

**WEST END PARISH COUNCIL**

**MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING  
HELD ON WEDNESDAY 22<sup>nd</sup> MARCH 2023 AT 7:15 P.M.**

**Councillors Present:**        **B Coles        (Chair)**  
   **A Price**  
   **S Turl**  
   **T Weeks**

**In attendance:**                **Mr S Mockford, Parish Clerk**  
   **Mrs S Johnson, Admin Officer**

**162/23/PR    PUBLIC PARTICIPATION**

No members of the public present.

**163/23/PR    DECLARATIONS OF INTERESTS**

No declarations received.

**164/23/PR    APOLOGIES FROM COUNCILLORS**

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

**165/23/PR    MINUTES OF THE LAST MEETING**

Minutes of the meeting, held on Wednesday 22<sup>nd</sup> February 2023 approved at the Full Parish Council meeting on 8<sup>th</sup> March 2023.

**166/23/PR    ANNUAL PARISH ASSEMBLY (A.P.A.)**

The Annual Parish Assembly will be held on Wednesday 29<sup>th</sup> March 2023 from 6.30pm. The Community Grants voting has now closed & votes have been counted.

<b>Group/Organisation</b>	<b>Amount Awarded</b>
2 <sup>nd</sup> West End Brownies	£190
Brendoncare	£227
Friends of West End Copse	£226
Hatch Grange WI	£225
Hilldene Community Association	£219
New Life Domestic	£205
Propbox Youth Theatre	£200
Speedwatch	£154
St James Church	£80
St James Primary School	£221
St James School Association	£183

Wednesday Conservation Group	£216
West End Garden & Allotment Association	£202
West End Local History Society	£218
West End Preschool	£234
<b>TOTAL</b>	<b>£3,000</b>

The Clerk and Deputy Clerk were thanked for the tremendous amount of work they have carried out in compiling this. The amounts to be awarded were viewed by the Councillors and The Clerk explained the calculations used.

**Councillors unanimously agreed to accept the proposed awards.**

**167/23/PR STANDING ORDERS**

The Clerk advised that he is reviewing the Parish's 46 page Standing Orders document. In the National Association of Local Councillors (NALC) Standing Orders the document is 25 pages long. Councillors were asked if they would be happy for each committee to review of their own Terms of Reference and then they are all brought to a Full Parish meeting.

This would be completed in April with the experienced Councillors and therefore before the Elections in May. One of the first tasks after the Elections is a review of Standing Orders so this would be good pre-work. The Parish would then have a separate Complaints Procedure.

A lengthy discussion was held following which the Councillors are happy for The Clerk to roll this out. The Clerk will email the Councillors the draft documents before the April Policy & Resources meeting.

**168/23/PR ENERGY CONTRACTS**

The Clerk tabled the utility tariffs and explained that the renewal rates have reduced due to waiting a month for the rates to reduce. It was originally budgeted for a three times increase but is just over twice. Also, the new contracts are for 12 months so can be reviewed next year.

The Councillors congratulated The Clerk for his work and for using the Brooker to assist with changing the suppliers and advising on the tariffs. The YoutHouse supply is being paid for going forward, no mention has been received on historical charges from when the supply was not registered.

**169/23/PR PARISH COUNCIL ELECTIONS**

The Nomination Forms from Eastleigh Borough Council have been circulated to all Councillors and the Councillors confirmed these had been received. The Clerk reminded the Councillors that they have to be hand delivered but can be reviewed by email first or in person early.

170/23/PR

**PARISH CENTRE/ WORKSHOP/ HATCH CAFE/ LIBRARY**

**Workshop**

Nothing new to report

**Parish Centre**

The Clerk explained that Hampshire County Council had made contact and offered to use their spare white and yellow paint, from local road marking, in our car parks. This would normally be approximately £5 a metre plus labour but they are charging us £1.70 a metre and no labour charge. It saves them paying for it to be disposed of.

**Councillors were happy for this offer to be accepted.**

The Clerk has contacted Hampshire County Council to confirm the car park boundary, as there is no information on file. It transpires that the whole of the car park is owned by Hampshire County Council. They have agreed to fund 50% of the cost on any work carried out to the car park. The Clerk now will liaise with them to agree the necessary works.

**Councillors requested that the Clerk also discuss the flooding issues with them as this creates a large puddle in the car park.**

**Café**

A copy of the Hatch Café year to date takings were tabled.

The Councillors observed that the February takings are looking healthier. The Clerk has met with The Café Manager, and they are continuing to look at the hourly takings. The suggested changes to staffing numbers and hours have been put in writing by the Café Manager. These include reducing staff numbers on some days and also opening at 10am rather than 8.30am during school holidays. These changes would create approximately £9000 in savings before the price increases are included.

**Councillors suggested advertising catering on the website and the booking form and at Community Events.**

**Councillors passed on their thanks to The Café Manager for her work and for improving the Café facilities.**

**Bookings**

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

**Library**

Nothing new to report

171/23/PR

**OLD FIRE STATION**

‘Meet beats’ drop-in sessions organised by PCSO Mica Woodcock, are continuing to be held at the Fire Station. Residents are encouraged to sign up to ‘Hampshire Alert’ for the dates and times.

The Clerk is contacting Eastleigh Borough Council to confirm that the Business Rates for 2023/2024 are correct.

**172/23/PR WEST END YOUTH FACILITY**

The Clerk gave a verbal update on Little Gems regular hire of the Youthouse facility. He has a meeting booked with the Preschool Manager on Thursday 23<sup>rd</sup> March.

**173/23/PR TOWNHILL FARM COMMUNITY CENTRE**

The Clerk reported that we continue to advertise for weekday regular hirers with a few new regular hirers and more ad-hoc party bookings.

CCTV was installed on Tuesday 21<sup>st</sup> March 2023 with a monitor in the Parish Centre office.

**174/23/PR HILLDENE COMMUNITY CENTRE**

A request has been received from Hilldene Community Association to install a flagpole to the front of the building. They will fund the purchase, installation, and ongoing maintenance. The Clerk explained they have been made aware that they may need planning permission.

**Councillors were happy with the proposal.**

**175/23/PR CUTBUSH FOOTBALL FACILITY**

Nothing new to report.

**176/23/PR MONTHLY ACCOUNTS**

Monthly reports for February 2023 were previously circulated to all Councillors.

**No comments were made by the Councillors**

The Financial Statements and list of payments for February 2023 were previously circulated to all Councillors. The list of payments are attached as **Appendix A**.

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

Shawyers	£6,217.13	Barnsland Improvements – funded by EBC S106
Lyreco	£582.90	Cleaning materials
Empire Doors	£790.00	Parish Centre electric door repairs
Calibre Office	£755.00	2 x Lockable cupboards for the Fire Station
Gymtots	£693.00	Refund of duplicate invoice payment
PPLPRS	£3,245.64	Music licenses for 2021/22

February Credit Card Payments – No direct debit taken in February 2023

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

The Clerk reported that the Public Sector Deposit Fund held in an account raised £63.78 in interest, the last financial year. So far this financial year £1,383 interest has been received.

**177/23/PR**    **IT REVIEW**

The Clerk reported that following a meeting with Smart Marketing UK, we now have control of the website. The Clerk, Deputy Clerk and Admin Officer are now able to add agendas, minutes and make amendments to the website.

The website can be enhanced further in the future with the addition of a bookings calendar for example. The total cost for the new website was approximately £594.

**178/23/PR**    **NEWSLETTER**

The next Parish Newsletter is due in June 2023. The Clerk asked for any content suggestions from Councillors.

**Councillor Turl reiterated including an environmental sustainability feature on all the items the Parish are carrying out.**

**Also suggested was a ‘meet the new Councillors’ feature with a non-political statement from each Councillor. This could include what they each see as their priorities for their Ward etc. This can be written after the elections.**

**179/23/PR**    **UPDATE ON COUNCILLOR TRAINING**

H.A.L.C training courses to be tabled after the elections.

**180/23/PR**    **DATE OF NEXT MEETING**

**Wednesday 26<sup>th</sup> April 2023 at 7.15 p.m.**

The meeting closed at 8.08pm.

Appendix A – Monthly Accounts for February 2023

Date: 15/03/2023		West End Parish Council				Page: 1835		
Time 12:03		Cashbook 1				User: DCW		
		CURRENT/INSTANT ACCESS ACCOUNT				For Month No: 11		
Payments for Month 11				Nominal Ledger				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount Transaction Detail
3/12/2021	H MCPHAIL	17908	-25.00			523		-25.00 H MCPHAIL DEP REFUND
4/01/2022	K BLACK	17914	-25.00			523		-25.00 K BLACK DEP REFUND
5/08/2022	PLAYAWAY	17939	-25.00			523		-25.00 PLAYAWAY DEPOSIT
1/02/2023	LA SPAZIALE	S/O	108.00		18.00	2120	201	90.00 COFFEE MACHINE LEASE
3/02/2023	A CRITCHLEY	FP	16.50			2120	201	16.50 CAFE PURCHASES
3/02/2023	LLOYDS COMMERCIAL FINANCE	FP	2,010.82		335.14	1108	101	123.55 FS CLEANING
						1108	101	921.50 PC CLEANING
						1108	101	630.63 TFCC CLEANING
3/02/2023	ARCO LTD	FP	25.09		4.18	3211	302	20.91 PROTECTIVE CLOTHING
3/02/2023	HCC	FP	5,588.96			517		5,588.96 PENSIONS JAN 23
3/02/2023	ABSOLUTE TECH	FP	519.65		86.61	1159	101	433.04 IT SUPPORT
3/02/2023	ABBAY OFFICE	FP	58.35		9.73	1116	101	48.62 COPIER CHARGES
3/02/2023	WEDNESDAY CONSERVATION VOLUNTE	FP	180.00			3214	302	180.00 WCV EXPENSES
3/02/2023	DENNIS EDWARDS	FP	408.62		16.06	2120	201	392.56 CAFE PURCHASES
3/02/2023	SOUTHAMPTON TROPHIES	FP	9.00		1.50	2111	201	7.50 MORTICE KEY
3/02/2023	EBC	FP	819.84			2111	201	819.84 TRADE REFUSE
3/02/2023	HCC	FP	802.80		133.80	3212	302	378.00 HX20 AEZ LEASE
						3212	302	291.00 EJ18 KTK LEASE
3/02/2023	SPEEDY LTD	FP	27.00		4.50	3214	302	22.50 COMPACTOR HIRE
3/02/2023	TRADE UK	FP	286.11		47.68	3214	302	22.00 B&Q MATERIALS
						3111	301	18.87 B&Q MATERIALS
						1310	103	12.84 B&Q MATERIALS
						1310	103	184.72 B&Q MATERIALS
3/02/2023	ANDY LOOS LTD	FP	475.20		79.20	110		396.00 TOILETS HIRE 5.5.23
3/02/2023	G WHITE	FP	25.00			523		25.00 G WHITE DEP REFUND
3/02/2023	F FILIPPA	FP	25.00			523		25.00 F FILIPPA DEP REFUND
3/02/2023	INSPIRATIONS	FP	51.90			2120	201	51.90 CAFE PURCHASES
6/02/2023	SSE	DDR	242.20		11.53	3112	301	230.67 CUTBUSH ELECTRICITY
6/02/2023	MERCHANT RENTALS	DDR	47.98			2111	201	47.98 MERCHANT RENTALS
7/02/2023	PETTY CASH	17958	200.00			202		200.00 PETTY CASH
8/02/2023	UK FUELS	DDR	15.60		2.60	3213	302	13.00 FUEL A/C
9/02/2023	UK FUELS	DDR	107.54		17.93	3213	302	89.61 FUEL A/C
9/02/2023	SHAWYERS	FP	7,460.56		1,243.43	31112	311	6,217.13 BARNSLAND IMPROVEMNTS
0/02/2023	SSE	DDR	886.48		147.74	1311	103	738.74 TFCC ELECTRICITY
0/02/2023	EE	DDR	59.23		9.87	1112	101	49.36 MOBILE PHONES
0/02/2023	SKY CONNECT	DDR	40.74		6.79	1310	103	33.95 BROADBAND
0/02/2023	PENINSULA	DDR	373.15		59.28	1122	101	313.87 BUSINESS SAFE
0/02/2023	EVO PAYMENTS	DDR	65.64			2111	201	65.64 EVO PAYMENTS
0/02/2023	DENNIS EDWARDS	FP	218.42		7.27	2120	201	211.15 CAFE PURCHASES
0/02/2023	EBC	FP	43.78		7.30	3511	305	18.24 EMPTY DOG BINS
						3214	302	18.24 EMPTY DOG BINS
0/02/2023	MOON ROAST	FP	365.80		1.40	2120	201	364.40 CAFE PURCHASES
0/02/2023	LYRECO LTD	FP	699.48		116.58	2111	201	582.90 CLEANING MATERIALS
0/02/2023	WICKSTEED LEISURE	FP	163.80		27.30	3216	302	136.50 PLAY EQUIPMENT REPAIRS
0/02/2023	A CRITCHLEY	FP	16.99			2120	201	16.99 CAFE PURCHASES

Continued on Page 1836

## CURRENT/INSTANT ACCESS ACCOUNT

For Month No: 11

## Payments for Month 11

## Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
0/02/2023	HALC	FP	57.60		9.60	1106	101	48.00	BB CILCA INTRODUCTIO
0/02/2023	HCC	FP	44.08		7.35	1113	101	36.73	STATIONERY
0/02/2023	MERIDIAN BEEKEEPERS	FP	81.00			2120	201	81.00	CAFE PURCHASES
0/02/2023	J GOING	FP	25.00			523		25.00	J GOING DEP REFUND
0/02/2023	C JONES	FP	25.00			523		25.00	C JONES DEP REFUND
0/02/2023	J DYER	FP	25.00			523		25.00	J DYER DEP REFUND
0/02/2023	INSPIRATIONS	FP	52.50			2120	201	52.50	CAFE PURCHASES
3/02/2023	PLUSNET	DDR	32.80		5.47	3710	307	27.33	ADLS LINE
5/02/2023	SCOTTISH WATER	DDR	10.00			3111	301	10.00	WATER CHARGES CUTBUSH
5/02/2023	SCOTTISH WATER	DD	11.00			3511	305	11.00	WATER CHARGES CEMETERY
5/02/2023	SCOTTISH WATER	DDR	32.00			3911	309	32.00	WATER CHARGES ALLOTMENTS
5/02/2023	SCOTTISH WATER	DDR	36.00			3803	308	36.00	WATER CHARGES YC
5/02/2023	SCOTTISH WATER	DDR	167.00			3911	309	167.00	WATER CHARGES ALLOTMENTS
5/02/2023	SCOTTISH WATER	DDR	518.00			2110	201	518.00	WATER CHARGES PC
6/02/2023	FUEL GENIE	DDR	75.00		12.50	3213	302	62.50	FUEL A/C
7/02/2023	BRITISH GAS	DDR	154.59		7.36	3804	308	147.23	YC GAS
7/02/2023	FEB SALARIES	FP	2,274.66			516		2,274.66	FEB SALARIES
7/02/2023	FEB SALARIES	FP	21,616.76			516		21,616.76	FEB SALARIES
7/02/2023	TRADE UK	FP	47.85		7.98	3710	307	10.87	B&Q MATERIALS
						3211	302	20.27	B&Q MATERIALS
						1310	103	8.73	B&Q MATERIALS
7/02/2023	HCC	FP	199.42		33.24	2111	201	166.18	CLEANING MATERIALS
7/02/2023	R MOULD-RYAN	FP	405.00			31111	311	405.00	BARNSLAND IMPROVEMENTS
7/02/2023	DENNIS EDWARDS	FP	261.64		14.26	2120	201	247.38	CAFE PURCHASES
7/02/2023	DCK ACCOUNTING	FP	354.90		59.15	1157	101	295.75	ACCOUNTS DEC 22
7/02/2023	EMPIRE INDUSTRIAL DOORS	FP	168.00		28.00	2111	201	140.00	DOOR CALL OUT
7/02/2023	A CRITCHLEY	FP	16.99			2120	201	16.99	CAFE PURCHASES
7/02/2023	L LOVE	FP	25.00			523		25.00	L LOVE DEP REFUND
7/02/2023	BISHOP PRINTERS	FP	278.00			1123	101	278.00	NEWSLETTER
7/02/2023	INSPIRATIONS	FP	51.90			2120	201	51.90	CAFE PURCHASES
8/02/2023	SSE	DDR	2,546.17		424.36	2112	201	2,121.81	PC ELECTRICITY
0/02/2023	BRITISH GAS	DDR	414.70		69.11	2112	201	345.59	PC GAS
0/02/2023	SMART TEST ENERGY	DDR	184.00		8.76	2116	201	175.24	WISHOP ELECTRICITY
2/02/2023	SCG	DDR	86.84		14.47	1112	101	72.37	TELEPHONE
2/02/2023	WATERLOGIC	DDR	115.43		19.24	2111	201	96.19	WATER COOLER
3/02/2023	SSE	DDE	75.55		12.59	2112	201	62.96	PC ELECTRICITY
4/02/2023	A CRITCHLEY	FP	16.99			2120	201	16.99	CAFE PURCHASES
4/02/2023	HMRC	FP	5,741.92			515		5,741.92	PAYE/NI FEB 23
4/02/2023	MOON ROAST LTD	FP	177.60		1.40	2120	201	176.20	CAFE PURCHASES
4/02/2023	HCC	FP	802.80		133.80	3212	302	378.00	HX20 AEZ LEASE
						3212	302	291.00	EJ18 KTK LEASE
4/02/2023	EMPIRE INDUSTRIAL DOORS	FP	948.00		158.00	2111	201	790.00	DOOR REPAIR
4/02/2023	DENNIS EDWARDS	FP	336.48		31.74	2120	201	304.74	CAFE PURCHASES
4/02/2023	CALIBRE OFFICE	FP	906.00		151.00	3710	307	755.00	LOCKERS F/S
4/02/2023	WICKSTEED	FP	163.80		27.30	3216	302	136.50	PALY EQUIPMENT

Continued on Page 1837

## CURRENT/INSTANT ACCESS ACCOUNT

For Month No: 11

## Payments for Month 11

## Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									REPAIRS
4/02/2023	TRADE UK	FP	303.30		50.57	1310	103	33.23	B&Q MATERIALS
						1310	103	120.48	B&Q MATERIALS
						1310	103	99.02	B&Q MATERIALS
4/02/2023	WEPPC	FP	200.00			1121	101	200.00	WEPPC WARM SPACES
4/02/2023	GYMTOTS	FP	693.00			100		693.00	Sales Recpts Page 2900
4/02/2023	S MOCKFORD	FP	173.42			516		173.42	SM SALARY
4/02/2023	INSPIRATIONS	FP	92.10			2120	201	92.10	CAFE PURCHASES
4/02/2023	PPL PRS LTD	FP	3,894.77		649.13	1122	101	3,245.64	PPL PRS LICENCE
4/02/2023	VIKING CARS	FP	52.00			1263	102	52.00	TAXIS COMMUNITY TRAVEL
7/02/2023	SKY	DDR	26.34		4.39	1310	103	21.95	BROADBAND
7/02/2023	R THISLETON	FP	25.00			523		25.00	R THISLETON DEP REFUND
7/02/2023	SOUTHAMPTON TROPHIES	FP	49.00		8.17	3803	308	40.83	KEY CUTTING
8/02/2023	BRITISH GAS	DDR	80.43		3.83	3804	308	76.60	BRITISH GAS YC
<b>Total Payments for Month</b>			67,522.56	0.00	4,348.19			63,174.37	
<b>Balance Carried Fwd</b>			335,373.60						
<b>Cashbook Totals</b>			402,896.16	0.00	4,348.19			398,547.97	

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