.00		2120 201	145.90	CAFE PURCHASES
22/04/2022	INSPIRATIONS	FP	35.55				2120 201	35.55	CAFE PURCHASES
22/04/2022	SOUTHERN COMMUNICATION	DDR	93.62		15.60		1112 101	78.02	TELEPHONE
23/04/2022	SSE	DDR	399.88		19.04		3712 307	380.84	FS GAS
26/04/2022	WATERLOGIC	DDR	79.88		13.31		2111 201	66.57	WATER COOLER
26/04/2022	PLUSNET	DDR	41.41		6.90		1310 103	34.51	ADSL LINE
26/04/2022	WATERLOGIC	DDR	-79.88		-13.31		2111 201	-66.57	WATERCOOLER
29/04/2022	DCK ACCOUNTING	FP	1,178.70		196.45		1157 101	525.00	YEAR END ACCOUNTS 21/22
							1157 101	457.25	Y/E CLOSEDOWN 21/22
29/04/2022	A CRITCHLEY	FP	16.99				2120 201	16.99	CAFE PURCHASES
29/04/2022	MOON ROAST LTD	FP	182.90		1.70		2120 201	181.20	CAFE PURCHASES
29/04/2022	NEW FOREST ICE CREAM	FP	148.32		24.72		2120 201	123.60	CAFE PURCHASES
29/04/2022	A ABRAHAM	FP	25.00				523	25.00	A ABRAHAM DEP REFUND
29/04/2022	A DIVER	FP	25.00				523	25.00	A DIVER DEP REFUND
29/04/2022	C O'GRADY	FP	75.00				523	75.00	C O'GRADY DEP REFUND
29/04/2022	INSPIRATIONS	FP	52.55				2120 201	52.55	CAFE PURCHASES
29/04/2022	PLUSNET	DDR	40.80		6.80		1112 101	34.00	ADSL LINE

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Date: 18/05/2022

West End Parish Council

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Time: 11:30

Cashbook 1

User: DCW

CURRENT/INSTANT ACCESS ACCOUNT

For Month No: 1

Total Payments for Month	41,393.69	0.00	1,715.10	39,678.59
Balance Carried Fwd	463,340.09			
Cashbook Totals	<u>504,733.78</u>	<u>0.00</u>	<u>1,715.10</u>	<u>503,018.68</u>
