



# WEST END PARISH COUNCIL

The Parish Centre, Chapel Road, West End, Southampton, SO30 3FE  
Tel: (023) 8046 2371; E-mail: [clerk@westend-pc.gov.uk](mailto:clerk@westend-pc.gov.uk)

You are hereby summoned to attend the meeting of the **POLICY & RESOURCES COMMITTEE MEETING** which will be held on **WEDNESDAY 24<sup>th</sup> APRIL 2024 AT 7.15 P.M** in the **PARISH CENTRE**

THIS IS AN OPEN MEETING WHICH MEMBERS OF THE PUBLIC ARE ENTITLED TO ATTEND.

Mr S Mockford  
Clerk to the Parish Council

18<sup>th</sup> April 2024

## AGENDA

**001/24/PR Public Participation**

**002/24/PR Declarations of Interest**

*Members are invited to declare interests in relation to items of business on the agenda.  
Any interests will be recorded in the relevant minutes.*

**003/24/PR To receive and accept Councillor apologies**

**004/24/PR Minutes of the meeting, held on Wednesday 27 March 2024 approved at the Full Parish Meeting on Wednesday 10<sup>th</sup> April 2024.**

**005/24/PR Update from the Operations, Procedures and Policies Working Group**

- Meeting held prior to the Policy & Resources committee meeting.
- Chair to provide verbal update.

**006/24/PR Flying the "D-Day 80 Flag of Peace"**

- In accordance with the Parish Council's Flag Flying Policy, Members to consider the flying of the "D-Day 80 Flag of Peace" on Thursday 6<sup>th</sup> June, to commemorate the 80<sup>th</sup> Anniversary of the D-Day landings. **To Discuss**

**007/24/PR Hatch Cafe Kitchen Refurbishment Project**

**Quote 1 – Total installation cost including supply of kitchen £17,950.00**

- Remove old kitchen and replace with new Howdens kitchen design.
- New stud wall to house shutters, plaster finish
- All new necessary electrics for new kitchen plus extra sockets and fitting of new oven as discussed with customer.
- All necessary plumbing for new kitchen and replace existing radiator with smaller.

**Quote 2 – Installation £13,870.00 +VAT**

Supply of Howdens kitchen - **£6,974.93 +VAT**

**TOTAL Installation cost £20,844.93 +VAT**

- Site skip: Carefully strip and dispose of existing kitchen units, surfaces, plumbing and electrical. Remove and dispose of existing tiling and the unwanted stud wall.
- Construct new wall in studwork, insulated and covered both sides and plasterboard. New wall constructed to contain the shutter previously set aside (shutter to be fitted by others). Tape, join and prepare for decoration.
- Fully install new kitchen (client supplied) as per the Howdens Plan provided. Install all white goods the Council supply to us.
- Include adapting and modifying existing plumbing to suit the new design. Connect all plumbing and test as kitchen is installed.
- Strip and dispose of all unwanted electrical items.
- Supply and install new consumer unit to comply with latest regulations.



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- Install 6 no. new above-counter twin switch and outlets. Install new power supplies for the white goods. Install new single phase 45-amp supply to power oven. Install supplies for roller shutter. Remove the existing radiator and replace it with a smaller unit.
- Uplift existing floor coverings. Prepare and lay self-levelling Latex compound. Install a fully welded nonslip safety sheet flooring with cap and cove edge details forming skirtings. Allow approximately 20m<sup>2</sup> @ £68 pm<sup>2</sup>. Floor.

Both quotes do not include price for white goods or commercial oven.

Cost to install a new sliding window: £1,150.00 +VAT

## 008/24/PR Parish Centre/Workshop/Hatch Café/Library

- Café takings to be tabled
- H.A.L.C. renewal due 8<sup>th</sup> May 2023 at a cost of £1,853.00
- Solar panels update.

## 009/24/PR The Old Fire Station

- Nothing new to report.

## 010/24/PR West End Youth Facility

- Nothing new to report

## 011/24/PR Townhill Farm Community Centre

- The Youth Leader has been awarded a grant of £700 through Eastleigh Borough Council for a replacement shed in the rear garden for the toddler group on a Tuesday and Thursday morning.  
**To Note.**

## 012/24/PR Hilldene Community Centre/West End Pre-School

- Councillor MacDonald has been approached by a staff member of the pre-school, to investigate who is responsible for the potential replacement of the gas boiler; and the possibility of replacing the outside access gate. **To discuss.**
- The painting of the external walls has now been completed. **To Note.**

## 013/24/PR Cutbush Football Facility

- Nothing new to report.

## 014/24/PR Accounts

- Monthly reports for March 2024, previously circulated to all Councillors. **To be scrutinised and approved.**
- Internal auditor, due to complete the 2023/24 Annual Governance and Accountability Return forms (A.G.A.R.) on 16<sup>th</sup> and 17<sup>th</sup> May 2024.
- Unaudited accounts for 2023/24 currently being prepared.

## 015/24/PR Newsletter/Website/Social Media

- Administration team currently collating content for the next edition of the Newsletter.

## 016/24/PR Update on Councillor Training

- Councillor training courses to be tabled.

## 017/24/PR Date of next meeting: Wednesday 22<sup>nd</sup> May 2024 at 7.15 p.m.