

WEST END PARISH COUNCIL

**MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING
HELD ON WEDNESDAY 26th JULY 2023 AT 7:15 P.M.**

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

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

048/23/PR PUBLIC PARTICIPATION

No members of the public present.

049/23/PR DECLARATIONS OF INTERESTS

No declarations received.

050/23/PR APOLOGIES FROM COUNCILLORS

Apologies received and accepted from Councillor Burton & Turl.

051/23/PR MINUTES OF THE LAST MEETING

Minutes of the meeting, held on Wednesday 28th June 2023 approved at the Full Parish Meeting on 12th July 2023.

Matters Arising – Minute reference 041/23/PR. A concern was raised about the proposed new hirer’s dates disrupting the existing Toddler group. The Parish Clerk confirmed that there will not be a clash.

052/23/PR CORRESPONDENCE

A letter was received from the Licencing Team at Southampton Licencing Partnership, regarding the “Statement of Licencing Policy 2024 to 2029 consultation”. This has been circulated to committee members.

Cllr Asman had attended the meeting and explained this is a partnership between Southampton City Council & Eastleigh Borough Council with the majority of the work carried out by Southampton City Council.

053/23/PR PARISH INSURANCE POLICY

The Parish’s Insurance Policy is due to be renewed on 24th September 2023.

Three quotes have been obtained, all include IPT and fees:

Quote 1	Quote 2	Quote 3
1 year option - £13,766.91	1 year option - £10,997.60	1 year option - £10,205.08
3-year option - £13,766.91 (Price fixed for 3 years)	3-year option - £10,443.12 (First year premium only)	3-year option – £9,195.91 (First year premium only)

If members decide to take out a long-term agreement (LTA) with any of the above providers, the insurance company will offer a discounted premium on the first year's premium; or a 3-year fixed premium in the case of quote 1.

Councillor Coles proposed and Councillor Berry seconded that we proceed with Quote 3 over 1 year. A vote took place with 4 councillors for and 1 against.

054/23/PR PARISH CENTRE/ WORKSHOP/ HATCH CAFE/ LIBRARY

Café

The Café's takings for June were tabled. An improvement could be seen in comparison to this time last year. One of the main areas of reduction was in salaries which have decreased due to changes made to the staffing timetables.

Workshop

Nothing new to report.

Parish Centre

- The UHF Shared Radio licence has been renewed for the period 1st September 2023 to 30th August 2025 at a cost of £155.00. VAT zero rated.
- The Policy and Resources committee have previously delegated to The Parish Clerk, the authority to proceed with the solar panel upgrade, up to the value of £35,000 providing three quotes are obtained.

A full breakdown and figures for two quotes has been received; we are just awaiting the full breakdown from the third quote.

Library

A new safety barrier needs to be installed on the library entrance door, at a cost of £658.40 +VAT.

055/23/PR REPLACEMENT PLAY AREA AND NEW PICNIC AREA PROJECT

- An application has now been submitted to the 'Community Ownership Fund' – to help finance the new play equipment on Hatch Grange. The decision should be received within the next 3 months.
- The Chair met with the new Local Area Manager for West End, Ross McClean, who advised that there could be funding available to help with the café development. The Clerk will be putting together a business plan to apply for this.

056/23/PR OLD FIRE STATION

Nothing new to report.

057/23/PR WEST END YOUTH FACILITY

- LED lights and PIR sensors have been fitted in the entrance hallway and the toilets.
- The grounds team are in the process of painting the interior.

058/23/PR TOWNHILL FARM COMMUNITY CENTRE

- The Clerk advised they had arranged a meeting for the potential new hirer with an Environmental Health Officer to discuss what would be needed for the kitchen to be usable as a café.
- A new smart meter has been installed.
- The accounts for the Townhill Farm Access Road have been received for the period 1st January 2022 – 31st December 2022 from Park Lane Block Management (PLBM) with an annual cost of approximately £500.

059/23/PR HILLDENE COMMUNITY CENTRE

The Clerk provided an update on the painting of the West End Pre-School building. He explained that he had received three quotes, however two have now dropped out. Therefore, it is looking unlikely that this will be done this school holiday.

Councillors asked if the Grounds Staff could do any preparation work.

060/23/PR CUTBUSH FOOTBALL FACILITY

Following a recommendation from the Recreation and Environment committee to investigate the possibility of getting CCTV installed on or near to the building, to help prevent anti-social behaviour, the Parish team are currently in the process of obtaining quotes.

061/23/PR ACCOUNTS

The Parish accounts for June 2023 will be scrutinised and approved during September's Full Parish Council meeting as the accountant has had to reschedule this month's visit.

062/23/PR NEWSLETTER

Items for the next Newsletter are currently being collated.

Councillors suggested promoting this further on the Parish's social media pages. They also asked for figures of how many people have signed up for the newsletter online.

063/23/PR UPDATE ON COUNCILLOR TRAINING

Dates for the Knowledge & Core Skills training course will be passed to the relevant Councillors by The Clerk.

064/23/PR DATE OF NEXT MEETING

Wednesday 27th September 2023 at 7.15 p.m.

The meeting closed at 8.00pm.