

WEST END PARISH COUNCIL

**MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING
HELD ON WEDNESDAY 24th MAY 2023 AT 7:15 P.M.**

Councillors Present: **B Tennent (Chair)**
 R MacDonald
 J Asman
 D Berry
 B Coles
 S Turl

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

017/23/PR PUBLIC PARTICIPATION

No members of the public present.

018/23/PR DECLARATIONS OF INTERESTS

No declarations received.

019/23/PR APOLOGIES FROM COUNCILLORS

Apologies received and accepted from Councillor Burton.

020/23/PR MINUTES OF THE LAST MEETING

Minutes of the meeting, held on Wednesday 26th April 2023, were approved at the Annual Meeting on 17th May 2023.

021/23/PR POLICY & RESOURCES TERMS OF REFERENCE

The Councillors reviewed the Terms of Reference for the Policy and Resources committee.

RESOLVED: Councillors agreed unanimously to accept the Terms of Reference for the Policy and Resources Committee.

022/23/PR PARISH CENTRE/ WORKSHOP/ HATCH CAFE/ LIBRARY

Workshop

Nothing new to report

Parish Centre

- Cllr Turl and the Deputy Parish Clerk attended the Mayor Making ceremony on Monday 22nd May at The Point in Eastleigh. A discussion was held regarding the event and the Chair will provide feedback to Eastleigh Borough Council.
- The Parish Clerk advised he has been investigating the possibility of converting the entrance hall men's toilet into a unisex/baby changing restroom. He explained that at certain times the Parish Centre is very busy with toddler groups and one baby changing facility is not sufficient. A quote has been received for £200 to remove the gentleman's urinal. The Grounds Team would then remove the cubical walls and a

new baby change table would be purchased at a cost of £100. **Councillors agreed this is a good idea.**

- A discussion was held regarding the public toilets in the Parish Centre car park. It was suggested fitting a card operated system as people do not always have change on them.

The Parish Clerk was asked to investigate the feasibility and costings involved and also look into the possibility of adding public toilet signage at the car park entrance.

Café

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

The Parish Clerk reported that the spending was affected recently by the café manager building up stock for the Coronation Event.

A background to the Café and the recent changes were explained for the benefit of the new Councillors on the Committee. It was commented that there is the quality and social benefit to the community to be taken into consideration and not just the quantitative element. It was mentioned that the current loss is on par with other facilities offered by the Parish Council.

Bookings

The Parish Clerk explained that he has had a conversation with an existing hirer from the Parish Centre who is interested in hiring Townhill Farm Community Centre over 4 days a week: Monday, Thursday, Friday & Saturday and possibly running a café on the days they are open. The income for the hire would be approximately £1,000 a month. The Clerk also explained that the Thursday toddler group run by the Youth Team would be lost.

A lengthy discussion followed, where concerns were raised on the legislation that would be necessary such as Environmental Health requirements, Food Allergies, Change of Use for the venue, etc. Councillors also voiced concern about the loss of a low cost toddler group in this area of the Parish.

It was agreed that much more detail is required. The Parish Clerk suggested asking the proposer to give a presentation at the next meeting which Councillors agreed would be welcome.

Library

Nothing new to report

023/23/PR OLD FIRE STATION

PIR Sensors and LED lighting is to be installed in the entrance foyer to replace the existing fluorescent lighting.

024/23/PR WEST END YOUTH FACILITY

PIR Sensors and LED lighting to be installed in the entrance foyer and restrooms, to replace the existing fluorescent lighting.

025/23/PR TOWNHILL FARM COMMUNITY CENTRE

- Advertising for weekday regular hirers continues.
- PIR Sensors, LED lighting and push taps have been installed in the restrooms. Replacement wall heaters have been installed in the main hall.

026/23/PR HILLDENE COMMUNITY CENTRE

Currently awaiting a final quote for the painting of the external walls of the Pre-school building.

027/23/PR CUTBUSH FOOTBALL FACILITY

Nothing new to report.

028/23/PR ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (A.G.A.R)

The Internal Auditor has completed his inspection of the accounts for 2022/23 and has raised no issues. The Clerk and Internal Auditor will now prepare the A.G.A.R (Annual Governance & Accountability Return) for Councillors to approve at June's Full Parish meeting.

029/23/PR MONTHLY ACCOUNTS

The Financial Statements and list of payments for **April 2023** were previously circulated to all Councillors. The list of payments can be found in **Appendix A**.

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

PPL/PRS Ltd	£5,699.80	Music License for Parish Centre 2020/21/22
Rialtas Ltd	£758.32	Accounts Software
E.B.C.	£807.60	Trade Waste Account
Road & Traffic Mgt Ltd	£1,190.00	Repainting of Moorgreen car park
Road & Traffic Mgt Ltd	£3,298.00	Repainting of Parish Centre car park

March Credit Card Payments – direct debit paid taken 3.4.23:

Café purchases £518.26; Parish Centre £224.90; Rec. maintenance £89.96; THFCC £107.50; Youth Club £45.83; Vehicle expenses £292.50; Stationery £7.06; Staff/Cllr Training £349.00; Staff/Cllr Training £296.00; One Community Bus subscription £28.00

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

A copy of the unaudited accounts has previously been circulated to Councillors.

030/23/PR **NEWSLETTER**

- The next Newsletter is due out in June.
- It was agreed that there would be a reduced number of hard copies printed due to the number of February's newsletter still remaining.
- Councillors asked that the newsletter include reference to the limited number of hard copies being available at the Parish Centre for those unable to access it online.

031/23/PR **UPDATE ON COUNCILLOR TRAINING**

- Councillors Burton, Henry and Prince-Wright are booked to attend the 'Introduction to Planning' course on 6th July run by Hampshire Association of Local Councils (HALC)
- Councillor Henry is booked to attend the Knowledge and Core Skills for Councillors Course on the 15th June run by HALC
- Councillor Prince-Wright is booked to attend the Planning Training run by Eastleigh Borough Council on the 24th May. Councillor Burton is booked on the same course on the 7th June.

032/23/PR **DATE OF NEXT MEETING**

Wednesday 28th June 2023 at 7.15 p.m.

The meeting closed at 8.06 pm.

Appendix A – List of Payment for April 2023

Date: 17/05/2023		West End Parish Council				Page: 1853			
Time: 11:22		Cashbook 1				User: DCW			
CURRENT/INSTANT ACCESS ACCOUNT									
For Month No: 1									
Payments for Month 1				Nominal Ledger					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/04/2023	LA SPAZIALE	S/O	108.00		18.00	2120	201	90.00	COFFEE MACHINE LEASE
3/04/2023	LLOYDS CREDIT CARD	DDR	2,067.28		136.27	2120	201	518.26	LLOYDS CREDIT CARD
						2111	201	224.90	LLOYDS CREDIT CARD
						3211	302	89.96	LLOYDS CREDIT CARD
						1310	103	107.50	LLOYDS CREDIT CARD
						3803	308	45.83	LLOYDS CREDIT CARD
						3212	302	292.50	LLOYDS CREDIT CARD
						1113	101	7.06	LLOYDS CREDIT CARD
						1106	101	349.00	LLOYDS CREDIT CARD
						1122	101	296.00	LLOYDS CREDIT CARD
3/04/2023	ONE COMMUNITY	DDR	28.00			1122	101	28.00	ONE COMMUNITY SUBS 23/24
3/04/2023	PETTY CASH	17975	200.00				202	200.00	PETTY CASH
5/04/2023	UK FUELS	DDR	1.20		0.20	3213	302	1.00	FUEL A/C
5/04/2023	GRENKE LEASING	DDR	590.40		98.40	1116	101	492.00	COPIER LEASE
6/04/2023	MERCHANT RENTALS	DDR	27.98		4.66	2120	201	23.32	MERCHANT RENTALS
6/04/2023	PPL/PRS LTD	DDR	6,839.76		1,139.96	2109	201	5,699.80	PPL/PRS LICENCE PC
6/04/2023	MERCHANT RENTALS	DDR	20.00		3.33	2120	201	16.67	MERCHANT RENTALS
0/04/2023	SOUTHERN ELECTRIC	DDR	101.57		4.83	3712	307	96.74	FS ELECTRICITY
0/04/2023	SSE	DDR	5,107.38		876.23	1311	103	4,231.15	TFCC ELECTRICITY
1/04/2023	TRADE UK	FP	193.98		32.33	2111	201	17.50	B&Q MATERIALS
						1310	103	27.07	B&Q MATERIALS
						2111	201	77.84	B&Q MATERIALS
						2111	201	39.24	B&Q MATERIALS
1/04/2023	RIALTAS LTD	FP	909.98		151.66	1159	101	758.32	ACCOUNTS SOFTWARE MAINT
1/04/2023	ABBAY OFFICE	FP	50.58		8.43	1116	101	42.15	COPIER CHARGES
1/04/2023	DENNIS EDWARDS	FP	244.65		21.39	2120	201	223.26	CAFE PURCHASES
1/04/2023	ARCO LTD	FP	86.39		14.40	3211	302	71.99	STAFF UNIFORMS
1/04/2023	RFW PLUMBING LTD	FP	125.99		21.00	3803	308	104.99	YC PLUMBING REPAIRS
1/04/2023	HCC	FP	802.80		133.80	3210	302	378.00	HX20 AEZ LEASE
						3210	302	291.00	EJ18 KTK LEASE
1/04/2023	A CRITCHLEY	FP	33.98			2120	201	33.98	CAFE PURCHASES
1/04/2023	ARB GLASS	FP	360.00		60.00	3710	307	140.00	REPLACE GLASS FS
						1310	103	160.00	REPLACE GLASS TFCC
1/04/2023	LYRECO	FP	199.20		33.20	2111	201	166.00	CLEANING MATERIALS
1/04/2023	GSH	FP	275.40		45.90	3710	307	229.50	FS LED FLOODLIGHTS
1/04/2023	M WINSTONE	FP	25.00			523		25.00	M WINSTONE DEP REFUND
1/04/2023	S POPE	FP	71.15			2120	201	71.15	CAFE PURCHASES
1/04/2023	EBC	DDR	49.00			3714	307	49.00	RATES FS
1/04/2023	EE LTD	DDR	144.00		24.00	1112	101	120.00	MOBILE PHONES
1/04/2023	EBC	DDR	364.65			1314	103	364.65	RATES THFCC
1/04/2023	EBC	DDR	668.36			2113	201	668.36	RATES PC
1/04/2023	PETTY CASH	17976	200.00			202		200.00	PETTY CASH
2/04/2023	PENINSULA	DDR	373.15		59.28	1122	101	313.87	BUSINESS SAFE
4/04/2023	NEW FORSET ICE CREAM	FP	168.06		28.01	2120	201	140.05	CAFE PURCHASES
4/04/2023	DENNIS EDWARDS	FP	142.46		8.01	2120	201	134.45	CAFE PURCHASES
4/04/2023	WELHS	FP	180.68			1160	101	180.68	ARCHIVE

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CURRENT/INSTANT ACCESS ACCOUNT

For Month No: 1

Payments for Month 1

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									BOXES/SLEEVES
4/04/2023	VIKING	FP	41.33		6.89	1113	101	34.44	STATIONERY
4/04/2023	J MAYHEW	FP	25.00			523		25.00	J MAYHEW DEP REFUND
4/04/2023	PALING & MAY	FP	853.89		753.89	3212	302	100.00	EJ18 KTK REPAIRS EXCESS
4/04/2023	S POPE	FP	53.54			2120	201	53.54	CAFE PURCHASES
4/04/2023	EVO PAYMENTS	DRDDR	62.09			2120	201	62.09	EVO PAYMENTS
7/04/2023	FUELGENIE	DDR	101.00		16.83	3213	302	84.17	FUEL A/C
7/04/2023	SCOTTISH WATER	DDR	10.00			3114	301	10.00	WATER CHARGES
7/04/2023	SCOTTISH WATER	DDR	32.00			3911	309	32.00	WATER CHARGES ALLO
7/04/2023	SCOTTISH WATER	DDR	36.00			3805	308	36.00	WATER CHARGES YC
7/04/2023	SCOTTISH WATER	DDR	167.00			3911	309	167.00	WATER CHARGES ALLO
7/04/2023	SCOTTISH WATER	DDR	518.00			2110	201	518.00	WATER CHARGES PC
7/04/2023	SMART ENERGY	DDR	432.00		20.57	3112	301	411.43	CUTBUSH ELECTRICITY
9/04/2023	SCOTTISH WATER	DDR	11.00			3511	305	11.00	WATER CHARGES CEMETERY
9/04/2023	SMART ENERGY	DDR	184.00		8.76	2116	201	175.24	ELECTRICITY W/SHOP
0/04/2023	BRITISH GAS	DDR	326.20		54.36	2112	201	271.84	PC GAS
0/04/2023	APRIL SALARIES	DDR	2,323.32			516		2,323.32	APRIL SALARIES
0/04/2023	APRIL SALARIES	DDR	23,552.59			516		23,552.59	APRIL SALARIES
1/04/2023	SSE	DDR	1,400.56		66.69	3712	307	1,333.87	FS GAS
1/04/2023	TRADE UK	FP	408.42		68.08	2111	201	219.25	B&Q MATERIALS
						1310	103	55.00	B&Q MATERIALS
						2111	201	39.57	B&Q MATERIALS
						2111	201	26.52	B&Q MATERIALS
1/04/2023	EBC	FP	807.60			2111	201	807.60	TRADE REFUSE 1.1-31.3.23
1/04/2023	MOON ROAST	FP	156.40		1.40	2120	201	155.00	CAFE PURCHASES
1/04/2023	ICCM	FP	95.00			1122	101	95.00	ICCM SUBS 23/24
1/04/2023	HCC	FP	67.15		11.19	1113	101	55.96	STATIONERY
1/04/2023	ABBAY OFFICE	FP	58.25		9.71	1116	101	48.54	COPIER CHARGES
1/04/2023	K PARKER	FP	25.00			523		25.00	K PARKER DEP REFUND
1/04/2023	M MADAN	FP	292.00			523		100.00	M MADAN DEP REFUN
						2180	201	192.00	MADAN HIRE REFUND
1/04/2023	S POPE	FP	53.60			2120	201	53.60	CAFE PURCHASES
1/04/2023	ROAD & TRAFFIC MANAGEMENT	FP	4,488.00			3803	308	1,190.00	CAR PARK REPAINTING
						2111	201	3,298.00	CAR PARK REPAINTING
3/04/2023	SKY	DDR	124.74		20.79	3803	308	103.95	BROADBAND YC
5/04/2023	SCG	DDR	132.60		22.10	1112	101	110.50	TELEPHONE
6/04/2023	WATERLOGIC	DDR	93.00		15.50	2111	201	77.50	WATER COOLER
7/04/2023	SKY	DDR	26.34		4.39	1310	103	21.95	BROADBAND
8/04/2023	TRADE UK	FP	203.35		33.90	31110	311	32.00	B&Q MATERIALS
						2114	201	39.78	B&Q MATERIALS
						2114	201	35.75	B&Q MATERIALS
						3214	302	61.92	B&Q MATERIALS
8/04/2023	HAMBROOKS	FP	20.00		3.33	3511	305	16.67	TOPSOIL
8/04/2023	CSG LTD	FP	169.00			2114	201	169.00	SLUDGE DISPOSAL
8/04/2023	GSH GROUP	FP	234.76		39.13	3803	308	195.63	DE-FIB POWER SUPPLY
8/04/2023	DENNIS EDWARDS	FP	335.05		12.71	2120	201	322.34	CAFE PURCHASES

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CURRENT/INSTANT ACCESS ACCOUNT

Payments for Month 1

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
8/04/2023	MERIDIAN BEE-KEEPERS	FP	162.00			2120	201	162.00	CAFE PURCHASES
8/04/2023	HMRC	FP	6,515.61			515		6,515.61	PAYE/NI APR 23
8/04/2023	ORIGIN	FP	479.40			3111	301	479.40	GRASS SEED
8/04/2023	ABSOLUTE TECH	FP	513.67		85.61	1159	101	428.06	IT SUPPORT
8/04/2023	PETER CABLE	FP	80.00			521		50.00	CABLE ALLOT REFUND 57AA
						522	0	30.00	CABLE ALLOT REFUND 57AA
8/04/2023	P REYNOLDS	FP	625.00			1170	101	130.00	YC INTERNAL AUDIT 22/23
						1170	101	495.00	INTERNAL AUDIT 22/23
8/04/2023	SOTANIA CYCLING	FP	100.00			523		100.00	SOTANIA CYCLING DEP REFUND
8/04/2023	A HAYDARI	FP	75.00			523		75.00	A HAYDARI DEP REFUND
8/04/2023	K MEW	FP	25.00			523		25.00	K MEW DEP REFUND
8/04/2023	S POPE	FP	70.10			2120	201	70.10	CAFE PURCHASES
8/04/2023	PETTY CASH	17977	200.00			202		200.00	PETTY CASH
Total Payments for Month			67,526.59	0.00	4,179.12			63,347.47	
Balance Carried Fwd			504,340.38						
Cashbook Totals			571,866.97	0.00	4,179.12			567,687.85	