

BOTLEY PARISH COUNCIL



Minutes of the **Policy and Resources Committee** Meeting held on Wednesday **13 December 2023** at 7:30pm in the Committee Room at the Botley Centre, High Street, Botley

Present:

Meeting Chairman Cllr D Kinloch: – Committee Councillors J Appleby, C Cooper, R Kyrle
Non Committee Councillors:

In attendance:

Parish Clerk, Community Engagement Manager, Members of the Public: 0

101/23/POL Apologies

Apologies for absence for personal or business reasons were received from Cllrs C Mercer, A Trace.
Approved.

102/23/POL Declaration of Interests

Cllr Cooper declared an interest in the grant application from the Botley Community Land Trust as a director of the Land Trust. He remained in the room during the discussion.

103/23/POL Minutes of the previous meeting

RESOLVED: that the minutes of the meeting of 21 November 2023 were approved as a correct record of the meeting and signed by the Chairman.

104/23/POL Matters Arising from the minutes of the previous meeting

104.1 89/23/POL Premises hire request Skyline Gold Radio – Representatives of the radio station visited the Boorley Green Community Centre following the previous meeting. They thought the room available would suit their needs if the monthly rental fee was set at £270 per month for use seven days a week. After discussing the different implications of the requested arrangement members were unwilling to make the room available for hire under the arrangements proposed by the radio station organisers.

105/23/POL Public Participation

None

106/23/POL Community Projects

Kat Grimes, Community Engagement Manager briefed members on the progress of different community engagement projects.

106.1 Community Café Project – A draft contract from HCC Consultancy Services for profession advice on the fitting out of the kitchen and sourcing a vendor to operate the cafe will be available in the new year.

106.2 Refreshment provider enquiry – A company providing a mobile coffee van has enquired regarding the use of a pitch outside the community centre. To take this further a license agreement would be needed to cover a pitch fee charge, access to water, equipment storage, waste removal, keys and chairs and tables. The owners might also be interested in operating the community café if the arrangements suited their business model.

106.3 Safeguarding Training and Youth Work – Staff from Youth Options will attend the meeting on 16 January to discuss a business proposal to provide support for the setting up of a youth club and outreach work. Potential funding may be available from the s106 allocation for a Community Development Worker which the HEWEB LAC has apparently allocated as youth work funding.

It was agreed that Kat Grimes, Community Engagement Manager, will be trained and designated as the Safeguarding Lead person.

106.4 First Aid Training – Insufficient places have been booked to run a course sponsored by BPC. The Council's staff will be booked onto a training course arranged by a local provider.

106.5 A request has been received from the NHS Eastleigh Health Visiting Team to hire the Sports Pavilion meeting room three mornings a week to run Health Visiting services for 12 months from 01 April 2024. The Team has been paying £10.00 an hour at their current premises and has insufficient budget available to pay more.

The committee was very supportive of the request as an opportunity to provide locally based services for young families. The committee agreed to offer a discounted room hire charge of £10.00 + VAT per hour, the charges to be invoiced in full with a discount.

Action: the Clerk to ask EBC for confirmation of the currently unallocated s106 funding for Boorley Park projects which would be allocated to the café project.

Action: the Community Engagement Manager to obtain quotes for safeguarding training courses for presentation to the next meeting.

Action: The Community Engagement Manager to prepare a list of equipment costs for the Youth Club for presentation to the next meeting.

107/23/POL Discretionary Grants (LGA 1972 s137 as amended by LGHA 1989, s28)

Code 4380 s137 grants - Budget available: £2,054.60

107.1 **RESOLVED:** To approve a budget virement of £200 from code 4301 Christmas to 4380 s137 grants.

107.2 **RESOLVED:** To approve a donation of £200.00 to **The Fire Fighters Charity** in recognition of recent help provided by the staff of Botley Fire Station to install the High Street Christmas lights. (code 4380)

107.3 **RESOLVED:** to approve, within the powers of LGA 1972 s137 as amended by LGHA 1989, s28, a grant of £250.00 to Botley Floral Club for the hire of professional demonstrators to train members. (code 4380)

108/23/POL Discretionary Grant Application

Members discussed a request from the Botley Community Land Trust for a grant of £1,500 for set up and operational costs.

Members discussed a number of reasons why the committee would be unable to make a grant at the present time. The organisation did not meet the criteria of the powers of LGA 1972 s137 as amended by LGHA 1989, s28. It is a start up organization so there are no accounts or AGM minutes. The Land Trust is registered as a Community Interest Company (A Registered Society under the Co-operative and Community Benefit Societies Act 2014) and registered with the FCA. £445.00 of the request has already been spent on incorporation fees and registration with the FCA and the council is unable to fund expenditure already made. The Trust was only formed in July so there is no evidence yet of community support eg by signing up voting members; The Trust is not yet known to the Parish Council and there is currently no confirmation that HCC will sell the Uplands Farm land to the Trust.

It was agreed that representatives of the Botley Land Trust will be invited to a future meeting to provide information about the purpose of the Trust.

109/23/POL Boorley Park Asset Transfers

109.1 Recent correspondence from EBC has confirmed that EBC will contribute 50% of the capital expenditure for the setting up of the community buildings. £27,972.83 will be paid shortly. The legal transfer of the buildings and sports pitches continues to be delayed. EBC have had to resubmit their ownership registration application to the Land Registry due to delays from the Consortium's side. The pavilion play area and the MUGA transferred separately and therefore could progress independently of the buildings and pitches if the Parish Council wished to do that. Transfers for Chancellor Park and the allotments are moving forward slowly.

109.2 Members expressed concern about the cost of repairs to the buildings since the Council had taken them over on license. The Clerk reported that a metal flue on one of the Sports Pavilion gas fired water heaters had failed a safety inspection due to corrosion of the pipework. Details of the engineers inspection were circulated to members. The second water heater and both boilers passed the annual gas safety inspections. One of the quotes sought for the flue replacement quoted £5,000 + VAT for the repair.

RESOLVED: to approve the allocation of £3,533.57 + VAT for the supply and installation of a replacement water heater flue and fittings, as quoted by AD Mechanical Services Ltd. (code: 4822 Building Maintenance.)

110/23/POL Boorley Park CCTV system project

RESOLVED: to approve the allocation of £5,280.94 + VAT for the supply, installation and commissioning of a new CCTV system at the Boorley Green Community Centre as quoted by Kestrel Electronic Security (allocation code 9030 expenditure from reserves; reserve 329 Boorley Park Development)

RESOLVED: to approve the allocation of £4,266.71 + VAT for the supply, installation and commissioning of a new CCTV system at the Boorley Green Sports Pavilion as quoted by Kestrel Electronic Security (allocation code 9030 expenditure from reserves; reserve 329 Boorley Park Development)

RESOLVED: to approve the allocation of £4,281.31 + VAT for the supply, installation and commissioning of a new CCTV system at The Botley Centre as quoted by Kestrel Electronic Security (allocation code 9030 expenditure from reserves; reserve 327 Botley Centre Reserve)

111/23/POL Boorley Park Sports Pavilion

RESOLVED: To allocate £3,600.00 + VAT for the supply and installation of new Bauder XF sedum mats to the rear of the building as quoted by The Urban Greening Company. (code: 9030 expenditure from reserves; reserve 329 Boorley Park Development)

RESOLVED: To allocate £1,225.00 + VAT to supply and install new irrigation lines to the rear of the building as quoted by The Urban Greening Company. (code: 9030 expenditure from reserves; reserve 329 Boorley Park Development)

Action: the operations manager to obtain a budgetary quote for an annual maintenance agreement.

112/23/POL Personnel / Staffing Policy Review

Discussion of this item was deferred.

113/23/POL HEWEB Public Art Working Group

Discussion of this item was deferred.

114/23/POL Website Development Progress Report

Discussion of this item was deferred.

115/23/POL Correspondence

No items received.

In view of the confidential nature of the business about to be transacted the public and press were temporarily excluded and are asked to leave the meeting - Public Bodies (Admission to Meetings) Act 1960 (2)-

The Clerk left the meeting.

116/23/POL Staff matters. The Chairman requested permission to approach HALC for external advice regarding an urgent staffing matter. Agreed.

117/23/POL Date of the Next Meeting: Tuesday 16 January 2024

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

The meeting closed at 10:15pm.

Date: _____

Chairman: _____

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