

**WEST END PARISH COUNCIL**

**MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING  
HELD ON WEDNESDAY 26<sup>th</sup> APRIL 2023 AT 7:15 P.M.**

**Councillors Present:**        **B Coles        (Chair)**  
   **J Asman**  
   **R MacDonald**  
   **A Price**  
   **S Turl**

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

**001/23/PR    PUBLIC PARTICIPATION**

No members of the public present.

**002/23/PR    DECLARATIONS OF INTERESTS**

No declarations received.

**003/23/PR    APOLOGIES FROM COUNCILLORS**

Apologies received and accepted from Councillors Weeks & Gomer.

Councillor Tennent was absent.

**004/23/PR    MINUTES OF THE LAST MEETING**

Minutes of the meeting, held on Wednesday 22<sup>nd</sup> March 2023, were approved at the Full Parish Council meeting on 12<sup>th</sup> April 2023.

**005/23/PR    STANDING ORDERS**

Draft documents to be reviewed:

- Standing Orders
- Complaints Procedure
- Member's Code of Conduct.

**Councillors unanimously agreed that the documents are all more user-friendly and much more concise. The documents will be taken to the Annual Parish Meeting in May to be approved.**

**006/23/PR    PARISH CENTRE/ WORKSHOP/ HATCH CAFE/ LIBRARY**

**Workshop**

Nothing new to report

**Parish Centre**

- The Clerk reported that the car park lines have been repainted at a cost of £3,298. This was slightly higher than expected but is still a saving on the full cost.

- The Hampshire Association of Local Councils (H.A.L.C.) membership is due for renewal on 10<sup>th</sup> May 2023 at a cost of £1,781.45.

**Councillors confirmed they are happy to renew this membership.**

- West End Local History Society (W.E.L.H.S.) have completed archiving the historical Parish documents, the earliest is dated 1872. There is an archive catalogue available to view at the Parish office.

**Councillors found this very interesting and thanked W.E.L.H.S. for their work. It was questioned if the documents would be digitised but some are bigger than A3 and the volunteers may not have the facilities to action this.**

### **Café**

The Parish Clerk reported that, with the changes that are now in place with the staffing set ups and timings, significant future savings will be made.

### **Bookings**

The Clerk reported that there are some new regular bookings: Pickleball at the Parish Centre as well as ZDL Kickboxing and Hot Yoga at Townhill Farm Community Centre.

### **Library**

Nothing new to report

#### **007/23/PR OLD FIRE STATION**

The valuation office at Eastleigh Borough Council has confirmed the rateable value for the museum has reduced from £7,200 to £1,000 for the year commencing 1<sup>st</sup> April 2023.

#### **008/23/PR WEST END YOUTH FACILITY**

- The new defibrillator has been installed and registered with 'The Circuit'.
- The car park lines have been painted at a cost of £1,190.

#### **009/23/PR TOWNHILL FARM COMMUNITY CENTRE**

Advertising for weekday regular hirers continues.

#### **010/23/PR HILLDENE COMMUNITY CENTRE**

The Parish Clerk has met with three companies to obtain quotes for the exterior painting of the Pre-Schol building. However, only one quote has been received so far.

#### **011/23/PR CUTBUSH FOOTBALL FACILITY**

Nothing new to report.

#### **012/23/PR MONTHLY ACCOUNTS**

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

**No comments were made.**

The list of payments is shown in **Appendix A**.

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

Shawyers	£2,292.00	Barnsland Improvements – funded by Eastleigh Borough Council s106
Shawyers	£7,107.77	Barnsland Improvements – funded by Eastleigh Borough Council s106
SG Services Ltd	£594.28	Ford Connect repairs
Gallagher's	£2,425.75	Fleet vehicle insurance
A Jones Brickwork	£1,775.00	Hilldene steps repairs
Treemenders	£1,380.00	Work to the Liquid Amber
RFW Plumbing	£540.27	Installation of the YoutHouse water bottle station
Absolute Technology	£791.06	I.T. support
Treemenders	£1,480.00	Various tree works
Gallaghers	£976.21	Vehicle insurance for the new Vauxhall van
G.E. Group	£1,260.07	THFCC new CCTV
SGM Ltd	£757.00	New electric brush cutter

**March Credit Card Payments – direct debit paid taken 6<sup>th</sup> March 2023:**

Café purchases £782.54; Parish Centre £54.80; Rec. maintenance £34.00; Mobiles £67.39; Youth Club £16.66; Recruitment £154.00; Stationery £5.82  
Special projects £44.07

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

The Clerk reported that the Annual Governance and Accountability Return (A.G.A.R.) forms are currently being compiled for 2022/23 and it looks like the Parish had a good year and did not need to dip into the reserves, as had been previously predicted.

The unaudited accounts for 2022/23 are also being prepared.

The new external auditors (BDO LLP) have selected West End Parish Council for an intermediate audit for 2022/23.

**013/23/PR IT REVIEW**

A quote has been obtained from QIC Systems Ltd. as an alternative to our current IT provider, Absolute. They can offer a similar proposition to our current provider, however, Absolute, are slightly more cost effective.

The Clerk explained that the service quality has dropped with the current supplier. However, they have been used to set up new laptops and resolve a few issues.

**A discussion was held, and Councillors agreed that it would be beneficial to change IT supplier to gain improved service.**

**014/23/PR**    **NEWSLETTER**

- The next Newsletter is due out in June.
- The Admin Officer will be encouraging residents to sign up to the online Newsletter during the King's Coronation event on Monday 8<sup>th</sup> May.
- The Deputy Clerk will be liaising with Eastleigh Borough Council's Public Art Officer, to include an article about the new Public Art project on the Hatch Farm development.

**015/23/PR**    **UPDATE ON COUNCILLOR TRAINING**

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

The Clerk reported that there are lots of training courses available.

**016/23/PR**    **DATE OF NEXT MEETING**

**Wednesday 24<sup>th</sup> May 2023 at 7.15 p.m.**

The meeting closed at 7.42 pm.

Appendix A – Monthly Accounts for March 2023

**Payments for Month 12**

**Nominal Ledger**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
1/03/2023	LA SPAZIALE	S/O	108.00		18.00	2120	201	90.00	COFFEE MACHINE LEASE
1/03/2023	PLUSNET	DDR	75.50		12.58	3803	308	62.92	BROADBAND
2/03/2023	FUEL GENIE	DDR	106.95		17.83	3213	302	89.12	FUEL A/C
3/03/2023	P REYNOLDS	FP	625.00			1170	101	130.00	INTENAL AUDIT 22/23 YC
						1170	101	495.00	INTENAL AUDIT 22/23
3/03/2023	TRADE UK	FP	117.68		19.62	110		34.73	CORONATION MATERIAL
						1310	103	63.33	B&Q MATERIALS
3/03/2023	HCC	FP	6,921.91			517		6,921.91	PENSIONS FEB 23
3/03/2023	SHAWYERS	FP	2,750.40		458.40	31111	311	2,292.00	BARNSLAND PATH
3/03/2023	SHAWYERS	FP	8,529.32		1,421.55	31111	311	7,107.77	BARNSLAND PATH/STEPS
3/03/2023	LLOYDS COMMERCIAL FINANCE	FP	2,022.26		337.08	1108	101	123.55	CLEANING FEB 23 FS
						1108	101	885.00	CLEANING FEB 23 PC
						1108	101	676.63	CLEANING FEB 23 TFCC
3/03/2023	ABSOLUTE TECH	FP	102.00		17.00	1159	101	85.00	IT SUPPORT
3/03/2023	DENNIS EDWARDS	FP	222.17		10.44	2120	201	211.73	CAFE PURCHASES
3/03/2023	A CRITCHLEY	FP	16.50			2120	201	16.50	CAFE PURCHASES
3/03/2023	SG SERVICES LTD	FP	705.54		111.26	3212	302	594.28	LA04 JLV REPAIRS
3/03/2023	FIRECARE & SECURITY	FP	84.00		14.00	1310	103	70.00	FIRE ALARMLIGHTS MAINT TFCC
3/03/2023	GALLAGHER	FP	2,425.75			110		2,425.75	VEHICLE INSURANCE 23/24
3/03/2023	M RUSSELL	FP	25.00			523		25.00	M RUSSELL DEP REFUND
3/03/2023	G TURNER	FP	25.00			523		25.00	G TURNER DEP REFUND
3/03/2023	MOLIST CORDI	FP	25.00			523		25.00	MOLIST CORDI DEP REFUND
3/03/2023	R THISELTON	FP	25.00			523		25.00	R THISELTON DEP REFUND
3/03/2023	A JONES BRICKWORK	FP	1,775.00			1411	104	1,775.00	HILLDENE STEPS REPAIR
3/03/2023	S POPE	FP	52.55			2120	201	52.55	CAFE PURCHASES
3/03/2023	SHAWYERS	FP	-2,750.40		-458.40	31111	311	-2,292.00	BARNSLAND PATH
3/03/2023	R THISELTON	FP	-25.00			523		-25.00	R THISELTON DEP REFUND
6/03/2023	LLOYDS CREDIT CARD	DDR	1,198.45		39.17	2120	201	782.54	LLOYDS CREDIT CARD
						2111	201	54.80	LLOYDS CREDIT CARD
						3211	302	34.00	LLOYDS CREDIT CARD
						1112	101	67.39	LLOYDS CREDIT CARD
						3803	308	16.66	LLOYDS CREDIT CARD
						1129	101	154.00	LLOYDS CREDIT CARD
						1113	101	5.82	LLOYDS CREDIT CARD
						31110	311	44.07	LLOYDS CREDIT CARD
6/03/2023	MERCHANT RENTALS	DDR	47.98		8.00	2111	201	39.98	MERCHANT RENTALS
8/03/2023	UK FUELS LTD	DDR	1.20		0.20	3213	302	1.00	FUEL A/C
8/03/2023	PLUSNET	DDR	121.40		20.23	3710	307	101.17	BROADBAND
9/03/2023	SKY CONNECT	DDR	35.74		5.96	3803	308	29.78	BROADBAND
0/03/2023	TRADE UK	FP	32.77		5.47	1310	103	14.86	B&Q MATERIALS
						1310	103	12.44	B&Q MATERIALS

## CURRENT/INSTANT ACCESS ACCOUNT

For Month No: 12

## Payments for Month 12

## Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
0/03/2023	FIRECARE & SECURITY	FP	120.00		20.00	2111	201	100.00	EMERGENCY LIGHTS REPAIR
0/03/2023	DENNIS EDWARDS	FP	332.59		14.18	2120	201	318.41	CAFE PURCHASES
0/03/2023	CSG LTD	FP	248.00			3111	301	248.00	SLUDGE DISPOSAL
0/03/2023	SOTON TROPHIES	FP	20.10		3.35	3803	308	16.75	KEY CUTTING
0/03/2023	HAMBROOKS LTD	FP	37.49		6.25	3214	302	31.24	TOPSOIL
0/03/2023	LYRECO	FP	316.50		52.75	3803	308	263.75	CLEANING MATERIALS
0/03/2023	HALC	FP	12.00		2.00	1106	101	10.00	SM TRAINING
0/03/2023	TREEMENDERS	FP	1,656.00		276.00	3260	302	1,380.00	TREE WORKS
0/03/2023	EBC	FP	43.78		7.30	3511	305	18.24	DOG BINS FEB 23
						3214	302	18.24	DOG BINS FEB 23
0/03/2023	GE GROUP	FP	156.00		26.00	110		130.00	CCTV MAINT 2/24
0/03/2023	A CRITCHLEY	FP	16.99			2120	201	16.99	CAFE PURCHASES
0/03/2023	ILIEVA	FP	100.00			523		100.00	ILIEVA DEP REFUND
0/03/2023	S POPE	FP	52.50			2120	201	52.50	CAFE PURCHASES
0/03/2023	EE LTD	DDR	164.57		27.43	1112	101	137.14	MOBILE PHONES
3/03/2023	EVO PAYMENTS	DDR	67.13			2111	201	67.13	CARD PAYMENT CHARGES
3/03/2023	PENINSULA	DDR	373.15		59.28	1122	101	313.87	BUSINESSSAFE
5/03/2023	SCOTTISH WATER	DDR	10.00			3111	301	10.00	WATER CHARGES CUTBUSH
5/03/2023	SCOTTISH WATER	DDR	32.00			3911	309	32.00	WATER CHARGES ALLO'
5/03/2023	SCOTTISH WATER	DDR	36.00			3803	308	36.00	WATER CHARGES YC
5/03/2023	SCOTTISH WATER	DDR	167.00			3911	309	167.00	WATER CHARGES ALLO'
5/03/2023	SCOTTISH WATER	DDR	518.00			2110	201	518.00	WATER CHARGES PC
6/03/2023	PETTY CASH	17959	200.00			202		200.00	PETTY CASH
7/03/2023	MAR SALARIES	DDR	2,274.66			516		2,274.66	MAR SALARIES
7/03/2023	MAR SALARIES	DR	21,909.86			516		21,909.86	MAR SALARIES
7/03/2023	LIVING CHURCH	FP	20.00			523		75.00	LIVING CHURCH DEP REFUND
						2180	201	-55.00	LIVING CHURCH DEP WITHELD
7/03/2023	P WREN	FP	90.00			2111	201	40.00	WINDOW CLEANING PC
						1310	103	50.00	WINDOW CLEANING TFCC
7/03/2023	INSPIRATIONS	FP	68.90			2120	201	68.90	CAFE PURCHASES
7/03/2023	A CRITCHLEY	FP	33.00			2120	201	33.00	CAFE PURCHASES
0/03/2023	BRITISH GAS	DDR	331.39		55.23	2112	201	276.16	PC GAS
0/03/2023	SMARTEST ENERGY	DDR	184.00		8.76	2116	201	175.24	PC ELECTRICITY
2/03/2023	SCG	DDR	101.26		16.88	1112	101	84.38	TELEPHONE
3/03/2023	FUEL GENIE	DDR	162.27		27.04	3213	302	135.23	FUEL A/C
3/03/2023	2ND WE BROWNIES	17960	190.00			1262	102	190.00	2ND WE BROWNIES GRANT
3/03/2023	FRIENDS WE COPSE	17961	228.00			1262	102	228.00	FRIENDS WE COPSE GRANT
3/03/2023	HATCH GRANGE WI	17962	225.00			1262	102	225.00	HATCH GRANGE WI GRANT
3/03/2023	HILLDENE COM ASSN	17963	219.00			1262	102	219.00	HILLDENE COM ASSN GRANT
3/03/2023	NEW LIFE DOMESTIC CHARITY	17964	205.00			1262	102	205.00	NEW LIFE DOMESTIC CHARITY GRAN

## CURRENT INSTANT ACCESS ACCOUNT

For Month No: 12

## Payments for Month 12

## Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
3/03/2023	PROPBOX YOUTH THEATRE	17965	200.00			1262	102	200.00	PROPBOX YOUTH THEATRE GRANT
3/03/2023	HE COMM SPEEDATCH GROUP	17966	154.00			1262	102	154.00	HE COMM SPEEDATCH GROUP GRANT
3/03/2023	WE PCC ST JAMES	17967	80.00			1262	102	80.00	WE PCC ST JAMES GRANT
3/03/2023	ST JAMES PRIMARY SCHOOL	17968	221.00			1262	102	221.00	ST JAMES PRIMARY SCHOOL GRANT
3/03/2023	ST JAMES SCHOOL ASN	17969	183.00			1262	102	183.00	ST JAMES SCHOOL ASSN GRANT
3/03/2023	WEDNESDAY CONS. GROUP	17970	216.00			1262	102	216.00	WEDNESDAY CONS. GROUP GRANT
3/03/2023	WEGAA	17971	202.00			1262	102	202.00	WEGAA GRANT
3/03/2023	WELHS	17972	218.00			1262	102	218.00	WELHS GRANT
3/03/2023	WE PRE SCHOOL	17973	234.00			1262	102	234.00	WE PRE SCHOOL GRANT
3/03/2023	BRENDON CARE CLUBS	17974	227.00			1262	102	227.00	BRENDON CARE CLUBS GRANT
4/03/2023	TRADE UK	FP	166.75		27.78	2111	201	5.79	B&Q MATERIALS
						1310	103	16.67	B&Q MATERIALS
						3111	301	89.59	B&Q MATERIALS
						3710	307	26.92	B&Q MATERIALS
4/03/2023	PPL/PRS	FP	343.15		57.19	1310	103	285.96	PPL/PRS LICENCE TFCC
4/03/2023	DENNIS EDWARDS	FP	504.12		6.38	2120	201	497.74	CAFE PURCHASES
4/03/2023	HCC	FP	802.80		133.80	3212	302	378.00	HX20 AEZ LEASE
						3212	302	291.00	EJ18 KTK LEASE
4/03/2023	EASTLEIGH FENCING	FP	82.19		13.70	3214	302	68.49	POST TIMBER
4/03/2023	S WILLIS	FP	280.00			3803	308	280.00	YOUTH WORK
4/03/2023	DCK ACCOUNTNG	FP	521.63		86.94	1157	101	434.69	ACCOUNTS JAN 23
4/03/2023	MOON ROAST	FP	156.40		1.40	2120	201	155.00	CAFE PURCHASES
4/03/2023	RFW PLUMBING	FP	648.32		108.05	3803	308	540.27	INSTALL WATER FOUNTAIN
4/03/2023	RFW PLUMBING	FP	177.54		29.59	3803	308	147.95	REPLACE TRV HEAD
4/03/2023	ABSOLUTE TECH	FP	949.27		158.21	1159	101	791.06	IT SUPPORT
4/03/2023	ONE COMMUNITY	FP	28.00			110		28.00	ONE COMMUNITY SUBS 23/24
4/03/2023	TREEMENDERS	FP	1,776.00		296.00	3260	302	1,480.00	TREE WORKS
4/03/2023	GALLAGHER	FP	976.21			110		976.21	VEHICLE INS 23/24
4/03/2023	COUNTY LOCKSMITHS	FP	75.00		12.50	3911	309	62.50	KEY CUTTING
4/03/2023	A CRITCHLEY	FP	33.98			2120	201	33.98	CAFE PURCHASES
4/03/2023	J WALTERS	FP	25.00			523		25.00	J WALTERS DEP REFUND
4/03/2023	O WYLIE	FP	25.00			523		25.00	O WYLIE DEP REFUND
4/03/2023	SMART MARKETING	FP	594.00		99.00	1159	101	495.00	NEW WEBSITE DESIGN
4/03/2023	S POPE	FP	87.40			2120	201	87.40	CAFE PURCHASES
6/03/2023	WATERLOGIC	DDR	49.19		8.20	2111	201	40.99	WATER COOLER
7/03/2023	SKY CONNECT	DDR	26.34		4.39	1310	103	21.95	BROADBAND
1/03/2023	SKY CONNECT	DDR	33.54		5.59	3803	308	27.95	BROADBAND
1/03/2023	TRADE UK	FP	125.45		20.91	3710	307	30.83	B&Q MATERIALS
						3911	309	59.71	B&Q MATERIALS
						3911	309	14.00	B&Q MATERIALS

## CURRENT/INSTANT ACCESS ACCOUNT

For Month No: 12

## Payments for Month 12

## Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/03/2023	SOTON TROPHIES	FP	44.40		7.40	1310	103	37.00	KEY CUTTING
1/03/2023	HMRC	FP	5,849.50			515		5,849.50	PAYE/NI MAR 23
1/03/2023	HCC	FP	6,294.66			517		6,294.66	PENSIONS MAR 23
1/03/2023	DCK ACCOUNTING	FP	410.47		68.41	1157	101	342.06	ACCOUNTS FEB 23
1/03/2023	DCK ACCOUNTING	FP	429.00		71.50	1157	101	357.50	ACCOUNTS NOV 23
1/03/2023	DENNIS EDWARDS	FP	257.81		15.20	2120	201	242.61	CAFE PURCHASES
1/03/2023	EBC	FP	54.72		9.12	3111	301	13.68	DOG BINS MAR 23
						3214	302	13.68	DOG BINS MAR 23
						3511	305	9.12	DOG BINS MAR 23
						3411	304	9.12	DOG BINS MAR 23
1/03/2023	A CRITLHEY	FP	33.00			2120	201	33.00	CAFE PURCHASES
1/03/2023	GE GROUP	FP	1,512.08		252.01	110		1,260.07	TFCC CCTV MAINT 23/24
1/03/2023	MOON ROAST	FP	89.90		1.40	2120	201	88.50	CAFE PURCHASES
1/03/2023	ARCO	FP	133.62		22.27	3211	302	111.35	STAFF UNIFORMS
1/03/2023	SGM LTD	FP	908.40		151.40	3215	302	757.00	CRAMER BRUSHCUTTEF
1/03/2023	TAKSANDE	FP	75.00			523		75.00	TAKSANDE DEP REFUNC
1/03/2023	S POPE	FP	76.90			2120	201	76.90	CAFE PURCHASES
1/03/2023	LLOYDS COMMERCIAL FINANCE	FP	1,960.58		330.10	1108	101	676.63	CLEANING MAR 23 TFCC
						1108	101	850.30	CLEANING MAR 23 PC
						1108	101	123.55	CLEANING MAR 23 FS
<b>Total Payments for Month</b>			84,895.13	0.00	4,659.28			80,235.85	
<b>Balance Carried Fwd</b>			275,762.82						
<b>Cashbook Totals</b>			360,657.95	0.00	4,659.28			355,998.67	