

WEST END PARISH COUNCIL

**MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING
HELD VIRTUALLY ON WEDNESDAY 25th NOVEMBER 2020 AT 7:15 P.M.**

Present: **Councillors** **J Asman Chair**
 B Coles
 R MacDonald
 S Turl
 R Gomer
 B Tennent

In attendance: **Mr S Mockford, Parish Clerk**
 Ms E Davies, Admin Officer

034/20/PR **PUBLIC PARTICIPATION**

One member of the public present.

035/20/PR **DECLARATIONS OF INTERESTS**

Members are invited to declare interests in relation to items of business on the agenda and the interest recorded under the relevant minute.

No declarations received.

036/19/PR **APOLOGIES**

Apologies received from Councillors Goguel.

037/20/PR **MINUTES OF THE LAST MEETING**

The minutes of the Policy & Resources Committee meeting held on Wednesday 28th October 2020 were approved by Full Council on 11th November 2020. The minutes were signed as a true record of events by the Chairman

038/20/PR **MATTERS ARISING**

1. **Moorgreen Ward, Councillor Vacancy.** Eastleigh borough Council (EBC) Returning Officer did not receive any requests to fill the above vacancy by holding an election. The vacancy will now be filled by co-option. . Cllr Turl reminded the Committee that it has been previously agreed that any future co-option process would involve inviting applicants to a number of meetings prior to applying for the post, to ensure that the role is fully understood. The Committee agreed that eligible applicants will

be invited to Full Parish meeting in March 2021. The Vacancy Notice and Application Form have been added to the WEPC web site.

2. Following on from last month’s meeting, The Deputy Clerk met the owner of a local nursery at the YoutHouse site. The nursery have requested to extend the garden area, to enable more children to be accepted at the play group and to meet growing demand for childcare places. In addition, they have requested improvements to the fire exit, in particular the steps. Clerk agreed to use markers to map out the proposed extension, to give councillors an idea of the space involved. Committee unanimously agreed to defer a decision on this until after this has been received.
3. **Moorgreen YoutHouse CCTV Upgrade.** As previously discussed, breakdown of 3 quotes to upgrade Moorgreen CCTV cameras summarised below. All the below quotes are to replace the existing cameras; supply recording device, monitor and keyboard and installation costs. All systems also have the capability of remote viewing through a mobile app.

Quotation 1	Quotation 2	Quotation 3
5 x 5MB Bullet Cameras £1,792.73 +VAT	Equipment Monthly Rental = £55 +VAT (1 + 71months)	£7,477.60 +VAT
5 x 8MB 4K Bullet Cameras £1,859.01 +VAT	5 x HD 1080P 4MP Bullet Cameras	7 x External Vision 8MB (4K) Bullet Cameras 7 x Infra-red lamps for improved night vision
Maintenance: £99 Annually	Monthly Maintenance & Servicing Costs = £25 +VAT	Maintenance: 5 year all-inclusive plan £3,600
New cabling will be an additional cost £200 +VAT	Total: £80pm +VAT (7 yr. lease agreement)	Total: £11,077.60 +VAT

Councillors requested the company associated with Quotation 1 be asked to re-quote for Infra-red cameras. This will ensure that any night time incursions are recorded. Councillors agreed to defer a decision on this until next financial year. Regarding the budget for the this work, Councillors agreed that this should be included in next year's budget

4. **Parish Centre.** Felt Gully Replacement, Quotes currently being sourced. **To Note.**
5. **Hungry Kids.** We have received £200 in cash donations and approximately 35 tea/coffee ‘pay it forward’ vouchers. Councillors were asked what they want to do with the money and the pay it forward vouchers. Councillors agreed to ask the West End Community Forum for their input

on a good use for the money. Cllr Gomer, as Chair of this group, will bring this up at the next meeting of the Forum.

039/20/PR **CORRESPONDENCE**

1. Eastleigh Police Partnership Update circulated to all Councillor's. **To Note**
2. September's Crime Prevention Bulletin circulated to all Councillor's. **To Note**
3. Email received from EBC. Applications for HEWEB Community Grants are open until 7th December. This has been advertised on the WEPC website and FB pages. **To Note.**

040/20/PR **CORRESPONDENCE** to note (previously circulated to all Councillors)

Nothing new to report.

041/20/PR **HATCH CAFE**

See agenda Item 042/20/PR.

042/20/PR **PARISH CENTRE**

1. **Workshop** Nothing new to report
2. **Parish Centre** – Nothing new to report.
3. **Car park** – Nothing new to report
4. **Café** - Hatch Café will be closed from Wednesday 23rd December and re-open on Monday 4th January 2021. Café takings have been steady.
5. **Bookings.** As previously reported, all bookings apart from pre-schools and the after-school club have been cancelled. Due to return Wednesday 2nd December. Two local nurseries currently receive 25% discount. It was agreed to review the arrangement during this month's meeting. Both pre-schools would like to extend the discounted period. Both nurseries are currently down on children numbers (by approximately 25%). Councillors unanimously agreed to extend the 25% discount period, with a review in March 2021.
6. **Library.** Currently offering a click and collect service only. **To Note.**

043/20/PR **FIRE STATION**

The change of use planning application is now in the consultation phase. Application Number F/20/89048. Clerk will be seeking legal advice regarding the current cleaning contract at this site.

044/20/PR YOUTH FACILITY

The Youth Club is closed from Friday 18th December until Monday 4th January.

CCTV Upgrade – discussed under Matters Arising

045/20/PR TOWNHILL FARM COMMUNITY CENTRE

General. Nothing new to report

Noah’s Ark Nothing new to report.

Townhill Farm Ltd. Nothing new to report.

046/20/PR HILLDENE COMMUNITY CENTRE

Nothing to report.

047/20/PR MONTHLY ACCOUNTS

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

£1,785	No Butts Bin Co	Picnic Tables for the YoutHouse. N.B. Youth Club are funding the cost of the picnic tables.
£950.00	Rod Gaskin Ltd	Replacement petrol mower
£1,160.00	P Reynolds	Internal Audit Fees
£1,641.60	Absolute Technology	IT Hardware Upgrade
£1,356.80	Absolute Technology	IT Support
£926.00	Bishop Printers	October Newsletter
£931.00	Empire Doors	Parish Centre main door repairs
£2,524.16	Proludic	Play area equipment repairs

Credit card payments: £632.18 Café; £66.64 Parish Centre maintenance; £600.00 Staff training; £233.40 Play area maintenance; £130.00 postage; £5.99 Stationery.

Councillor MacDonald proposed and Councillor Coles seconded that it be resolved that the financial statements for October 2020 be approved. The Committee agreed unanimously.

IT Review

Meeting to be held in the New Year.

048/20/PR **DRAFT BUDGET FOR 2021/22**

Previously circulated to all Councillors.

Councillors agreed to hold a specific meeting to go through the budget on Tuesday 15th December at 6:30pm, prior to the scheduled Planning & Highways meeting. All Councillors will be invited to attend or to voice any concerns through email if they cannot attend.

049/20/PR **COMMUNITY INVESTMENT PROGRAMME (CIP)**

EBC Local Area Manager has requested an updated CIP list and new priorities for West End. Previously circulated to all Councillors. This will be brought to the January meeting of this Committee.

050/20/PR **REVISED FINANCIAL REGULATIONS**

Committee to agree an addendum to the Financial Regulations due to the pandemic. This was previously circulated to all Councillors.

WEST END PARISH COUNCIL

Financial Regulations – 2020 /2021

Addendum

During the annual review of the Council's Financial Regulations, the Council approved the amendment to the procedure for authorising weekly payments during the Coronavirus Pandemic.

Sections 5.6 and 5.7 – extract from WEPC Financial Regulations

- 5.6 For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which the Policy & Resources Committee may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

During the Pandemic, Section 5.7 amended as follows :

A record of weekly payments made under 5.6 above shall be drawn up. This list of payments together with all relevant invoices, estimates etc. related to this payment will be scanned and forwarded to two members of the Council on each and every occasion. Confirmation of authorisation is returned via e-mail to the Clerk and RFO prior to payment being made.

This controls the risk of duplicated payments being authorised and / or made.

Councillor Turl proposed and Councillor Asman seconded that the addendum to the financial Regulation be approved. The Committee agreed unanimously.

051/20/PR NEWSLETTER

Councillors agreed to produce the next edition in March 2021. Will look into sourcing a delivery company for distribution.

052/20/PR UPDATE ON COUNCILLOR TRAINING

Nothing to report.

053/20/PR DATE OF NEXT MEETING

Wednesday 27th January 2020 at 7:15p.m.

The meeting closed at 20:05p.m.

Appendix – List of Payments October 2020

Date: 18/11/2020		West End Parish Council				Page: 1599	
Time: 11:29		Cashbook 1				User: DCW	
		CURRENT/INSTANT ACCESS ACCOUNT				For Month No: 7	
Payments for Month 7			Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Detail
01/10/2020	LA SPAZIALE	S/O	108.00		18.00	2120 201	90.00 COFFEE MACHINE LEASE
01/10/2020	LLOYDS CREDIT CARD	DDR	1,799.02		130.81	2120 201	632.18 LLOYDS CREDIT CARD
						2111 201	66.64 LLOYDS CREDIT CARD
						1114 101	130.00 LLOYDS CREDIT CARD
						1113 101	5.99 LLOYDS CREDIT CARD
						3216 302	233.40 LLOYDS CREDIT CARD
						1106 101	600.00 LLOYDS CREDIT CARD
02/10/2020	R HOUGHTON	FP	7.50			3011 309	7.50 R HOUGHTON ALLOT KEY REFUND
02/10/2020	LYRECO	FP	239.32		39.89	2111 201	199.43 STATIONERY
02/10/2020	NO BUTTS BIN CO	FP	2,142.00		357.00	3803 308	1,785.00 3 X PICNIC TABLES
02/10/2020	CASCADE	FP	114.00		19.00	2111 201	95.00 CALOMAX BOILER SERVICE
02/10/2020	ZIDAC LABORATORIES	FP	140.45		23.41	1160 101	117.04 HAND GEL
02/10/2020	FIRECARE & SECURITY	FP	216.00		36.00	2111 201	180.00 FIRE ALARM/LIGHTS SERVICE
02/10/2020	TREEMENDERS	FP	240.00		40.00	3260 302	200.00 TREE WORKS P/CENTRE
02/10/2020	EBC	FP	52.58		8.76	3111 301	14.60 EMPTY DOG BINS
						3214 302	14.60 EMPTY DOG BINS
						3511 305	7.30 EMPTY DOG BINS
						3411 304	7.30 EMPTY DOG BINS
02/10/2020	INSPIRATIONS	FP	35.10			2120 201	35.10 CAFE PURCHASES
02/10/2020	COUNTY LOCKSMITHS	FP	40.00		6.67	1310 103	33.33 KEY CUTTING
02/10/2020	SOUTHAMPTON TROPHIES	FP	31.50			3111 301	31.50 KET CUTTING
02/10/2020	ABBEEY OFFICE	FP	18.00		3.00	1116 101	15.00 COPIER CHARGES
02/10/2020	CFS LTD	FP	2,302.42		383.74	3111 301	100.00 CUTBUSH CALL OUTS
						1108 101	770.49 CLEANING SEP 20 PC
						1108 101	889.89 CLEANING SEP 20 TFCC
						1108 101	158.30 CLEANING SEP 20 P/TOILETS
02/10/2020	HCC	FP	4,703.14			517	4,703.14 PENSIONS SEP 20
02/10/2020	HMRC	FP	6,714.90			515	6,714.90 PAYE/NI SEP 20
05/10/2020	GRENKE LEASING	DDR	500.40		88.40	1116 101	492.00 COPIER LEASE
07/10/2020	UK FUELS	DDR	143.47		23.81	3213 302	53.84 FUEL A/C
						3211 302	65.72 FUEL A/C
07/10/2020	STRIPE	DDR	6.42			518	6.42 STRIPE
07/10/2020	EBC	DDR	66.00			1172 101	66.00 RATES P/TOILETS
07/10/2020	EBC	DDR	349.00			1310 103	349.00 RATES TFCC
07/10/2020	EBC	DDR	359.00			3710 307	359.00 RATES F/S
07/10/2020	EBC	DDR	649.00			2113 201	649.00 RATES PC
12/10/2020	ROD GASKIN LTD	FP	1,610.81		268.47	3215 302	83.76 STIHL BLOWER SERVICE
						3215 302	133.92 CUSHMAN REPAIRS
						3215 302	174.76 STIHL CHAINSAW REPAIR
						31110 311	950.00 ETESIA PEDESTRIAN MOWER
12/10/2020	TRADE UK	FP	41.50		5.33	3211 302	9.50 OVERALLS
						3111 301	26.67 B&Q MATERIALS
12/10/2020	SKOOLKIT	FP	151.68		25.28	3211 302	126.40 STAFF UNIFORMS
12/10/2020	DCK ACCOUNTING LTD	FP	343.50		57.25	1159 101	286.25 ACCOUNTS AUG 20
12/10/2020	S WILLIS	FP	315.00			1106 101	315.00 YOUTH WORK

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Payments for Month 7				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									CUNSLTANCY
12/10/2020	HCC	FP	46.90		7.82	1113	101	39.08	STATIONERY
12/10/2020	FIRECARE & SECURITY	FP	108.00		18.00	1310	103	90.00	FIRE ALARM SERVICE TF
12/10/2020	SOUTHERN ELECTRIC	FP	104.02		4.95	3710	307	99.07	FS ELECTRICITY
12/10/2020	A CRITCHLEY	FP	16.99			2120	201	16.99	CAFE PURCHASES
12/10/2020	INSPIRATIONS	FP	34.20			2120	201	34.20	CAFE PURCHASES
12/10/2020	DENNIS EDWARDS	FP	100.12		4.94	2120	201	95.18	CAFE PURCHASES
12/10/2020	EE LTD	DDR	135.08		22.51	1112	101	112.57	MOBILE PHONES
13/10/2020	PLUSNET	DDR	28.20		4.70	1112	101	23.50	ADSL LINE
15/10/2020	BUSINESS STREAM	DDR	9.00			3911	309	9.00	WATER CHARGES ALLOT
15/10/2020	BUSINESS STREAM	DDR	0.00						WATER CHARGES
15/10/2020	BUSINESS STREAM	DDR	13.00			3111	301	13.00	WATER CHARGES CUTBUSH
15/10/2020	BUSINESS STREAM	DDR	29.00			3511	305	29.00	WATER CHARGES CEMETERY
15/10/2020	BUSINESS STREAM	DDR	59.00			3803	308	59.00	WATER CHARGES YC
15/10/2020	BUSINESS STREAM	DDR	148.00			1310	103	148.00	WATER CHARGES TFCC
15/10/2020	BUSINESS STREAM	DDR	274.00			3911	309	274.00	WATER CHARGES ALLOT
16/10/2020	P REYNOLDS	FP	1,160.00			1159	101	1,160.00	INTERNAL AUDIT 20/21
16/10/2020	LYRECO	FP	249.52		41.59	2111	201	207.93	CLEANING MATERIALS
16/10/2020	SMART MARKETING LTD	FP	78.00		13.00	1123	101	65.00	NEWSLETTER
16/10/2020	HCC	FP	890.40		148.40	3212	302	364.00	EJ18 KTK LEASE
16/10/2020	EBC	FP	42.05		7.01	3214	302	378.00	HX20 AEZ LEASE
						3111	301	11.68	EMPTY DOG BINS
						3311	303	5.84	EMPTY DOG BINS
						3511	305	5.84	EMPTY DOG BINS
16/10/2020	INSPIRATIONS	FP	31.20			2120	201	31.20	CAFE PURCHASES
16/10/2020	MOON ROAST LTD	FP	112.02		1.32	2120	201	110.70	CAFE PURCHASES
16/10/2020	A CRITCHLEY	FP	17.50			2120	201	17.50	CAFE PURCHASES
16/10/2020	ABSOLUTE TECH	FP	3,598.08		599.68	1158	101	1,641.60	2 X HP LAPTOPS
						1158	101	1,356.80	IT SUPPORT
16/10/2020	BTE SERVICES LTD	DDR	271.63		45.27	3803	308	226.36	DRYER/SANITARY UNIT HIRE
18/10/2020	SSE	DDR	881.25		146.87	1310	103	734.38	TFCC ELECTRICITY
18/10/2020	SSE	DDR	109.11		5.19	3111	301	103.92	CUTBUSH ELECTRICITY
18/10/2020	SSE	DDR	216.83		10.32	3710	307	206.51	F/S ELECTRICITY
19/10/2020	BRITISH GAS	DDR	64.97		3.09	2112	201	61.88	PC GAS
19/10/2020	PLUSNET	DDR	16.26		2.71	1112	101	13.55	ADSL LINE
20/10/2020	WORLDPAY	DDR	202.64		18.02	1180	101	184.82	WORLDPAY CHARGES
20/10/2020	OCT SALARIES	DDR	18,739.82			1101	101	18,739.82	OCT SALARIES
20/10/2020	OCT SALARIES	DDR	2,920.20			1101	101	2,920.20	OCT SALARIES
22/10/2020	SSE	DDR	729.28		121.54	2114	201	607.74	WISHOP ELECTRICITY
22/10/2020	SOUTHERN COMMUNICATION	DDR	115.39		19.40	1112	101	96.99	TELEPHONE
23/10/2020	INSPIRATIONS	FP	34.20			2120	201	34.20	CAFE PURCHASES
23/10/2020	CSG	FP	210.00			2114	201	210.00	SLUDGE DISPOSAL
23/10/2020	HMRC	FP	4,710.53			515		4,710.53	PAYE/NI OCT 20
23/10/2020	HCC	FP	3,240.80			517		3,240.80	PENSIONS OCT 20
23/10/2020	BISHOP PRINTERS	FP	926.00			1123	101	926.00	NEWSLETTER

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Time: 11:29		Cashbook 1				User: DCW	
		CURRENT/INSTANT ACCESS ACCOUNT				For Month No: 7	
Payments for Month 7			Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Detail
23/10/2020	EMPIRE IND DOORS	FP	1,117.20		186.20	31111 311	931.00 AUTO DOOR REPAIRS
23/10/2020	EBC	FP	664.66			2111 201	664.66 TRADE REFUSE
23/10/2020	EBC	FP	68.48			3803 308	68.48 TRADE REFUSE YC
23/10/2020	EBC	FP	136.96			1310 103	136.96 TRADE REFUSE TFCC
23/10/2020	CLASSIC FIRE	FP	558.00		93.00	2111 201	182.75 FIRE EQUIP SERVICE PC
						3803 308	35.00 FIRE EQUIP SERVICE YC
						3710 307	76.75 FIRE EQUIP SERVICE F/S
						3111 301	76.75 FIRE EQUIP SERVICE CUTBUSH
						1310 103	93.75 FIRE EQUIP SERVICE TFC
23/10/2020	P REYNOLDS	FP	360.00			1170 101	360.00 YC INTERNAL AUDIT 20/21
23/10/2020	A CUFFLEY	FP	362.00		60.35	2111 201	301.74 PC PLUMBING REPAIRS
23/10/2020	A CRITCHLEY	FP	16.50			2120 201	16.50 CAFE PURCHASES
2F 2020	WATERLOGIC	DDR	20.94		3.49	1160 101	17.45 WATER COOLER
30/10/2020	PROLUDIC	FP	3,029.01		504.65	31111 311	2,524.16 PLAY EQUIPMENT REPAIR
30/10/2020	ZIDAC LABORATORIES	FP	70.22		11.70	1180 101	58.52 HAND GEL
30/10/2020	CFS LTD	FP	2,182.42		383.74	1108 101	770.49 CLEANING OCT 20 PC
						1108 101	889.89 CLEANING OCT 20 TFCC
						1108 101	158.30 CLEANING OCT 20 P/TOILETS
30/10/2020	METRO BANK	FP	240.00		40.00	2111 201	200.00 REFUSE SACKS
30/10/2020	DENNIS EDWARDS	FP	85.85		6.51	2120 201	79.34 CAFE PURCHASES
30/10/2020	A CRITCHLEY	FP	16.99			2120 201	16.99 CAFE PURCHASES
30/10/2020	INSPIRATIONS	FP	31.85			2120 201	31.85 CAFE PURCHASES
30/10/2020	MOON ROAST	FP	100.82		1.32	2120 201	99.30 CAFE PURCHASES
30/10/2020	DCK ACCOUNTING LTD	FP	444.60		74.10	1159 101	370.50 VAT PIEX 19/20
30/10/2020	MIRACLE PRESS	FP	342.00		57.00	1113 101	285.00 2 X 100 RECEIPT BOOKS
Total Payments for Month			74,062.37	0.00	4,193.51		69,858.86
Balance Carried Fwd			296,936.30				
Cashbook Totals			370,998.67	0.00	4,193.51		366,795.16

