

WEST END PARISH COUNCIL

**MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING
HELD ON WEDNESDAY 22nd FEBRUARY 2023 AT 7:15 P.M.**

Councillors Present: **B Coles (Chair)**
 A Price
 R Gomer
 S Turl
 J Asman
 T Weeks
 B Tennent

In attendance: **Mr S Mockford, Parish Clerk**
 Mrs S Johnson, Admin Officer
 Mr N Allen, Goldwater Electrical Services

141/23/PR PUBLIC PARTICIPATION

No members of the public present.

142/23/PR DECLARATIONS OF INTERESTS

No declarations received.

143/23/PR APOLOGIES FROM COUNCILLORS

Apologies received and accepted from Councillor MacDonald.

144/23/PR MINUTES OF THE LAST MEETING

The minutes of the meeting held on 25th January 2023 were approved at the Full Parish Council meeting on Wednesday 8th February 2023.

As Mr Allen from Goldwater Electrical Services Ltd was present at the meeting, committee members agreed to bring part of agenda item 151/23/PR forward to discuss options available regarding the existing solar panels:

Option 1: Replace the broken panels and carry on with current system. Also replace the inverter and make it hybrid system, for the electricity to be supplied to the building or to charge a new battery storage system.

Option 2: Replace the entire system as the development and efficiency of the solar panels has dramatically improved. This option would also include the installation of a new battery storage system.

A lengthy discussion was held. Pros and cons of each option were discussed in detail, with Mr. Allen providing advice and information for each scenario. Mr. Allen explained the new solar panels would run at 21% efficiency compared to 13% efficiency for the existing solar panels. This makes replacement solar panels 50% more efficient.

Mr. Allen had previously provided an estimate for option 2, at a cost of £35,000 including VAT.

The new solar panel installation onto the roof would include taking off all existing fixing systems and brackets and making good the roof before fitting new panels to a new bracket system. Including a bird/squirrel guard as standard and workmanship warranty will be provided.

Mr. Allen then left the meeting and Councillors thanked Mr. Allen for his attendance.

145/23/PR PRECEPT FOR 2023/2024

After consultation with Eastleigh Borough Council, West End Parish Council's precept figure for the year 2023/24 will now be £543,196.04, from £543,191.43.

146/23/PR ANNUAL PARISH ASSEMBLY (APA)

- The closing date for residents to vote on applications is Friday 17th March 2023.
- Approximately 60 forms have been received so far, 75 in total received last year.
- The Mindfulness business application has been offered a free venue to use instead of the grant.

147/23/PR STANDING ORDERS

The standing orders are currently being reviewed by the Clerk who will provide the updated document at March's Policy & Resources meeting.

Councillors asked the Clerk to highlight the amendments and indicate which are statutory requirements.

148/23/PR HEALTH & SAFETY HANDBOOK

An updated copy of the Health & Safety handbook produced by Peninsula was shared with Councillors.

Cllr Coles asked the Clerk about the amendments section being empty to which the Clerk explained that this is a brand-new document, so no changes have yet been made to it.

149/23/PR ENERGY CONTRACTS

The Clerk explained that the energy broker has advised that tariffs are coming down so they are waiting to see if this will affect the price they are able to quote. We have two weeks in which to decide. The Clerk will email Councillors when further details are received.

150/23/PR PARISH COUNCIL ELECTIONS

Due to the upcoming Parish Council elections and following guidance from Hampshire Association of Local Councils (HALC), the Annual Meeting of the Parish Council will be held on Wednesday 17th May 2023. (There will be no Parish Meetings on Wednesday 10th May).

The Returning Officer has arranged an online briefing for prospective candidates and anyone taking part in the forthcoming Eastleigh Borough, Parish & Town Council elections in May 2023.

The briefing is being held via Microsoft Teams, on Tuesday 14 March at 2pm. All current councillors are invited, along with anybody interested in standing at the election on 4 May 2023.

The Clerk advised Councillors to direct any prospective Councillors to him.

151/23/PR PARISH CENTRE/ WORKSHOP/ HATCH CAFE/ LIBRARY

Workshop

Nothing new to report

Parish Centre

Following the discussion with Mr Allen from Goldwater Electrical Services, Councillors asked the Clerk to ensure that three quotes are obtained for the solar panel replacement.

RESOLVED: Cllr Gomer proposed, and Cllr Weeks seconded to go ahead with Scenario 2 and the Clerk be allowed to spend up to £35,000 on the solar panel upgrade, subject to continuing to receive the Feed in Tariff. Councillors agreed unanimously.

Café

- A copy of the Hatch Café year to date takings were tabled.
- The Clerk explained other activities within the Parish which carry a loss such as the football and the youth club.
- The Clerk and Deputy Clerk are currently carrying out a lengthy study into the breakdown of café takings by the hour to see what could be done to reduce the loss the café is making. This will be discussed at the next meeting.

Bookings

Bookings continue to be very busy and the new enquiry form on the website is being well utilised.

Library

Nothing new to report

152/23/PR OLD FIRE STATION

- The Clerk is to obtain quotes to replace the upstairs fire exit door as the wood is rotten.
- PCSO Mica Woodcock is using the Committee Room for her 'Beat Meets' where residents can go and meet her face to face to discuss issues.

Councillors suggested to put a link to the 101 reporting and Eastleigh Borough Council reporting sites on the Parish Council's website.

153/23/PR WEST END YOUTH FACILITY

- The Clerk confirmed that the energy supply has now been registered and we now have 14 days to register the electricity meter with a supplier. Our broker is currently looking at companies for us to sign up with.

Cllr Coles asked if the billing for the supply was going to be back dated. The Clerk said there was no word on this yet.

- The installation of the defibrillator has had to be rescheduled due to scheduling issues with the electrician.

- The outside water bottle filling station has been installed.

154/23/PR TOWNHILL FARM COMMUNITY CENTRE

- The roof battens adjacent to the external dome windows may need replacing, the grounds team are currently investigating.
- A quote for CCTV has been obtained at £1,180.07 +VAT for the installation of two cameras, located at the main entrance and rear garden areas, along with remote viewing access to the Parish Centre offices.
- We continue to advertise for weekday regular hirers and a few new hirers have come forward.
- The main hall, coffee lounge, entrance hall and ladies’ toilets have all been painted this week by the Ground team.

155/23/PR HILLDENE COMMUNITY CENTRE

- A final quote is to be obtained to paint the exterior of the pre-school building.
- Due to health & safety concerns, the external steps from the car park to the building are being repaired at a cost of £1,775.00. This has now been completed.

156/23/PR CUTBUSH FOOTBALL FACILITY

The following advice has been received from Hampshire Association of Local Councils (HALC) regarding changes to VAT on sports fess which come into effect immediately:

“HMRC have conceded that charges for local authority sports facilities are a non-business activity and outside the scope of VAT. Affected councils may be able to reclaim additional VAT relating to the last 4 years.”

West End Parish Council have previously charged VAT on football pitch hire which the Clerk can reclaim. Going forward, VAT will not be charged but the price will be kept the same for the user.

157/23/PR MONTHLY ACCOUNTS

The Financial Statements and list of payments for **January 2023** which have been previously circulated to all Councillors can be found in **Appendix A**.

Expenditure over £500 (excluding salaries/pensions/NI/Utility Bills/Rates etc.) during January 2023.

Banham Security	£604.42	Alarm Maintenance
Banham Security	£550.42	Alarm Maintenance
A Moore Electrical	£1,250.00	Parish Centre electrical works
Hambrooks	£527.50	Gravel for Megan Green path
Treemenders	£1,100.00	Tree works
GSH Electrical	£949.63	New showers at Cutbush Lane – from earmarked reserves

January Credit Card Payments – Payment Date 3rd January 2023

Café £158.87; Parish Centre £33.72; Rec. maintenance £10.99; Postage £2.35;
Fire Station £73.94; Christmas £16.00; Recruitment £66.26; Special Projects £343.65

January Credit Card Payments – Payment Date 31st January 2023

Café £423.49; Parish Centre £47.83; Rec. Maintenance £29.26; THFCC £91.18.
Fire Station £32.57; Stationery £22.46; Recruitment £299.00; Special Projects £99.28;
Christmas £191.39

Councillor Price proposed, and Councillor Turl seconded that it be resolved that the financial statements for January 2023 be approved. The Committee agreed unanimously.

The Clerk has been dealing with an issue with PPL & PRS music licencing as they have not invoiced us for the last 4 years. The Clerk proposed money from the Parish reserves may need to be used to pay for the outstanding invoices.

158/23/PR IT REVIEW

The new website is now live. Cllr Price has raised some comments regarding the layout and design elements. The developer is in the process of quoting for the redesign / next stage of development.

159/23/PR NEWSLETTER

The latest edition is now online. A limited number of hard copies are available from the Parish office.

In order to promote the new website function that allows residents to sign up to the Newsletter, the Clerk has suggested having a stand at the Coronation Event to publicize this. Parish Staff will also be adding the link to the sign up to their email signatures.

160/23/PR UPDATE ON COUNCILLOR TRAINING

No new training available.

161/23/PR DATE OF NEXT MEETING

Wednesday 22nd March 2023 at 7.15 p.m.

The meeting closed at 8.40pm

Appendix A – Monthly Accounts for January 2023

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CURRENT/INSTANT ACCESS ACCOUNT

For Month No: 10

Payments for Month 10

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/01/2023	LA SPAZIALE	S/O	108.00		18.00	2120	201	90.00	COFFEE MACHINE LEASE
1/01/2023	GRENLE LEASING	DDR	590.40		98.40	1116	101	492.00	COPIER LEASE
1/01/2023	GRENKE	DDR	191.95		31.99	1116	101	159.96	COPIER INSURANCE
3/01/2023	LLOYDS CREDIT CARD	DDR	739.84		34.06	2120	201	158.87	LLOYDS CREDIT CARD
						2111	201	33.72	LLOYDS CREDIT CARD
						3211	302	10.99	LLOYDS CREDIT CARD
						1114	101	2.35	LLOYDS CREDIT CARD
						3710	307	73.94	LLOYDS CREDIT CARD
						1125	101	16.00	LLOYDS CREDIT CARD
						1129	101	66.26	LLOYDS CREDIT CARD
						31110	311	343.65	LLOYDS CREDIT CARD
3/01/2023	PLUSNET	DDR	40.80		6.80	3803	308	34.00	ADSL LINE
4/01/2023	UK FUELS	DDR	1.20		0.20	3213	302	1.00	FUEL A/C
6/01/2023	HCC	FP	5,722.99			517		5,722.99	PENSIONS OCT 22
6/01/2023	HCC	FP	-5,722.99			517		-5,722.99	PENSIONS OCT 22
6/01/2023	HCC	FP	7,265.59			517		7,265.59	PENSIONS DEC 22
6/01/2023	BANHAM SECURITY	FP	1,510.16		251.69	3710	307	103.63	ALARM MAINT 1.1-31.12.23 FS
						2111	201	604.42	ALARM MAINT 1.1-31.12.23 PC
						2111	201	550.42	ALARM MAINT 1.1-31.12.23 PC
6/01/2023	A CRITCHLEY	FP	33.49			2120	201	33.49	CAFE PURCHASES
6/01/2023	CSG LTD	FP	225.00			3111	301	225.00	SLUDGE DISPOSAL
6/01/2023	HMRC	FP	6,635.52			515		6,635.52	PAYE/NI DEC 22
6/01/2023	LLOYDS COMMERCIAL FINANCE	FP	1,923.22		320.54	1108	101	123.55	CLEANING DEC 22 FS
						1108	101	885.00	CLEANING DEC 22 PC
						1108	101	594.13	CLEANING DEC 22 TFCC
6/01/2023	LYRECO LTD	FP	306.41		45.40	2111	201	261.01	CLEANING MATERIALS
6/01/2023	TRADE UK	FP	53.42		8.90	2111	201	7.52	B&Q MATERIALS
						3214	302	37.00	B&Q MATERIALS
6/01/2023	ABSOLUTE TECH	FP	531.41		88.57	1159	101	442.84	IT SUPPORT
6/01/2023	BUSINESS STREAM	FP	20.99			31103	311	20.99	WATER CHARGES P/TOILETS
6/01/2023	R NORTHOVER	FP	100.00			523		100.00	R NORTHOVER DEP REFUND
6/01/2023	A BARNETT	FP	25.00			523		25.00	A BARNETT DEP REFUND
6/01/2023	S POPE	FP	48.90			2120	201	48.90	CAFE PURCHASES
6/01/2023	MERCHANT RENTALS	DDR	47.98		8.00	2111	201	39.98	MERCHANT RENTALS
6/01/2023	PETTY CASH	17957	200.00			202		200.00	PETTY CASH
9/01/2023	BRITISH GAS	DDR	844.93		40.23	3712	307	804.70	GAS FS
9/01/2023	EBC	DDR	349.00			1310	103	349.00	RATES TFCC
9/01/2023	EBC	DDR	359.00			3710	307	359.00	RATES FS
9/01/2023	EBC	DDR	633.00			3712	307	633.00	RATES FS
0/01/2023	PENINSULA	DDR	373.15		59.28	1122	101	313.87	EMPLOYMENT SERVICE:
0/01/2023	EE	DDR	180.14		26.69	1112	101	133.45	MOBILE PHONES
3/01/2023	PLUSNET	DDR	32.80		5.47	3710	307	27.33	ADSL LINE
3/01/2023	TRADE UK	FP	67.97		11.33	2114	201	15.83	B&Q MATERIALS

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CURRENT/INSTANT ACCESS ACCOUNT

For Month No: 10

Payments for Month 10

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						2111	201	37.50	B&Q MATERIALS
						3111	301	3.31	B&Q MATERIALS
3/01/2023	BANHAM SECURITY	FP	124.38		20.73	3710	307	103.63	ALARM MAINT 1.1-31.12.23 FS
3/01/2023	DENNIS EDWARDS	FP	323.24		14.55	2120	201	308.69	CAFE PURCHASES
3/01/2023	ARCO	FP	25.09		4.18	3211	302	20.91	STAFF UNIFORMS
3/01/2023	A MOORE ELECTRICAL	FP	1,842.00		307.00	2111	201	1,250.00	PC ELECTRICAL WORKS
						2111	201	210.00	LIBRARY ELECTRICAL REPAIRS
						1310	103	75.00	TFCC ELECTRICAL REPAIRS
3/01/2023	HAMBROOKS	FP	670.49		111.75	3511	305	31.24	TOPSOIL
						3214	302	527.50	GRAVEL
3/01/2023	ICCM	FP	324.00		54.00	1106	101	270.00	BB/SJ BURIAL TRAINING
3/01/2023	HCC	FP	111.52		18.59	1113	101	92.93	STATIONERY
3/01/2023	BARRIER HEALTHCARE	FP	37.68		6.28	2120	201	31.40	BARRIER HEALTHCARE
3/01/2023	S HOWARTH	FP	25.00			523		25.00	S HOWARTH DEP REFUND
3/01/2023	S POPE	FP	52.50			2120	201	52.50	CAFE PURCHASES
5/01/2023	EVO PAYMENTS	DDR	46.95			2111	201	46.95	CARD PAYMENT FEES
6/01/2023	BUSINESS STREAM	DDR	10.00			3111	301	10.00	WATER CHARGES CUTBUSH
6/01/2023	BUSINESS STREAM	DDR	11.00			3511	305	11.00	WATER CHARGES CEMETERY
6/01/2023	BUSINESS STREAM	DDR	32.00			3911	309	32.00	WATER CHARGES
6/01/2023	BUSINESS STREAM	DDR	36.00			3803	308	36.00	WATER CHARGES YC
6/01/2023	BUSINESS STREAM	DDR	67.00			3911	309	67.00	WATER CHARGES ALLO'
6/01/2023	BUSINESS STREAM	DDR	100.00			3911	309	100.00	WATER CHARGES ALLO'
6/01/2023	BUSINESS STREAM	DDR	518.00			2110	201	518.00	WATER CHARGES
7/01/2023	SW HYGIENE	DDR	224.34		37.39	3803	308	186.95	TOILET EQUIP RENTAL
7/01/2023	BRITISH GAS	DDR	40.25		1.92	3804	308	38.33	GAS YC
9/01/2023	SOUTHAMPTON TROPHIES	FP	24.00		4.00	1310	103	20.00	KEYS
9/01/2023	HCC	FP	50.41		8.40	2111	201	42.01	CLEANING MATERIALS
9/01/2023	DENNIS EDWARDS	FP	144.38		5.73	2120	201	138.63	CAFE PURCHASES
9/01/2023	TREEMENDERS	FP	1,320.00		220.00	3260	302	1,100.00	TREE WORKS
9/01/2023	A CRITCHLEY	FP	16.99			2120	201	16.99	CAFE PURCHASES
9/01/2023	ABSOLUTE TECH	FP	51.00		8.50	1159	101	42.50	IT SUPPORT
9/01/2023	HAMBROOKS	FP	25.00		4.17	2111	201	20.83	SHINGLE
9/01/2023	EBC	FP	43.78		7.30	3214	302	31.92	EMPTY DOG BINS
						3511	305	4.56	EMPTY DOG BINS
9/01/2023	GSH GROUP	FP	1,139.56		189.93	31111	311	949.63	6X SHOWERS CUTBUSH
9/01/2023	FIRECARE & SECURITY	FP	240.00		40.00	2111	201	200.00	EMERGENCY LIGHTS MAINT
9/01/2023	TRADE UK	FP	45.87		7.64	3911	309	19.15	B&Q MATERIALS
						2114	201	19.08	B&Q MATERIALS
9/01/2023	BLACKBURN IT SERVICES	FP	180.00		30.00	1159	101	150.00	ALLOTMENT APP
9/01/2023	B NEDEVA	FP	0.00						B NEDEVA
9/01/2023	B NEDEVA	FP	100.00			523		100.00	B NEDEVA DEP REFUND
9/01/2023	S POPE	FP	48.95			2120	201	48.95	CAFE PURCHASES
9/01/2023	FIRECARE & SECURITY	FP	-240.00		-40.00	2111	201	-200.00	EMERGENCY LIGHTS MAINT

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CURRENT/INSTANT ACCESS ACCOUNT

For Month No: 10

Payments for Month 10

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
9/01/2023	FIRECARE & SECURITY	FP	516.00		86.00	2111	201	50.00	EMERGENCY LIGHTS MAINT PC
						1310	103	180.00	EMERGENCY LIGHTS MAINT TFCC
						2111	201	200.00	EMERGENCY LIGHTS MAINT PC
0/01/2023	BRITISH GAS	DDR	358.41		59.73	2112	201	298.68	PC GAS
0/01/2023	JAN SALARIES	DDR	73.15			516		73.15	JAN SALARIES
0/01/2023	JAN SALARIES	DDR	24,088.36			516		24,088.36	JAN SALARIES
3/01/2023	SOUTHERN COMMUNICATIONS	DDR	90.58		15.10	1112	101	75.48	TELEPHONE
3/01/2023	FUEL GENIE	DDR	61.75		10.29	3213	302	51.46	FUEL A/C
6/01/2023	PLUSNET	DDR	39.36		6.56	1310	103	32.80	ADSL LINE
6/01/2023	WATERLOGIC	DDR	42.77		7.13	2111	201	35.64	WATER COOLER
7/01/2023	ABBEY OFFICE	FP	238.28		39.71	1116	101	198.57	COPIER CHARGES
7/01/2023	BANHAM SECURITY	FP	23.20		23.20	105			ALARM REPAIRS
7/01/2023	HMRC	FP	5,966.25			515		5,966.25	PAYE/NI JAN 23
7/01/2023	A CRITCHLEY	FP	16.99			2120	201	16.99	CAFE PURCHASES
7/01/2023	EASTLEIGH FENCING	FP	285.58		44.26	3214	302	221.32	GRAVEL BOARDS/TIMBER
7/01/2023	RFW PLUMBING & HEATING	FP	84.00		14.00	2111	201	70.00	HEATING REPAIRS
7/01/2023	RIALTAS LTD	FP	149.99		25.00	1159	101	24.99	ALLOTMENT APP SUPPORT
						110	0	100.00	ALLOTMENT APP SUPPORT 23/24
7/01/2023	HAMBROOKS	FP	204.96		34.16	3214	302	170.80	SCALPINGS
7/01/2023	HCC	FP	22.22		3.70	1113	101	18.52	STATIONERY
7/01/2023	C JENKINS	FP	25.00			523		25.00	C JENKINS DEP REFUND
7/01/2023	A MORRIS	FP	25.00			523		25.00	A MORRIS DEP REFUND
7/01/2023	L OLIVER	FP	54.50			523		25.00	L OLIVER DEP RFUND
						2180	201	29.50	L OLIVER REFUND
7/01/2023	D WHINERAY	FP	100.00			523		100.00	D WHINERAY DEP REFUND
7/01/2023	S POPE	FP	53.15			2120	201	53.15	CAFE PURCHASES
7/01/2023	VIKING CARS	FP	13.00			1263	102	13.00	SL TAXI
0/01/2023	FUEL GENIE	DDR	107.87		17.98	3213	302	89.89	FUEL ACCOUNT
1/01/2023	PLUSNET	DDR	40.80		6.80	3803	308	34.00	ADSL LINE
1/01/2023	SOUTHAMPTON TROPHIES	FP	62.40		10.40	3511	305	42.00	MEMORIAL PLAQUE
						3803	308	10.00	KEYS
1/01/2023	LLOYDS CREDIT CARD	DDR	1,375.07		138.61	2120	201	423.49	LLOYDS CREDIT CARD
						2111	201	47.83	LLOYDS CREDIT CARD
						3211	302	29.26	LLOYDS CREDIT CARD
						1310	103	91.18	LLOYDS CREDIT CARD
						3710	307	32.57	LLOYDS CREDIT CARD
						1113	101	22.46	LLOYDS CREDIT CARD
						1129	101	299.00	LLOYDS CREDIT CARD
						31110	311	99.28	LLOYDS CREDIT CARD
						1125	101	191.39	LLOYDS CREDIT CARD

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CURRENT/INSTANT ACCESS ACCOUNT

For Month No: 10

Total Payments for Month	65,329.25	0.00	2,660.24	62,669.01
Balance Carried Fwd	386,474.97			
Cashbook Totals	<u>451,804.22</u>	<u>0.00</u>	<u>2,660.24</u>	<u>449,143.98</u>
