

WEST END PARISH COUNCIL

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

Present: **Councillors** **B Coles Chair**
 J Asman
 C Boulton
 A Price
 B Tennent
 S Turl

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

106/22/PR **PUBLIC PARTICIPATION**

No members of the public present.

107/22/PR **DECLARATIONS OF INTERESTS**

No declarations received.

108/22/PR **APOLOGIES FROM COUNCILLORS**

Apologies received and accepted from Councillors Gomer, MacDonald and Weeks.

109/22/PR **MINUTES OF THE LAST MEETING**

The minutes of the Policy & Resources meeting held on Wednesday 26th October 2022 were approved at the Full Parish Meeting on Wednesday 9th November 2022.

110/22/PR **CORRESPONDENCE**

- Winter Warm Spaces Initiative: St James Church has requested a donation from the Parish Council towards the cost of heating their hall, to facilitate a warm space area for residents.

RESOLVED: Councillors agreed unanimously to provide £200.00 toward the initiative from the Chairs allowance.

- The Internal Auditor is scheduled to inspect accounts up to and including November, on the 14th and 15th December 2022, including the Youth Club accounts.

111/22/PR **THE PARISH CENTRE**

1. Parish Centre

- The Clerk tabled information on replacement/upgrading/refurbishing the existing solar panels. Two scenarios were discussed.

Councillors felt it would be useful to invite the company to attend a meeting so that Councillors could ask further questions so an informed decision can be made. The Clerk will invite the company to January's meeting.

- There have been several issues with the building maintenance over the last 3 weeks including a leaking roof, leaking internal pipework and power supply issues to the library boiler.
- Our new Admin Officer will be starting on Monday 5th December. The Clerk has purchased a new laptop for their use.
- Councillors were asked for their thoughts on obtaining new office furniture to accommodate the new team members.

Councillors asked the clerk to obtain some quotes for new office furniture so this can be discussed further.

2. Workshop

Nothing new to report.

3. Café

A copy of the takings year to date will be forwarded out to Councillors.

4. Bookings

Bookings continue to be very busy.

5. Library

Nothing new to report

112/22/PR **THE OLD FIRE STATION**

The Parish Office are currently sourcing replacements tables.

113/22/PR **YOUTH FACILITY**

- Three quotes have been received to resurface the outside entrance area.

Quote 1	Quote 2	Quote 3
£5370.38 + VAT	£4717.00 + VAT	£8950.00 + VAT

Councillors Asman and Tennent declared an interest as Eastleigh Borough Council provided Quote 1.

RESOLVED: Councillors agreed unanimously to proceed with Quote 1.

- The youth Leader has confirmed that they won't be holding the Youth Club at Cutbush for the winter months due to safeguarding concerns as there is not adequate outdoor lighting.

114/22/PR TOWNHILL FARM COMMUNITY CENTRE

The new Day Care Centre proposed by Cornerstone Global Ministries will now not be going ahead.

The hire of the space at Townhill will be going back out to tender.

Townhill Farm Ltd

The service charge to access Wessex Road has been paid for 2023.

115/22/PR HILLDENE COMMUNITY CENTRE

Quotes are still being obtained to repaint the outside of the West End Pre School building.

116/22/PR MONTHLY ACCOUNTS

The Financial Statements and lists of payments for **September 2022** which have been previously circulated to Councillors, can be found in Appendix A.

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

Treemenders	£1575.00	Various tree works
Sampson Training	£995.00	Ride-on-mower (Refunded)
SignWork	£542.40	Quob Cemetery signage
Empire Doors	£700.00	Annual service of all community buildings electric operated doors and shutters
PKF LittleJohn	£1300.00	External Audit 2021/22
Arco	£818.01	Grounds team apparel
Peninsula	£995.00	H.R. Support
D Bowen Consultancy	£3110.40	Barnsland Recreation Ground Improvements – paid via s106 agreement from E.B.C.

September Credit Card Payments – No direct debit payment in September 2022.

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

117/22/PR BUDGET FOR 2023/24

A copy of the draft budget was made available to all councillors to look at and review. The Clerk also previously provided several dates where Councillors could meet to view and discuss the budget together.

There followed a lengthy discussion on the draft budget. Councillors felt that due to the increase in utility prices and with inflation currently running at 11.1% there was a need to increase the precept in line with this. Councillors looked at several percentage point increases before deciding an increase of 10% in the precept would be needed.

Councillor Asman commented that this would be an increase of 90p per month for band D properties over the year. However, the chair noted that there would still be a significant deficit even with a 10% precept increase. Councillors then proceeded to go through each budget line in detail and agreed that the following cutbacks would need to be implemented:

Budget Item	Saving/ Additional Income
The planned Events Coordinator vacancy will be put on hold	£12,000
The tree budget would be reduced from £15,000 to £12,000	£3000
The walls and roof both require repainting at West End Pre School. Only one of these will be scheduled in for this financial year. The other will be completed the following year.	£8000
Allotment income to be reviewed with an anticipated increase in charges of at least 5%	£2000
Hall hire charged to be reviewed with an anticipated increase in charges of at least 5%	£2000
The replacement of the exterior Parish flooring will be put on hold	£2000
The Events budget will be reduced from £3000 to £2000	£1000
The Solar Panels are being upgraded which will generate an additional income from the feed in tariff	£4000
Total savings for financial year 2023/24	£34,000

Councillor Coles proposed, and Councillor Asman seconded that the Council recommend an increase of 10% in line with inflation along with a number of cuts to the budget to be referred to Full Council for approval. The Committee agreed unanimously.

118/22/PR IT REVIEW

Several meetings have been held between the IT Sub Committee and Smart Marketing UK to discuss the development of the new Parish Council website. A final draft is currently being worked on and Smart Marketing UK are hoping to have the first iteration of the website up and running before the end of the year.

119/22/PR **NEWSLETTER**

The next edition of the Parish newsletter, due out in February, will be online. A limited number of hard copies will be available from the Parish Office.

120/22/PR **COUNCILLOR TRAINING**

No further training to be booked until after the Elections in May 2023.

121/22/PR **DATE OF NEXT MEETING**

The date of the next meeting will be Wednesday 25th January 2023 at 7.15pm

The meeting closed at 20:58

Appendix A – List of Payments September 2022

Date: 01/11/2022		West End Parish Council				Page: 1788	
Time: 13:11		Cashbook 1				User: DCW	
CURRENT/INSTANT ACCESS ACCOUNT							
For Month No: 6							
Payments for Month 6				Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Detail
2/09/2022	ABBEY OFFICE	FP	120.60		20.10	1116 101	100.50 COPIER CHARGES
2/09/2022	MOON ROAST LTD	FP	137.40		1.40	2120 201	136.00 CAFE PURCHASES
2/09/2022	A CRITCHLEY	FP	16.99			2120 201	16.99 CAFE PURCHASES
2/09/2022	TREEMENDERS	FP	1,890.00		315.00	3260 302	1,575.00 TREE WORKS
2/09/2022	SLCC	FP	270.00			1122 101	270.00 SM SLCC MEMBERSHIP
2/09/2022	HCC	FP	4,836.01			517	4,836.01 PENSIONS AUG 22
2/09/2022	DENNIS EDWARDS	FP	139.33		14.50	2120 201	124.83 CAFE PURCHASES
2/09/2022	SPARSHOLT COLLEGE	FP	261.00			1106 101	261.00 J CLARKE TRAINING
2/09/2022	ABSOLUTE TECH	FP	423.29		70.55	1159 101	352.74 IT SUPPORT
2/09/2022	TRADE UK	FP	122.12		20.36	3111 301	13.87 B&Q MATERIALS
						2111 201	46.26 B&Q MATERIALS
						3111 301	22.71 B&Q MATERIALS
						2111 201	18.92 B&Q MATERIALS
2/09/2022	SAMPSON TRAINING	FP	1,194.00		199.00	1106 101	995.00 RIDE ON MOWER TRAINI
2/09/2022	HEALTH ASSURED	FP	312.00		52.00	1160 101	260.00 MANAGEMENT REFERRA
2/09/2022	VALUE PRODUCTS	FP	215.52		35.92	2111 201	179.60 1ST AID MATERIALS
2/09/2022	SOUTHAMPTON TROPHIES	FP	4.50		0.75	2114 201	3.75 KEY CUTTING
2/09/2022	INSPIRATIONS	FP	52.55			2120 201	52.55 CAFE PURCHASES
2/09/2022	SAMPSON TRAINING	FP	-1,194.00		-199.00	1106 101	-995.00 RIDE ON MOWER TRAINI
5/09/2022	SOUTHERN ELECTRIC	DDR	186.97		8.90	3112 301	178.07 CUTBUSH ELECTRICITY
5/09/2022	SOUTHERN ELECTRIC	DDR	655.05		109.18	2116 201	545.87 WORKSHOP ELECTRICIT
5/09/2022	M STUART	17940	100.00			523	100.00 M STUART DEP REFUND
6/09/2022	LA SPAZIALE	S/O	108.00		18.00	2120 201	90.00 COFFEE MACHINE LEAS
6/09/2022	MERCHANT RENTALS	DDR	47.98		8.00	2111 201	39.98 C/CARD MACHINE HIRE
6/09/2022	PETTY CASH	17941	200.00			202	200.00 PETTY CASH
7/09/2022	UK FUELS LTD	DDR	340.83		56.80	3213 302	284.03 FUEL A/C
7/09/2022	GRENKE LEASING	DDR	295.20		49.20	1116 101	246.00 COPIER LEASE
7/09/2022	EBC	DDR	349.00			1310 103	349.00 TFCC RATES
7/09/2022	EBC	DDR	359.00			3710 307	359.00 FS RATES
7/09/2022	EBC	DDR	633.00			2113 201	633.00 PC RATES
9/09/2022	EBC	FP	54.72		9.12	3111 301	15.20 DOG WASTE BINS
						3511 305	15.20 DOG WASTE BINS
						3214 302	15.20 DOG WASTE BINS
9/09/2022	A CRITCHLEY	FP	16.99			2120 201	16.99 CAFE PURCHASES
9/09/2022	LLOYDS COMMERCIAL FINANCE	FP	1,923.22		320.54	1108 101	123.55 CLEANING AUG 22 FS
						1108 101	885.00 CLEANING AUG 22 PC
						1108 101	594.13 CLEANING AUG 22 TFCC
9/09/2022	APPLIANCE TRADER LTD	FP	54.00		9.00	2111 201	45.00 SCIOLA FRIDGE
9/09/2022	DENNIS EDWARDS	FP	111.73		10.13	2120 201	101.60 CAFE PURCHASES
9/09/2022	RFW PLUMBING & HEATING	FP	372.06		62.01	3710 307	80.00 GAS SAFETY INSPECTIO
						2111 201	150.05 BOILER SERVICE/SAFET
						2111 201	80.00 GAS SAFETY INSPECTIO
9/09/2022	TRADE UK	FP	66.62		11.43	3111 301	57.19 B&Q MATERIALS
9/09/2022	FLEET LINEMARKERS	FP	373.46		62.24	3111 301	311.22 LINE MARKER
9/09/2022	SIGNWORK	FP	650.88		108.48	3511 305	542.40 CEMETERY SIGN
9/09/2022	EMPIRE DOORS	FP	840.00		140.00	2111 201	700.00 DOOR SERVICE PC

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CURRENT/INSTANT ACCESS ACCOUNT

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
9/09/2022	E EBS	FP	25.00			523		25.00	E EBS DEP REFUND
9/09/2022	N SROCZYNSKA	FP	25.00			523		25.00	N SROCZYNSKA DEP REFUND
9/09/2022	INSPIRATIONS	FP	51.90				2120 201	51.90	CAFE PURCHASES
2/09/2022	EE LTD	DDR	169.37		28.23	1112 101		141.14	MOBILE PHONES
2/09/2022	PENINSULA	DDR	373.15		62.19	1122 101		310.96	HR CONTRACT
3/09/2022	PLUSNET	DDR	32.80		5.47	3710 307		27.33	ADSL LINE
5/09/2022	BUSINESS STREAM	DDR	10.00			3111 301		10.00	WATER CHARGES CUTBUSH
5/09/2022	BUSINESS STREAM	DDR	11.00			3511 305		11.00	WATER CHARGES CEMETERY
5/09/2022	BUSINESS STREAM	DDR	32.00			3911 309		32.00	WATER CHARGES ALLO'
5/09/2022	BUSINESS STREAM	DDR	36.00			3803 308		36.00	WATER CHARGES Y/CENTRE
5/09/2022	BUSINESS STREAM	DDR	56.00			3911 309		56.00	WATER CHARGES ALLO'
5/09/2022	BUSINESS STREAM	DDR	518.00			2110 201		518.00	WATER CHARGES PC
6/09/2022	LIVING CHURCH	FP	75.00			523		75.00	LIVING CHURCH DEP REFUND
6/09/2022	M BAKER	FP	25.00			523		25.00	M BAKER DEP REFUND
6/09/2022	R PENTELOW	FP	80.00			521		50.00	R PENTELOW ALLT 62C
						522 0		30.00	R PENTELOW ALLT 62C
6/09/2022	PKF LITTLEJOHN	FP	1,560.00		260.00	1170 101		1,300.00	EXTERNAL AUDIT 21/22
6/09/2022	WEDNESDAY CONSERVATION VOLUNTE	FP	180.00			3214 302		180.00	MEGAN GRN PATH RESTORATION
6/09/2022	MOON ROAST	FP	177.60		1.40	2120 201		176.20	CAFE PURCHASES
6/09/2022	A CRITCHLEY	FP	16.50			2120 201		16.50	CAFE PURCHASES
6/09/2022	HCC	FP	802.80		133.80	3212 302		291.00	EJ18 KTK LEASE
						3212 302		378.00	HX20 AEZ LEASE
6/09/2022	ARCO LTD	FP	981.61		163.60	3211 302		818.01	STAFF UNIFORMS
6/09/2022	TRADE UK	FP	119.10		19.86	2111 201		99.24	B&Q MATERIALS
6/09/2022	LYRECO LTD	FP	406.77		56.46	2111 201		350.31	CLEANING MATERIALS
6/09/2022	DENNIS EDWARDS	FP	254.01		15.76	2120 201		238.25	CAFE PURCHASES
6/09/2022	INSPIRATIONS	FP	52.55			2120 201		52.55	CAFE PURCHASES
6/09/2022	SEP SALARIES	DDR	2,259.52			516		2,259.52	SEP SALARIES
6/09/2022	SEP SALARIES	DDR	21,122.99			516		21,122.99	SEP SALARIES
6/09/2022	SPARSHOLT COLLEGE	FP	261.00			1106 101		261.00	J CLARKE TRAINING
6/09/2022	SEP SALARIES	DDR	0.00						SEP SALARIES
6/09/2022	SEP SALARIES	DDR	1,371.98			516		1,371.98	SEP SALARIES
0/09/2022	BRITISH GAS	DDR	4.85		0.23	2112 201		4.62	PC GAS
0/09/2022	WORLDPAY	DDR	208.88		21.15	2111 201		187.73	WORLDPAY CHARGES
0/09/2022	PENINSULA	DDR	1,194.00		199.00	1122 101		995.00	PENINSULA SUBS
2/09/2022	SOUTHERN COMMUNICATION	DDR	88.88		14.81	1112 101		74.07	TELEPHONE
3/09/2022	ABSOLUTE TECH	FP	423.29		70.55	1159 101		352.74	IT SUPPORT
3/09/2022	A CRITCHLEY	FP	16.50			2120 201		16.50	CAFE PURCHASES
3/09/2022	DENNIS EDWARDS	FP	125.16		11.20	2120 201		113.96	CAFE PURCHASES
3/09/2022	ARCO LTD	FP	65.77		10.96	3211 302		54.81	STAFF UNIFORMS
3/09/2022	PETTY CASH	17942	200.00			202		200.00	PETTY CASH
6/09/2022	WATERLOGIC	DDR	97.97		16.33	2111 201		81.64	WATER COOLER
7/09/2022	PLUSNET	DDR	39.36		6.56	1310 103		32.80	ADSL LINE
7/09/2022	L WILSON	17943	80.00			521		50.00	L WILSON ALLOT DEP

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CURRENT/INSTANT ACCESS ACCOUNT

Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									REFUND
						522	0	30.00	L WILSON ALLOT DEP REFUND
7/09/2022	C VIRGO	17944	7.50		3977	309		7.50	C VIRGO ALLOT KEY REFUND
7/09/2022	GRENKE LEASING	DDR	120.00		20.00	1116	101	100.00	COPIER LEASE
9/09/2022	PLUSNET	DDR	40.80		6.80	3803	308	34.00	ADSL LINE
0/09/2022	FUEL GENIE	DDR	50.00		8.33	3213	302	41.67	FUEL A/C
0/09/2022	A CRITCHLEY	FP	16.50			2120	201	16.50	CAFE PURCHASES
0/09/2022	CSG LTD	FP	450.00			3111	301	450.00	SLUDGE DISPOSAL
0/09/2022	DENNIS EDWARDS	FP	244.78		16.90	2120	201	227.88	CAFE PURCHASES
0/09/2022	DAVID BOWEN COLSULTANCY	FP	3,110.40			31111	311	3,110.40	BARNSLAND REC IMPORVEMENTS
0/09/2022	ARCO LTD	FP	50.83		8.47	3211	302	42.36	STAFF UNIFORMS
0/09/2022	HMRC	FP	5,548.77			515		5,548.77	PAYE/NI SEP 22
0/09/2022	RIALTAS LTD	FP	210.00		35.00	1159	101	175.00	ALLOTMENT SOFTWARE SUPPORT
0/09/2022	R LANCASTER	FP	25.00			523		25.00	R LANCASTER DEP REFUND
0/09/2022	M OLUSOLA-SOWOOLU	FP	25.00			523		25.00	M OLUSOLA-SOWOOLU DEP REFUND
0/09/2022	P LUKER	FP	10.00			3977	309	10.00	P LUKER 59A KEY DEPO
0/09/2022	L DIXON	FP	25.00			523		25.00	L DIXON DEP REFUND
0/09/2022	INSPIRATIONS	FP	104.40			2120	201	104.40	CAFE PURCHASES
0/09/2022	FUELGENIE	DDR	-50.00		-8.33	3213	302	-41.67	FUEL A/C
Total Payments for Month			60,162.31	0.00	2,698.34			57,463.97	
Balance Carried Fwd			588,737.01						
Cashbook Totals			648,899.32	0.00	2,698.34			646,200.98	