

**WEST END PARISH COUNCIL**

**MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING  
HELD VIRTUALLY ON WEDNESDAY 28<sup>th</sup> OCTOBER 2020 AT 7:15 P.M.**

**Present: Councillors**

**B Coles Vice Chair  
J Asman (joined the meeting at 7:38pm)  
B Tennent  
S Turl  
R Gomer  
A Price (joined the meeting to discuss Agenda  
Item 024/20/PR)**

**In attendance:**

**Ms S Hannen, Deputy Clerk  
Ms E Davies, Admin Officer**

**017/20/PR PUBLIC PARTICIPATION**

Two members of the public present.

**018/20/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.

**019/19/PR APOLOGIES**

Apologies received from Councillors Goguel and MacDonald.

**020/20/PR MINUTES OF THE LAST MEETING**

The minutes of the Policy & Resources Committee meeting held on Wednesday 23<sup>rd</sup> September 2020 were approved by Full Council on 14<sup>th</sup> October 2020. The minutes were signed as a true record of events by the Chairman

**021/20/PR MATTERS ARISING**

1. The owner of a local Nursery attended this meeting to discuss her proposals for changes to the building and outside space arrangements at the Youthouse. The proposals had been previously submitted to the Committee for discussion at the last meeting (nursery owner not present due to technical issues) with Councillors unanimously agreeing not to support the proposals. Being present at this meeting, the nursery owner was able to give more detail around her proposals and to talk about the constraints currently faced in the use of the building and outside space. Cllrs conceded that they hadn't previously fully understood the issues needing addressing

and were able to have a frank discussion around funding. Councillors agreed that the Deputy Clerk will meet the nursery owner, at the Youthouse site, to discuss the issues in detail. This meeting will take place this week.

**Cllr Asman took over as Chair of the meeting at 7:38pm.**

2. Moorgreen YoutHouse – CCTV Upgrade.  
This was discussed at the September meeting of this Committee. An action from this discussion was to ask the provider of the least expensive quote, to re-quote for better quality camera system. The below quote is to replace the existing 5 x cameras; supply recording device, monitor and keyboard and installation costs. All systems also have the capability of remote viewing through a mobile app.

**Summary:**

Quote 1	5MP Bullet Cameras	8MP 4K Bullet Cameras
	£1,792.73 +VAT	£1,859.01 +VAT

**New cabling will be an additional £200 +VAT.**

Councillors asked Deputy Clerk to supply details of all the quotations received, on a table format for easy comparison. This should include service charges. This will be discussed at the next meeting.

3. Hilldene Community Centre: HCA Chairman has confirmed the committee have decided to put all maintenance work on hold until the New Year. **To Note.**
4. Parish Centre: Felt Gully Replacement Quote

As previously discuss, below is the quotation from a local roofing company to fully repair the felt gully adjoining the main hall roof.

- Supply and erect small scaffold tower to access the roof safely
- Strip back first 3 rows of tiles, felt and battens along either side of the felt gully, setting aside tiles for reuse
- Remove existing bitumen felt from the entire gully area and discard into waste skip
- Inspect existing timbers and report back any defects. WEPC to allow a sum of up to £1,500 +VAT for replacement timbers if required.
- Ensuring timbers are in a good condition, supply and fit a 3 layer ‘BMI COPAL’ bitumen felt system with self-adhesive mineral (flame free)
- Supply and fit new breathable membrane and new treated batons to the bottom of 3 course tiles
- Reinstate tiles on completion, replacing any breakages where required

**For the sum of £5,326 +VAT  
(Plus sum of £1,500 +VAT if replacement timbers are required)**

**Additional cost to use liquid waterproofing resin, instead of bitumen felt with gully area; £325 +VAT**

As there is no specific budget for this, Councillors were asked if they want the work carried out now or to wait until the new financial year. Councillors

agreed that two additional quotes should be sourced before making a decision on the work.

**022/20/PR**     **CORRESPONDENCE**

1. As previously reported, Simon Collett has resigned from the Parish Council. Eastleigh Borough Council (EBC) Returning Officer has been notified. Vacancy notice has been shared with Councillors and added to our website, notice boards and social media pages. Have had a couple of enquiries to date.
2. Eastleigh Police Partnership Update circulated to all Councillor's on 16<sup>th</sup> October.
3. September's Crime Prevention Bulletin circulated to all Councillor's on 1<sup>st</sup> October.
4. Sadly, we have been notified St James Church Lunch Club has now folded.
5. Received a letter from local lady who has been making and selling facemasks in the Hatch Café that sales have contributed to a £320 donation to the Southampton Hospitals Charity.
6. There will be no Ageas Bowl meeting this Autumn. To Note
7. Councillor Goguel to take 6 months leave due to ill health

Cllr Asman expressed her disappointment that there will be no Ageas Bowl meeting and concerns that this might impact on the proposed road traffic control measures discussed at the last meeting. She will keep up the pressure on this.

**023/20/PR**     **CORRESPONDENCE** to note (previously circulated to all Councillors)

Discussed in Agenda Item above.

**024/20/PR**     **HATCH CAFE & HUNGRY KIDS**

Councillors decided by email over the weekend to offer lunch in the Hatch Café to children who receive free school meals. Staff worked with Councillors to manage and monitor the process. Deputy Clerk gave an update on the uptake so far. The initiative has been combined with a Pay It Forward scheme, whereby members of the public can purchase an additional hot drink to be redeemed by someone else (e.g. an accompanying parent of a child receiving a free lunch). This has been very well received by users and by the community in general. Cash donations have been received from locals wishing to support the initiative. Councillors gave their thanks to Cllr Price and Cllr MacDonald, who were the main instigators.

Uptake for a free lunch at the Hatch Café has been manageable so far, with café staff preparing and giving out a packed lunch. The logistics of providing a hot meal over the Christmas period were discussed. The Hatch Café was due to be closed between Christmas and New Year and the kitchen is too small to be able to produce hot meals in volume.

Cllr Gomer will lead an initiative to get members of the community together. The purpose of this group will be to look into the best way to help struggling families in the community going forward, including over the Christmas period. It is hoped that this group will include representatives from local schools,

churches, surgeries and other community groups – to ensure that the entire community is reached. A combined fundraising approach is seen to be the most effective.

**025/20/PR**     **PARISH CENTRE**

1. **Workshop** Nothing new to report
2. **Parish Centre** – Staff Christmas working hours. Committee to agree office and ground staff working hours over the Christmas period. Councillors agreed to be led by the preference of staff on this matter, which will be agreed at the next Personnel meeting.

3. **Car park**

Councillors agreed to a request for the car park to be used for a maximum of 3 military vehicles, as a collection point for the poppy appeal on the weekend of 7/8<sup>th</sup> November. **To note.**

4. **Café**

Over the Christmas period, the café will close on Wednesday 23<sup>rd</sup> December then re-open on Monday 4<sup>th</sup> January.

**Bookings**

Still receiving lots of enquiries from groups, looking to book a regular slot in our main halls.

Letter received from the Bowls club, requesting a hall hire discount. Their numbers have had to be reduced to comply with Covid restrictions. Councillors agreed to offer a discount to the group, to be reviewed at the end of the year. Councillors also agreed that any future requests for discount can be discussed via email.

**Library**

The library will begin single staff manning w/c 9<sup>th</sup> November.

**026/20/PR**     **FIRE STATION**

Change of use application for the Firestation submitted to EBC. Full application now required with £231 fee to pay.

**027/20/PR**     **YOUTH FACILITY**

The Youth Club is closed from Friday 18<sup>th</sup> December until Monday 4<sup>th</sup> January.

CCTV Upgrade – discussed under Matters Arising

**028/20/PR**     **TOWNHILL FARM COMMUNITY CENTRE**

**General.** As previously reported, Youthouse Manager has moved the Thursday morning parent and toddler session from THFCC to Cutbush Lane. Due to the demand for this type of session, Youthouse Manager has asked if they can open another session on a Tuesday morning 10am – 12pm at Cutbush Lane. Cllrs unanimously agreed to this.

**Noah's Ark** Nothing new to report.

**Townhill Farm Ltd.** Nothing new to report.

**029/20/PR** **HILLDENE COMMUNITY CENTRE**

Nothing to report.

**030/20/PR** **MONTHLY ACCOUNTS**

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

VAT Partial Exemption 2019/20 – DeMinimus Limit of £7500 not breached. £4636.19 of VAT attributable to exempt activities.

**Expenditure over £500** (excluding salaries/pensions/NI/utility bills/rates etc.) during September 2020. **None**

**Credit card payments:** £540.30 café; £166.97 ground staff expenditure; £42.00 staff training; £49.95 misc. expenditure; £42.36 postage; £52.40 Advertising.

**Councillor Asman proposed and Councillor Gomer seconded that it be resolved that the financial statements for September 2020 be approved. The Committee agreed unanimously.**

**IT Review**

First meeting of IT sub-committee took place today. Came up with a list of actions and a plan for what to look into as first steps.

Cllr agreed to look into a template for performance and etiquette at virtual meetings. Cllr Turl will supply this to Deputy Clerk.

**031/20/PR** **NEWSLETTER**

Delivery of the Newsletter is due for completion by the end of the week.

**032/20/PR** **UPDATE ON COUNCILLOR TRAINING**

Nothing to report.

**033/20/PR** **DATE OF NEXT MEETING**

Wednesday 25<sup>th</sup> November 2020 at 7:15p.m.

The meeting closed at 20:42p.m.

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Appendix – List of Payments September 2020

Date: 14/10/2020		West End Parish Council				Page: 1589			
Time: 11:23		Cashbook 1				User: DCW			
CURRENT/INSTANT ACCESS ACCOUNT									
For Month No: 6									
Payments for Month 6				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
16/08/2020	SSE	DDR	-1,004.62		-167.43	2112	201	-837.19	PC ELECTRICITY
01/09/2020	LA SPAZIALE	S/O	108.00		18.00	2120	201	90.00	COFFEE MACHINE LEASE
01/09/2020	LLOYDS C/CARD	DDR	933.76		39.78	2120	201	540.30	LLOYDS C/CARD
						3211	302	166.97	LLOYDS C/CARD
						1106	101	42.00	LLOYDS C/CARD
						1160	101	49.95	LLOYDS C/CARD
						1114	101	42.36	LLOYDS C/CARD
						1129	101	52.40	LLOYDS C/CARD
04/09/2020	ERIC ROBINSON	FP	483.00		80.50	1158	101	402.50	KF LEGAL FEES
04/09/2020	HAMBROOKS	FP	55.49		9.25	3214	302	46.24	SCALPINGS
04/09/2020	RIALTAS LTD	FP	206.40		34.40	3911	309	172.00	ALLOTMENT SOFTWARE SUPPORT
04/09/2020	HCC	FP	890.40		148.40	3212	302	364.00	EJ18 KTK LEASE JULY 20
						3211	302	378.00	HX20 AEZ LEASE JULY 20
04/09/2020	A CUFFLEY	FP	234.00		39.00	2111	201	97.50	PC BOILER SERVICE
						3710	307	97.50	FS BOILER SERVICE
04/09/2020	D EDWARDS	FP	106.95		10.97	2120	201	95.98	CAFE PURCHASES
04/09/2020	INSPIRATIONS	FP	30.50			2120	201	30.50	CAFE PURCHASES
07/09/2020	EBC	DDR	66.00			1172	101	66.00	TOILETS RATES
07/09/2020	EBC	DDR	349.00			1310	103	349.00	TFCC RATES
07/09/2020	EBC	DDR	359.00			3710	307	359.00	FS RATES
07/09/2020	EBC	DDR	649.00			2113	201	649.00	PC RATES
09/09/2020	UK FUELS LTD	DDR	74.32		12.39	3213	302	61.93	FUEL A/C
10/09/2020	EE LTD	DDR	135.08		22.51	1112	101	112.57	MOBILE PHONES
11/09/2020	TRADE UK	FP	59.51		9.92	3211	302	49.59	B&Q MATERIALS
11/09/2020	KENNEDYS LAW	FP	218.60		218.60	105			LEGAL FEES HARRIS
11/09/2020	INSPIRATIONS	FP	33.50			2120	201	33.50	CAFE PURCHASES
11/09/2020	A CRITCHLEY	FP	17.50			2120	201	17.50	CAFE PURCHASES
11/09/2020	HCC	FP	2.64		0.44	1113	101	2.20	STATIONERY
11/09/2020	P WREN	FP	90.00			2111	201	50.00	WINDOW CLEANING PC
						1310	103	40.00	WINDOW CLEANING TFCC
09/2020	K FOX	FP	5,758.79			1101	101	3,964.90	KF FINAL SALARY
						1109	101	1,793.89	KF FINAL SALARY
14/09/2020	PLUSNET	DDR	28.20		4.70	1112	101	23.50	ADSL LINE
15/09/2020	BUSINESS STREAM	DDR	9.00			3911	309	9.00	WATER RATES ALLOT
15/09/2020	BUSINESS STREAM	DDR	13.00			3111	301	13.00	WATER RATES CUTBUSH
15/09/2020	BUSINESS STREAM	DDR	29.00			3511	305	29.00	WATER RATES CEMETER
15/09/2020	BUSINESS STREAM	DDR	59.00			3803	308	59.00	WATER RATES YC
15/09/2020	BUSINESS STREAM	DDR	148.00			1310	103	148.00	WATER RATES TFCC
15/09/2020	BUSINESS STREAM	DDR	274.00			3911	309	274.00	WATER RATES ALLOT
18/09/2020	NALC	FP	17.00			1122	101	17.00	LCR SUBSCRIPTION
18/09/2020	DENNIS EDWARDS	FP	201.51		24.61	2120	201	176.90	CAFE PURCHASES
18/09/2020	INSPIRATIONS	FP	34.20			2120	201	34.20	CAFE PURCHASES
18/09/2020	MOON ROAST LTD	FP	150.30		1.30	2120	201	149.00	CAFE PURCHASES
18/09/2020	D PHILLIPS	FP	39.00		6.50	2120	201	32.50	GLASSES/MUGS
18/09/2020	ZIDAC LABORATORIES	FP	12.77		2.13	1160	101	10.64	ANTIBACTERIAL HAND GE
18/09/2020	DCK ACCOUNTING	FP	267.90		44.65	1159	101	223.25	ACCOUNTS JULY 20
18/09/2020	D ADAMS & SONS	FP	504.00		84.00	2111	201	420.00	TEMP ROOF REPAIR
18/09/2020	CAME & CO	FP	319.20			1117	101	319.20	INSURANCE

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<b>Payments for Month 6</b>				<b>Nominal Ledger Analysis</b>					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
18/09/2020	SEP SALARIES	FP	1,105.72			1101	101	1,105.72	SEP SALARIES
18/09/2020	SEP SALARIES	FP	19,439.77			1101	101	19,439.77	SEP SALARIES
18/09/2020	PLUSNET	DDR	15.99		2.66	1112	101	13.33	ADSL LINE
21/09/2020	SOUTHERN COMMUNICATION	DDR	89.51		14.92	1112	101	74.59	TELEPHONE
21/09/2020	WORLDPAY	DDR	127.03		15.69	1160	101	111.34	WORLDPAY CHARGES
24/09/2020	CAME & CO	FP	10,987.15			1117	101	10,987.15	ANNUAL INSURANCE
25/09/2020	PLAYDALE PLAYGROUNDS	FP	38.03		6.34	3216	302	31.69	PLAY AREA REPAIRS
25/09/2020	M BENNETT	FP	30.00			3977	309	30.00	M BENNETT ALLOT 52A KEY DEPOSI
25/09/2020	CP LUBRICANTS	FP	207.10		9.86	3212	302	197.24	GAS OIL
25/09/2020	HCC	FP	890.40		148.40	3212	302	364.00	EJ18 KTK LEASE AUG 20
						3211	302	378.00	HX20 AEZ LEASE AUG 20
25/09/2020	A CRITCHLEY	FP	16.99			2120	201	16.99	CAFE PURCHASES
25/09/2020	INSPIRATIONS	FP	31.85			2120	201	31.85	CAFE PURCHASES
26/09/2020	BRITISH GAS	DDR	9.59		0.45	2112	201	9.14	PC GAS
26/09/2020	WATERLOGIC	DDR	17.22		2.87	1160	101	14.35	WATER COOLER
29/09/2020	Petty Cash	17872	200.00			202		200.00	Petty Cash
<b>Total Payments for Month</b>			45,169.25	0.00	845.81			44,323.44	
<b>Balance Carried Fwd</b>			353,495.10						
<b>Cashbook Totals</b>			398,664.35	0.00	845.81			397,818.54	



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