

BOTLEY PARISH COUNCIL



Minutes of the **Policy and Resources Committee** Meeting held on Tuesday **21 November 2023** at 7:30pm in the Diamond Jubilee Hall at the Botley Centre, High Street, Botley

Present:

Meeting Chairman Cllr C Cooper, – Committee Councillors: R Kyrle, C Mercer, A Trace
Non Committee Councillors:

In attendance:

Parish Clerk, Members of the Public: 2

84/23/POL Apologies

Apologies for absence for personal or business reasons were received from Cllrs J Appleby, D Kinloch. Approved.

85/23/POL Declaration of Interests

No declarations of personal or financial interest were received.

86/23/POL Minutes of the previous meeting

RESOLVED: that the minutes of the meeting of 17 October 2023 were approved as a correct record of the meeting and signed by the Chairman.

87/23/POL Matters Arising from the minutes of the previous meeting

No matters arising to report.

88/23/POL Public Participation

None

89/23/POL Premises hire request Skyline Gold Radio

The Chairman welcomed Andi Cortez of Skyline Gold Radio. Mr Cortez explained that the radio station is looking for new premises having left the Old School House at Hedge End after 18 years. The radio station is licensed and operated as a not for profit, community funded organization. The radio station broadcasts on the internet and on an FM signal covering Fareham, Winchester, Chandlers Ford and Southampton. The group are looking for a small ground floor room with accessible parking and cabled broadband. The room would be in use seven days a week from 7:30 in the morning. A team of twelve broadcast, one presenter at a time often with one or two guests. No broadcasting equipment would be installed on site but a group of computers would be installed in the broadcasting room and left running 24 hours per day. The radio station owners are prepared to pay a maximum of £270 per month which equates to £62.31 per week inc VAT. Income to the Council would be £51.92 net per week or £7.42 per day. It was agreed that an appointment will be made for Mr Cortez to visit the Boorley Green Community Centre to see the small meeting room. The Clerk was asked to investigate the legal cost of preparing a lease and whether there would be any insurance implications.

90/23/POL Community Projects

Members discussed an update report provided by Kat Grimes, Community Engagement Manager.

- 90.1 Community Café Project - The Chairman welcomed Paul Morgan, HCC Countryside Manager Food and Beverage Services. He had been approached regarding consultancy services available from Hampshire County Council. The Community Café project has collected a wide range of information about equipment needs and delivery options. The committee is now looking for professional expertise to evaluate the information received and provide guidance on how to proceed with the installation of kitchen equipment and finding suitable vendors to run the cafe.
The Committee invited Mr Morgan to provide a proposal for five days of consultancy advice, specific to the Community Café project.
- 90.2 School Holiday Clubs – No holiday club was offered during the October half term due to low booking numbers. Premier are applying for OFSTED accreditation for the Boorley Park community centre to make the use of Tax Free Childcare vouchers available for Universal Credit Claimants. Premier are also bidding for HAF funding for 2024 to allow provision of free spaces during the Easter, Summer and Christmas camps.
- 90.3 Youth Work – Members discussed a quote from Youth Options to provide youth outreach services two evenings per week at Boorley Park. The quoted cost for one year is £26,608.00. Members discussed the cost versus importance of making a long term commitment to social support for young people. It was agreed that options should be investigated to provide a three year minimum commitment.

Safeguarding training will be need for staff and volunteers and the Council will need to appoint a Safeguarding Lead.

Agreed actions:

Invite representative from Youth Options to attend the next meeting to discuss options available for provision of youth work.

Request a quote from Youth Options to provide staffing support to start a community led Youth Club at Boorley Park.

To investigate potential grants for youth clubs and youth service provision.

To identify suitable safeguarding training courses for BPC staff.

90.3 First Aid Training – Action agreed to investigate the cost of alternative providers.

91/23/POL Committee Budget 2024/2023

91.1 Cllr Cooper suggested that with the continued growth within the community the Parish Council should develop an overall communication strategy and public interface plan for progressive change. He felt this may mean having an extra member of staff dedicated to social media and website communication.

91.2 Youth Work – the committee agreed to make provision for purchasing youth work services. It was agreed that funding held as earmarked reserves code: 359 HEWEB Youth Work Grant £2,450 and 326 Boorley Park Youth Work £1,500 will be allocated for use during 2024/25.

91.3 The committee has no utility budgets so apart from an allocation for a community event in 2025 the only other change is an allocation of £5,000 for code 4370 Other Projects. The Other Projects code is used to allocate expenditure for minor projects which arise during the year which do not fall within other budgeted categories. The committee has no income budgets.

RESOLVED: to approve the following draft committee budget for 2024/25.

		2022/23	2023/24	2024/25	
External Projects					
4301	Christmas	5,500	5,500	5,500	*budget is s137 expense. Inc High St lights
4310	Community Development Work	2,000	2,500	3,000	1 x mobile + comm/dev projects
4314	Community Event	4,000	15,000	15,000	budget for 2025 event
4316	Defibrillator Maintenance	100	100	200	2 x defibrillators
		£11,600	£23,100	£23,700	
Communication					
4350	Publicity & Photos	100	200	200	2016 reallocated to P&R inc Boorley Park + postage
4351	Newsletter	3,000	2,550	3,000	
4317	Botley calendar	0	0	0	
		£3,100	£2,750	£3,200	
Projects					
4364	Signage	400	450	500	property signage
4370	Other Projects	0	0	5000	allocation for one-off project expenditure
4374	Minute Binding	300	300	300	
4376	Horse Removal	2000	1800	1800	
		£2,700	£2,550	£7,600	
Grants					
4380	S137 grants	5,000	5,000	5,000	inc in-kind grants
4381	Grants	2,000	2,000	2,000	inc £750 CAB grant
		£7,000	£7,000	£7,000	
Youth Activities					
4500	HEWEB Youth Partnership	1,000	1,000	0	
4501	Youth Work Support Services	5,000	5,000	22,700	Purchase of youth work services for Boorley Park
		£6,000	£6,000	£22,700	
Summary for P&R		£30,400	£41,400	£64,200	

92/23/POL Terms of Reference for Working Groups

Members discussed draft Terms of Reference for a new working group, "Botley High Street Business Engagement Working Group". This group will be brought together to evaluate and

respond to proposals from HCC Highways for changes to Botley Square after the opening of the Bypass.

It was agreed that the group will be re-titled to "Botley High Street Business Engagement Stakeholder Group". The stakeholder group will be led by Cllr Cooper and will meet at Botley Market Hall. Cllr Cooper will invite Jo Mallone of HCC Highways to present the HCC's draft proposals to the Parish Council prior to meeting with members of the stakeholder group. Cllr Cooper will keep the council informed on the membership and meeting arrangements of the new group.

3/23/POL Christmas preparation and 'Carols in the Square'

RESOLVED: to approve the allocation of £1,196.00 for the hire of a portable stage platform, sound system, power supply and lighting for the Carols in the Square event on 17 December, as quoted by RSW Sound. (Allocation code: 4301 Christmas)

Extra volunteers are needed to man the road closure. Booking of the Neighbourcare Minibus is yet to be confirmed. The Christmas tree is installed in Botley Square and firemen from Botley fire station have agreed to hang the High Street lights.

94/23/POL Personnel / Staffing Policy Review

Safeguarding for Volunteers

RESOLVED: to approve the adoption of the circulated **Boorley Park Youth Club Code of Conduct**.

The document is based upon The Scouts Safeguarding Code of Conduct for Volunteers. It was agreed that a draft Safeguarding Policy for Councillors will be prepared for discussion.

Grievance Policy and Procedure and Disciplinary Policy and Procedure – deferred
Health and Safety Policy - deferred

95/23/POL CCTV Systems

Quotes have been sought by the Operations Manager for two new CCTV systems at Boorley Park and the replacement of the Botley Centre CCTV system. Details will be presented to the December committee meeting together with a draft CCTV Policy for the two new systems.

96/23/POL Website Development Progress Report

Enquiries have been made about the designing and development of websites used by other parish councils in the Eastleigh area. The Clerk attended two on-line training courses, one was about the requirements for website accessibility and how to build the correct criteria into a new website and the other was about the preparation of 'accessible' documents suitable for use with assistive technology.

97/23/POL HEWEB CIP List

It was agreed that the HEWEB LAC will be asked to include provision for funding a new garage and machinery store at the High Street Recreation Ground within the next revision on the HEWEB LAC CIP list.

98/23/POL Dolphin Public house sponsored litter picking

Cllr Cooper explained that the landlord had requested permission to use the Council logo on sponsored hi-vis vests to be worn by volunteer litter pickers. The pub will sponsor the vests in return for having the pub car park litter picked by volunteers organised by members of the Parish Council.

99/23/POL Correspondence

No items received.

100/23/POL Date of the Next Meeting: Tuesday 13 December 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 9:35pm.

Date: _____

Chairman: _____

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