

2. **Library Consultation.** Councillors were asked if they wish to respond as a body. Councillors felt that this would be difficult to achieve and will respond individually. The Clerk will also submit a response.

161/20/PR **CORRESPONDENCE**

Information received from National Association of Local Councils regarding Lobby Day was previously circulated to all councillors. Deputy Clerk contacted MP Paul Holmes to ask for a meeting with West End Parish councillors. Paul Holmes responded that he is free on a Thursday evening or a Friday, otherwise he is in Westminster. Councillors were invited to Westminster to see him if they wish. Councillors agreed that a Thursday evening meeting should be arranged.

162/20/PR **CORRESPONDENCE** to note (previously circulated to all Councillors)

Nothing to report.

163/20/PR **PARISH CENTRE**

1. **Workshop**
Nothing new to report

2. **Car park**
Further to an accident on Election Day, groundstaff will paint the kerb around car park. A small sinkhole was discovered by the kerb in the car park. Eastleigh Borough Council's Construction & Maintenance Supervisor inspected the area and quoted £200 for repairs.

Eastleigh Borough Council's Construction & Maintenance Supervisor also verbally quoted £5,155.60 to carry out necessary works for the creation of a staff car park, of approximately 300m² in size. After discussion around a lack of alternative option for staff parking, Councillors agreed to spend the money on the staff car park. It was also agreed to use the Solar Panel reserve for this project.

Councillor Turl proposed and Councillor Gomer seconded that it be resolved that the Council accept the quote of £5,155.60 to carry out necessary works to create the staff car park and funds for this be funded from the Solar Panel Reserve. The Committee agreed unanimously.

3. **Café** Income figures circulated with agenda notes.

Café Review

Awaiting Plan and costings from Eastleigh Services.

As discussed at last meeting, Cllr Tennent suggested sourcing cakes from Itchen Valley Country Park café and was to advise on associated costs. After some discussion, Councillors agreed not to change the supplier of cakes as the perceived benefits are small.

We have received a request to cater for a private party in April for 30 people. We have also received two bookings for Afternoon Tea – an 80th Birthday for 20 people and an 85th Birthday for 15 people. Both are booked for a Wednesday, which is generally a quieter afternoon. Following two separate complaints regarding dogs in the foyer area (one objecting to dogs in the area and the other from a customer objecting to having to sit in the foyer with her dog), Councillors agreed that the café be closed for private function on both of the above dates. Notices will be placed in advance of the closure.

The tidying up of the patio area to create an outside area for dog walkers was discussed at the previous Recreation & Environment meeting. It was also suggested that this would be a good site for the memorial bench (for which a £966 County Council grant has been received).

4. Hall Hire Debt

OR Debt Recovery Ltd. Have managed to make contact with the person who owes the money.

5. Bookings

- Request received from a regular hirer (following receipt of new charges) to ask for a reduction in fees given that they book the main hall for 40+ weeks a year and some Saturdays. After some discussion, councillors agreed not to offer any concession in this case.
- NHS Occupational Therapist Bookings. Invoice has been returned as unidentifiable. Will continue to chase.

6. Library

Library Consultation previously discussed. Regarding the use of the library during closure hours, the library manager has advised the Clerk that Hampshire County Council (HCC) will not amend lease as there will be a cost to do this. The library is closed for two full days a week and, should the proposed consultation changes go through, the closed hours will increase. This could be really useful space for the Parish to use. Clerk will write to HCC legal department to ask how much it would be to change the lease to allow for subletting.

164/20/PR FIRE STATION

Three quotes have been received for the replacement windows:

Quote 1	£5340 inc. VAT
Quote 2	£5628 inc. VAT
Quote 3	£7307.80 inc. VAT

Councillor Coles proposed and Councillor Price seconded that it be resolved that the Council accept the quote of £5628 including VAT for the replacement windows at the Fire Station. The Committee agreed unanimously.

Issue with tenant of Firestation regarding a parked van. Clerk has contacted the Solicitor as there is nothing specific in the lease to restrict parking when they are not using the facility. The tenant has moved the van behind the fire station and will be removing the van from site in due course. Tenant is seeking quotes for alarm monitoring of the building. The Planning Application for change of use of the facility is to be done.

165/20/PR YOUTH FACILITY

Following a recent Boiler service, the recommendation is to replace the boiler as the insulation pads in poor condition and there is a water leak from the heat exchanger. This will take place during the next financial year.

EBC Small Works Dept. visited to quote to replace the tarmac/concrete at the entrance. A quote was received for £1250 for this work. This will take place during the next financial year.

166/20/PR TOWNHILL FARM COMMUNITY CENTRE

General. Maintenance work was carried out during half term following an issue with a leak from above patio doors. A quote has been requested to replace the fascia.

Noah's Ark Nothing new to report

Townhill Farm Ltd. Nothing new to report

167/20/PR HILLDENE COMMUNITY CENTRE

Minutes of Association meeting held on 6th February were circulated to all Councillors and noted at full Council. Issue raised at the meeting that no Parish Councillors had visited Hilldene since taking over the building. Clerk has spoken to Manager of West End Pre-school regarding up dated plan. Land Registry entry for Hilldene is out of date. Clerk has now contacted solicitor for advice on amending this.

168/20/PR MONTHLY ACCOUNTS

The Financial Statements and list of payments for January 2020 previously circulated to Councillors with agenda. The list of payments will form appendix to minutes.

Expenditure over £500 (excluding salaries/pensions/NI/utility bills/rates etc.) during January 2020

Amount	Organisation	Details of payment
£570	EBC	Trade Waster – Parish Centre

Credit card payments: none in January

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

2019/2020 Audit - nothing new to report

IT Review

Clerk's machine has been updated. There was an issue with Service over the weekend of 7/8 February.

Further to the discussion at the last meeting, two quotes have been received for the proposed upgrade to Office 365. These were circulated with the agenda notes.

Following discussion of the quotes, Councillors requested that the Clerk contact both IT providers to ask for an updated quote to cover the following:

- Hardware replacement – 3 computers (Clerk's machine has been updated recently)
- Migration to Office 365, including 6 Full Licenses and 24 Email account licenses
- Provision of anti-virus software
- Move to cloud-based system, including a cloud based virtual server for the RBS bespoke software.
- Support service based on monthly payments

Clerk will draft the request and send it to all councillors for approval/comments.

2020/2021 Budget

Nothing new to report

169/20/PR UPDATE ON COUNCILLOR TRAINING PROGRAMME

Nothing new to report.

170/20/PR NEWSLETTER

February edition received 12th Feb. This has been circulated by staff/Councillor MacDonald. Councillors agreed to contact previous distributor of

the Newsletter for a quote. Cllr Asman reported that her Borough Councillor detail were missing from this edition.

171/20/PR **DATE OF NEXT MEETING**

Wednesday 25th March 2020 at 7:15p.m.

There was no exempt business to discuss.
The meeting closed at 20:35p.m.

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