

# BOTLEY PARISH COUNCIL



Minutes of the **Policy and Resources Committee** Meeting held on Tuesday **24 January 2023** at 7:30pm in the Diamond Jubilee Hall at the Botley Centre, High Street, Botley

**Present:**

Meeting Chairman Cllr D Kinloch – Committee Councillors: J Appleby, C Cooper, Mrs Grinham, R Kyrle, C Mercer, Ms M Roberts, S Wildin  
Non Committee Councillors: Mrs L Congdon

**In attendance:**

Parish Clerk; Members of the Public: 1

**93/22/POL Apologies**

Apologies for absence for personal or business reasons were received from Cllr A Trace. Approved

**94/22/POL Declaration of Interests**

No declarations of personal or pecuniary interest were made in relation to items on the agenda.

**95/22/POL Minutes of the previous meeting**

**RESOLVED:** that the minutes of the meeting of 22 November 2022 were approved as a true and correct record of the meeting and signed by the Chairman.

**96/22/POL Matters Arising from the minutes of the previous meeting**

There were no matters to report.

The Chairman asked to change the order of the meeting agenda to discuss correspondence item 14.1. Agreed

**97/22/POL Correspondence**

The Chairman welcomed Mrs Teresa Crawley who, with her husband, has formed the Boorley Park Players. She currently has 37 residents interested in joining an amateur dramatics group. Currently the group, which has no funds, has hired the Pavilion meeting room to hold monthly play reading sessions. Mrs Crawley asked for consideration of a discount on the room hire charges to enable the monthly meetings to continue. Members felt this was a beneficial initiative for the community.

**RESOLVED:** to reduce the room hire fees of the Pavilion meeting room by 50% for 12 months from 24 January 2023 for meetings of the Boorley Park Players.

**98/22/POL Public Participation**

There were no questions from the public.

**99/22/POL Boorley Park Asset Transfer**

External signage installed on both buildings.

Community Centre

Main Hall lighting – there is an intermittent fault on the main hall lighting. Lights come on and off spontaneously at all hours day and night. A commercial electrical contractor has been contacted to arrange a site visit and investigation.

Boiler – Boiler ignition unit replaced by a commercial heating contractor from Southampton.

Window blinds – meeting to be arranged with supplier following the collapse of an electric blind and subsequent damage to window surround. Costs have been incurred strengthening the fixing of top board on four windows in Main Hall.

Main Hall heaters – four fan heating units in the hall. One found not to be working during EBC commissioning but no action taken. A quote has been sought to repair this heater. A second heater has an intermittent fault but the engineer thought this was associated primarily with lack of use.

Car park bollards – installed by EBC with no mean to secure bollards when removed. Two additional sockets have been purchased and installed to secure the bollards when the car park is open.

Washbasin taps in ladies toilet – twisted loose on basin. Action taken to resecure.

Leaking window – During heavy rain and strong wind on Saturday 14 Jan water was found running down the inside of one of the large windows on the south side of the main hall. Using the cherry picker hired by the sign installers the ground staff investigated the outside of the window frame. There appeared to be a lack of sealant around the top of the window frame. A gap at the top of the frame was filled with sealant as a temporary measure. Further investigation may be necessary.

Contract cleaning – the company offered and accepted the cleaning contract sent a quote for the work but no contract despite being asked since early December. Enquiries are being made with other cleaning contractors. Of the three initial quotes received the other two were significantly more expensive so a wider range of companies are being contacted.

Fire Risk Assessment – completed for both buildings. Advisories re signage have been actioned.  
Broadband – no telephone or broadband connections have been laid to the building. A service provider will need to arrange a site survey with OpenReach for the installation of cabling before a contract can be arranged.

Pavilion

External lighting – the light sensor associated with the external building lighting is under the rear canopy. The lack of direct light affects the sensor and the lights frequently come on during daylight when the sky is cloudy. Internal lights – the caretaker has been asked to dust all light sensors to clear cobwebs which may be affecting the motion sensor element of the light sensors. If this does not solve the problem of the lights coming on spontaneously and electrician will need to investigate.

It was agreed that the majority of these issues will be raised with EBC for consideration of shared costs for the repairs.

### **100/22/POL Discretionary Grants**

Budget available: £0.60

100.1 **RESOLVED:** to approve, within the powers of LGA 1972 s137 as amended by LGHA 1989, s28, a grant of £1,500.00 to the Hampshire and Isle of Wight Air Ambulance for the purchase of equipment to be used by helicopter medical teams. (Allocation Code: 4380 s137 grants)

100.2 **RESOLVED:** To approve budget virement of £1250 from 4381 Other Grants to 4380 s137 grants

100.3 **RESOLVED:** To approve budget virement of £250 from 4310 Community Development Projects to 4380 s137 grants

### **101/22/POL Annual Review of Policies and Procedures**

BPC Financial Risk Assessment

The following recommendation will be made to the Council:

1. Changing references to 'the Botley Centre Manager' in relation to the processing of hall hire bookings to either the Accounts Clerk or the Assistant Clerk.
2. Reputational Damage – to include an item about the use of social media – The council has a Social Media Use Policy for staff. The Council's Facebook page is not used for open social interaction, messages and comments can be sent to the Page but are not publicly displayed at present.

### **102/22/POL Coronation Event preparation**

102.1 Cllr Cooper reported that preparatory work is well underway. The theme of the event will be 'No Waste to Landfill' and a strong sustainability theme will be maintained. For example, waste will be separated on site by volunteer bin monitors. The intention is to have food waste separated for disposal, together with glass, paper and card and non-recyclable waste. Apart from entertainment attractions vendors will include EV providers, solar panel and heat pump providers with information about retrofitting homes and a company making wooden bicycles. The cost of a laser light show has proved prohibitive so consideration is being given to hiring a large format screen to replay the stage attractions and to provide an end of show finale. Regular Monday meetings are in place for the organising group.

102.2 **RESOLVED:** To approve a quote for £280 for provision of a mobile farm by Popell Barns Mobile Farm, (allocation code: 4314 Coronation Event (2023/24 Budget)

102.3 **RESOLVED:** To approve a quote for £200.00 for the services of a magician as quoted by Nick Ralls. (allocation code: 4314 Coronation Event (2023/24 Budget)

102.4 **RESOLVED:** To approve a quote for £2,089.99 +VAT for the hire of a mobile stage by RSW Sound. 20% non-refundable deposit of £501.60 required to secure hire. (allocation code: 4314 Coronation Event (2023/24 Budget)

### **103/22/POL Review of relevant Earmarked Reserves**

It was agreed that the following recommendations will be made to the Council:

Reserve 321 S106 B/Park Com Development – EBC will be asked for a current balance of the developer's contributions received. Enquiries will be made as to the potential to buy in Community Development Officer time from EBC for the development of projects at Boorley Park.

Reserve 330 Parish Centre Project – to reallocate for the replacement of the Botley Centre electrical distribution board.

Reserve 345 Minute Secretary – to add to the staffing budget to provide committee support, particularly for the P&H committee.

Reserve 348 IT System Upgrade – to reallocate for website development

Reserve 346 HCC County Cllr Grant; 349 Market Hall Clock Renovation; 360 S106 Market Hall Clock Tower – all funds are for the renovation of the clock tower and refurbishment and electrification of

the clock movement. This will be a complex project which may require coordination by a professional project manager. It was agreed that consideration will be given to a long term objective of gifting the clock to the Market Hall.

**104/22/POL Personnel / Staffing Policy Review – Working Group Report**

The Working Group had not completed a review of all the draft documents received from HALC. Recommendations will be presented to the next committee meeting.

**105/22/POL Community Engagement**

Cllr Roberts researched Community Engagement policies used by other councils to prepare a draft document for comment. Members were interested in the idea of 'councillor surgeries'. Cllr Roberts was asked to develop the 'councillor surgery' element of the policy to include examples of locations, a personal safety policy and a general procedure for members taking part.

**106/22/POL Website Development**

Cllr Cooper reported that further development of the project was currently on hold. He will however be working with the clerk to discuss the staff time needed during the preparation phase and the subsequent management of a new website.

**107/22/POL Staffing Levels**

Cllr Kinloch reported on current staffing levels within the Council's admin team. Following changes in working hours this has now reduced from 82 hours per week to 62 hours. Members discussed ways to replace the reduced hours by focusing on key objectives such as the recruitment of a committee secretary and a full time operations manager.

It was recommended that capacity for additional hours of staff funding should be included in the 2023/24 Budget.

Action agreed:

To progress the development of a job description for an Operations Manager;

To progress the preparation of a job description for a minute/committee secretary

The Clerk offered to go back to working full time for a short period to help facilitate this work.

**108/22/POL Correspondence**

108.1 Letter from Boorley Park Players – see item 97/22/POL

108.2 Email from J Castle, Lay Chair of HEWEB Churches Together – The group have hired the Pavilion Meeting room for a community event on Saturday 11<sup>th</sup> February. The event has been organised through a charity called As-One UK. The charity helps church led groups encourage residents to get to know each other on a street by street basis, particularly on new housing developments. The group hiring the room had no direct funds and requested a reduction in the hire fees and the use of the Parish Council logo as an endorsement of the event.

Members felt that this approach would have been more appropriately made before hiring the hall and arranging the event.

The Clerk was asked to invite representatives of the HEWEB group to the next committee meeting to explain the initiative in greater detail. The committee will then be able to decide how effective help can be provided.

**109/22/POL Date of the Next Meeting: Tuesday 28 March 2023**

The Clerk was asked by the Chairman to prepare the Agenda for the next meeting and issue the Public Notices.

The meeting closed at 9:50pm.

Date: \_\_\_\_\_

Chairman: \_\_\_\_\_

**These minutes could be the subject of amendments which will be recorded in the minutes of the following meeting.**