

Councillors discussed the proposal in detail, particularly the funding of the project, current and future users of the site and the development on green open space. The conclusion of the discussion was that Councillors unanimously agreed not to support this proposal, but to look into smaller measures that the Council can implement to support the group. The manager of the preschool will be informed of the committee's initial decision and reasoning, and invited to attend the next meeting of the Full Council.

006/20/PR **CORRESPONDENCE**

1. HALC AGM on Thursday 24 September from 7pm – 9pm. via Zoom. Councillor MacDonald will be attending on behalf of WEPC.
2. August's Crime Prevention Bulletin circulated to all Councillors on 2.09.20

007/20/PR **CORRESPONDENCE** to note (previously circulated to all Councillors)

1. Email received from NHS West Hampshire Clinical Commissioning Group seeking views from local residents on the services they use and what is important to them. Also an opportunity for residents to give feedback on their experiences during the Covid-19 pandemic. The link to the online survey is now live and added to our website and Facebook pages. Cllr Asman will report back after the next Local Area Committee meeting.
2. Eastleigh Police, September 2020 – Partnership Update. Circulated to all Councillors. Cllr Asman will be meeting the new Chief Inspector on Friday of this week.

008/20/PR **PARISH CENTRE**

1. **Workshop** Loan has now been paid in full. Was £7k p.a.
2. **Parish Centre**
 - Annual maintenance inspection of the main two entrance doors was recently carried out. Both door sensors and battery packs need replacing at a cost of £3,400 +VAT. An alternative quote was sourced, at £931 +VAT. The work will be funded from Buildings Maintenance Special Projects. Councillors questioned the large difference in the quotes and whether they were comparable. Clerk responded that the quotes could be compared directly. Cllrs agreed to proceed with the lower quote.
 - A roofing company were called out to carry out a temporary repair of the main hall roof at a cost of £420 +VAT (to be funded from the Buildings Maintenance Special Projects). They have advised, the roof does need a more thorough fix. This has been previously quoted at a cost of £5,326 +VAT. There was some confusion as to what was included in the quotation so the clerk agreed to seek clarity on the quotation and report back at the next meeting.

The Parish Centre Special Projects budget for 20/21 is £8k. £2,887.85 has been used for the new café flooring – leaving £5,112.15. It was previously agreed to buy an awning for the Hatch Café at a cost of £1,800. This is separately allocated in the Special Projects budget and has not yet been purchased. The Events budget for the year £4k. There will be decreased costs for the remaining events for this year - Remembrance Sunday and Turning on the Christmas Lights. All other events have been cancelled by recommendation from the Recreation & Environment committee. Carnival budget of £1k not spent this year.

3. **Car park**

Eastleigh Borough Council visited site on 24th February and verbally quoted £5,000 to carry out necessary works to area for staff car park. Quote includes:

To level entrance way and car park area approx. 300m²
Utilise spoil to form bunds around car parking area
To lay 300m² grid force parking grids
3-4 days to complete weather dependant
£5155.60

Committee agreed in February's meeting to proceed with the work. This was put on hold due to the pandemic. Councillors were asked if they wish to proceed with the work or delay until a future date. It was originally agreed to fund this out of the solar panel reserves of £5385. However, there will be approximately a £3k surplus spent on IT (this includes £1600 for the 2 x office laptops and associated hardware). Given that the Parish Centre is operating at less than capacity due to Covid restrictions, Councillors unanimously agreed to delay the works to the car park until next year.

4. **Café**

5.

Café Review

Plans were to be drawn up at the beginning of the year, to reconfigure the café. Due to Covid, this is now on hold. Suggested that this be reviewed in the Review in the new financial year? Cllrs unanimously agreed. Cllr MacDonald expressed congratulations to Jo and the team for their hard work in making the new arrangements work. Cllrs all expressed their appreciation for the work of the café team. No quotes have been received to date.

6. **Bookings**

From Thursday 24th September all sites will be QR coded, to complement the new NHS track and trace app. A cap on the number of staff in the office at one time will be implemented, with measures to record staff and visitor attendance. Clerk gave a verbal update on the implications of the recent

government announcement. Bowls are back beginning of October with a maximum of 8 players per session. They have a risk assessment in place. British Tae Kwa-Do (Tuesday nights in the sports hall) have announced the club will be disbanding and they are cancelling their bookings at the end of this month. The club have been running for over 30 years. There has been a steady increase in bookings, which are currently at 75% pre-Covid bookings

7. Library

Nothing new to report.

009/20/PR FIRE STATION

A change of use application has been submitted to Eastleigh Borough Council by a cleaning company who are current tenants of the upstairs floor of the Firestation. They have requested exclusive use of the whole building. If agreed, this would mean terminating the use of the ground floor by a number of local groups. Councillors commented that they would be unhappy to see the loss of these groups, being important social connections to members of the community. When the cleaning company first leased the upper floor it was fully explained to them that the lower floor would be retained for community purposes. Councillors unanimously agreed not to grant a lease of the lower floor to the cleaning company.

010/20/PR YOUTH FACILITY

Quotes obtained to upgrade Moorgreen Rec. outside CCTV

All quotes are to replace the existing 5 x cameras; replace wiring, supply recording device, monitor and keyboard and installation costs. All systems also have the capability of remote viewing through a mobile app. Details of the quotes were made available to Councillors via SharePoint.

Quote 1	Quote 2	Quote 3
£11,077.60 + VAT	Equipment Monthly Rental = £55 +VAT (1 + 71months) Monthly Maintenance & Servicing Costs = £25 +VAT	£1,593.17 + VAT Annual service charge £90 + VAT

The difference in quotations can be explained in part by the quality of the cameras. Councillors agreed that a good quality camera is essential to the system. Clerk will contact Quote 3 Company and ask if a higher quality camera can be quoted. This will be reported at the next meeting.

Y.T.D. tennis income = £3751 v budget of £550.

011/20/PR TOWNHILL FARM COMMUNITY CENTRE

General. Nothing new to report.

Noah's Ark Nothing new to report

Townhill Farm Ltd. Nothing new to report

012/20/PR HILLDENE COMMUNITY CENTRE

Current chairman of the Hilldene centre has asked if WEPC can contribute towards the cost of paint for the outside of the building. He also asked if all the money received from the pre-school is allocated to Hilldene exclusively and if funds can be made available for outside maintenance repairs. The Hilldene Community Centre Management Agreement is available to view. In summary the agreement states the Council shall be responsible for:

- The maintenance of the structure and exterior of property
- The maintenance of services media within land owned by the Council other than the property and serving the property either alone or jointly with any other property
- Insurance in respect of the buildings and structures on the property
- The maintenance of hardship landscaping in and around the property and the surface of the car park

Hilldene Centre Association retains all income received from lettings to fund the ongoing internal maintenance/operation of the property.

After discussing the issue, Councillors requested that the Clerk go back to the chairman for greater clarity on the work that they are proposing needs undertaking. Also, to reiterate the terms of the Tenancy Agreement regarding the use of the money received from the preschool group.

013/20/PR MONTHLY ACCOUNTS

The Financial Statements and list of payments for August 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
£3,096.00	Treemender's	Various tree works
£2,814.00	Noyce Windows	Replacement Fire Station Windows
£1,575.00	R Mould-Ryan	HGMP Fee

Credit card payments: £181.42 café; £263.15 allotment expenditure; £164.00 ground staff expenditure; £12.00 staff training; £307.98 misc. expenditure; £65.00 postage; £92.16 advertising; £9.98 stationary; £1,030.50 special projects (Groundstaff work during lockdown – maintenance projects)

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

IT Review

Councillors discussed the creation of IT working group and implementation of Cyber policy. Councillor Gomer volunteered to head the group, with Councillors MacDonald, Coles and Parish Clerk as members of the committee.

As previously agreed – 2 x laptops and screens have been ordered and are due for delivery this week.

014/20/PR **NEWSLETTER**

The October edition in progress. The printers require the final artwork by Monday 12th October, with a delivery date to WEPC on 19th October. To be distributed in house by staff and councillors. October's detailed quote available to view via Sharepoint: 5,300 copies = £926.00 +VAT

015/20/PR **UPDATE ON COUNCILLOR TRAINING**

Several webinars available via HALC.

Councillor Development: Local Council Finance for Councillors

“This session is designed to give councillors a greater understanding of their duties with regard to the council’s finances. Topics include legislation and the national Governance and Accountability Guidance, key concepts and terms, banking and accounting, preparing for end-of year, the role of the internal auditor and further support. This is an essential session for all councillors.”

Development for All: An Introduction to VAT

A deeper understanding of the VAT process & key concepts.

016/20/PR **DATE OF NEXT MEETING**

Wednesday 28th October 2020 at 7:15p.m.

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

Appendix – List of Payments August 2020

Date: 16/09/2020		West End Parish Council				Page: 1579			
Time: 10:54		Cashbook 1				User: DCW			
		CURRENT/INSTANT ACCESS ACCOUNT				For Month No: 5			
Payments for Month 5				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2020	SW HYGIENE	DDR	271.63		45.27	3803	308	226.36	SANITARY UNIT RENTAL
03/08/2020	LLOYDS CREDIT CARD	DDR	2,421.05		294.86	2120	201	181.42	LLOYDS CREDIT CARD
						3911	309	263.15	LLOYDS CREDIT CARD
						3211	302	164.00	LLOYDS CREDIT CARD
						1106	101	12.00	LLOYDS CREDIT CARD
						1160	101	307.98	LLOYDS CREDIT CARD
						1114	101	65.00	LLOYDS CREDIT CARD
						1129	101	92.16	LLOYDS CREDIT CARD
						1113	101	9.98	LLOYDS CREDIT CARD
						31111	311	1,030.50	LLOYDS CREDIT CARD
05/08/2020	UK FUELS LTD	DDR	193.29		32.20	3213	302	161.09	FUEL A/C
05/08/2020	KENNEDYS LAW	FP	250.00			1117	101	250.00	INSURANCE EXCESS
06/08/2020	LA SPAZIALE	S/O	108.00		18.00	2120	201	90.00	COFFEE MACHINE LEASE
06/08/2020	STRIPE	DDR	11.72			3312	303	11.72	STRIPE
07/08/2020	J JANNAWAY	FP	31.20			2120	201	31.20	CAFE PURCHASES
07/08/2020	MOONROAST	FP	78.17		1.32	2120	201	76.85	CAFE PURCHASES
07/08/2020	J JANNAWAY	FP	18.00			2120	201	18.00	CAFE PURCHASES
07/08/2020	INSPIRATIONS	FP	31.20			2120	201	31.20	CAFE PURCHASES
07/08/2020	HCC	FP	5.62		0.94	1113	101	4.68	STATIONERY
07/08/2020	EBC	DDR	66.00			1172	101	66.00	TOILETS RATES
07/08/2020	EBC	DDR	349.00			1310	103	349.00	RATES TFCC
07/08/2020	EBC	DDR	359.00			3710	307	359.00	F/S RATES
07/08/2020	EBC	DDR	649.00			2113	201	649.00	PC RATES
07/08/2020	J JANNAWAY	FP	-31.20			2120	201	-31.20	CAFE PURCHASES
10/08/2020	STRIPE	DDR	6.14			3312	303	6.14	STRIPE
10/08/2020	EE LTD	DDR	135.08		22.51	1112	101	112.57	MOBILE PHONES
12/08/2020	SOUTHAMPTON TROPHIES	FP	8.00			2111	201	8.00	PC KEYS
13/08/2020	PLUSNET	DDR	28.20		4.70	1112	101	23.50	ADSL LINE
14/08/2020	L BAKER	FP	24.00		4.00	1106	101	20.00	CAFE TRAINING
14/08/2020	MR WHEELER	FP	80.00			521		50.00	MR WHEELER ALLOT 28B
						522	0	30.00	MR WHEELER ALLOT 28B
14/08/2020	SOURCE SUPPLIES	FP	163.00		24.00	2111	201	139.00	PC SUPPLIES
14/08/2020	SPALDINGS	FP	27.60			3215	302	27.60	SAFETY VISORS
14/08/2020	LYRECO	FP	126.31		21.05	2111	201	105.26	CLEANING MATERIALS
14/08/2020	HCC	FP	14.98		2.50	1113	101	12.48	STATIONERY
14/08/2020	TREEMENDERS	FP	3,096.00		516.00	3260	302	2,580.00	TREE WORKS
14/08/2020	ABSOLUTE TECH	FP	180.00		30.00	1159	101	150.00	IT SUPPORT
14/08/2020	A CRITCHLEY	FP	15.99			2120	201	15.99	CAFE PURCHASES
14/08/2020	DENNIS EDWARDS	FP	99.52		9.62	2120	201	89.90	CAFE PURCHASES
14/08/2020	TRADE UK	FP	56.18		9.37	3211	302	46.81	B&Q MATERIALS
14/08/2020	ZIDAC	FP	28.66		4.78	1160	101	23.88	HAND GEL
16/08/2020	SSE	DDR	1,004.62		167.43	2112	201	837.19	PC ELECTRICITY
17/08/2020	BUSINESS STREAM	DDR	4.00			3911	309	4.00	WATER CHARGES ALLOT
17/08/2020	BUSINESS STREAM	DDR	9.00			3911	309	9.00	WATER CHARGES ALLOT
17/08/2020	BUSINESS STREAM	DDR	13.00			3111	301	13.00	WATER CHARGES CUTBUSH
17/08/2020	BUSINESS STREAM	DDR	29.00			3511	305	29.00	WATER CHARGES CEMETERY
17/08/2020	BUSINESS STREAM	DDR	59.00			3803	308	59.00	WATER CHARGES Y/C

Continued on Page 1580

Date: 16/09/2020		West End Parish Council				Page: 1580	
Time: 10:54		Cashbook 1				User: DCW	
		CURRENT/INSTANT ACCESS ACCOUNT				For Month No: 5	
Payments for Month 5			Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Detail
17/08/2020	BUSINESS STREAM	DDR	148.00			1310 103	148.00 WATER CHARGES TFCC
18/08/2020	BRITISH GAS	DDR	10.61		0.50	2112 201	10.11 PC GAS
18/08/2020	PLUSNET	DDR	15.99		2.66	1112 101	13.33 ADSL LINE
19/08/2020	WORLDPAY	DDR	135.04		16.14	1160 101	118.90 WORLDPAY CHARGES
19/08/2020	AUG SALARIES	DDR	2,388.04			1101 101	2,388.04 AUG SALARIES
19/08/2020	AUG SALARIES	DDR	18,747.57			1101 101	18,747.57 AUG SALARIES
20/08/2020	PLUSNET	DDR	12.00		2.00	1112 101	10.00 ADSL LINE
21/08/2020	SSE	DDR	864.52		144.09	2112 201	720.43 PC ELECTRICITY
21/08/2020	SOUTHERN COMMUNICATION	DDR	107.71		17.95	1112 101	89.76 TELEPHONE
24/08/2020	NOYCE WINDOWS	FP	2,814.00		469.00	31111 311	2,345.00 FS WINDOWS
24/08/2020	CFS LTD	FP	1,114.55		185.76	1108 101	770.49 CLEANING AUG 20 PC
						1108 101	158.30 CLEANING AUG 20 TOILETS
24/08/2020	R MOULD-RYAN	FP	1,575.00			3214 302	1,575.00 HG MANAGEMENT PLAN FEE
24/08/2020	BUSINESS STREAM	FP	21.72			1172 101	21.72 TOILETS WATER CHARGES
24/08/2020	SOUTHAMPTON TROPHIES	FP	8.00			1310 103	8.00 KEY CUTTING
24/08/2020	MOONROAST	FP	70.17		1.32	2120 201	68.85 CAFE PURCHASES
24/08/2020	EBC	FP	42.05		7.01	3111 301	5.84 EMPTY DOG BINS
						3214 302	11.68 EMPTY DOG BINS
						3511 305	5.84 EMPTY DOG BINS
						3311 303	5.84 EMPTY DOG BINS
						3411 304	5.84 EMPTY DOG BINS
24/08/2020	EBC	FP	217.10			3803 308	217.10 TRADE REFUSE M/GREEN
24/08/2020	INSPIRATIONS	FP	31.85			2120 201	31.85 CAFE PURCHASES
24/08/2020	STRIPE	DDR	5.86			3312 303	5.86 STRIPE
26/08/2020	WATERLOGIC	DDR	48.59		8.10	1160 101	40.49 WATER COOLER
28/08/2020	SOUTHAMPTON TROPHIES	FP	4.00			2111 201	4.00 KEY CUTTING
28/08/2020	COUNTY LOCKSMITHS	FP	94.08		15.68	3211 302	78.40 PADLOCKS
28/08/2020	ABBEY OFFICE	FP	18.00		3.00	1116 101	15.00 COPIER CHARGES
28/08/2020	BUSINESS STREAM	FP	34.18			3710 307	34.18 FS WATER CHARGES
28/08/2020	CLEANSING SERVICE GROUP	FP	144.00			2114 201	144.00 SLUDGE DISPOSAL
28/08/2020	INSPIRATIONS	FP	19.50			2120 201	19.50 CAFE PURCHASES
28/08/2020	A CRITCHLEY	FP	15.50			2120 201	15.50 CAFE PURCHASES
28/08/2020	HCC	FP	103.57		17.26	1113 101	86.31 STATIONERY
31/08/2020	HCC	FP	3,635.36			1103 101	2,867.25 ERS PENSION AUG 20
						1101 101	748.11 EES PENSION AUG 20
31/08/2020	HMRC	FP	4,545.59			1101 101	2,010.20 EES TAX AUG 20
						1101 101	1,132.98 EES NI AUG 20
						1102 101	1,402.41 ERS NI AUG 20
Total Payments for Month			47,012.11	0.00	2,099.02		44,913.09
Balance Carried Fwd			161,617.92				
Cashbook Totals			208,630.03	0.00	2,099.02		206,531.01

DRAFT