



**Minutes of the Policy & Resources Committee Meeting of
Botley Parish Council held on Tuesday 20th January 2026**

Meeting Venue: Meeting Room 1, Boorley Green Community Centre, 121 Wallace Avenue, Botley, SO32 2RQ

Start Time: 7.30pm

Name	Present	Apologies	Absent
Cllr Cooper	✓		
Cllr Grinham	✓		
Cllr Gurd	✓		
Cllr Kinloch (Chair)		✓	
Cllr Kyrle	✓		
Cllr Stone	✓		

Also Present: Dave Nevin, Parish Clerk and one member of the public.

As the Committee chair had sent apologies, a proposal was received, seconded and unanimously agreed that Cllr Kyrle would chair the meeting.

The Chair welcomed all to the meeting.

Public Questions:

A resident was in attendance to update members to introduce a newly constituted group called 'Friends of Pudbrook Green and outlined their origins, structure, objectives and detailed their plans to organise events for older residents in Chepping Gardens and Mortimer Road, including event logistics, risk assessments, and community engagement strategies. The group currently have events planned for the 15th and 22nd August and members provided some advice and suggestions along with some information to help them.

The Clerk was asked to send through some links of other local groups and organisations, along with some suggested possible grant funding options.

P&R/25/81 Council Housekeeping:

i. To receive and accept apologies for absence

Apologies were received from Cllr Kinloch. A proposal was received, seconded and voted unanimously in favour of accepting the apologies.

RESOLVED: That the apologies were accepted.

(Power used: Local Government Act 1972 s85)

ii. To receive and accept Declarations of Pecuniary Interests on the Agenda

No declarations were received.

iii. To receive the decision spreadsheet

The spreadsheet was received.

P&R/25/82 Minutes of December's meeting:

- i. To approve the minutes of the Policy & Resources meeting held on Tuesday 16th December 2025**

A proposal was received, seconded and unanimously voted in favour.

RESOLVED: That the minutes of the Policy & Resources Committee meeting held on 16th December 2025 are approved.

P&R/25/83 Reports:

- i. Community Projects & Youth Work Report**

The Clerk apologised as the report had been placed in the wrong folder and although it was moved during the meeting, it will also be in February's meeting paperwork.

- ii. Wallace Avenue Allotments**

A proposal was received, seconded and unanimously voted in favour of agreeing the £999.96 for 1000 plants to thicken the border and £492.22 for trees and stakes.

RESOLVED: That the plants and trees are agreed.

- iii. Asset Transfers Update**

The Clerk advised that EBC had requested for us to send through what tree works are required in the lands that will be part of the asset transfer. Cllr Cooper advised that he had created a virtual document to track all data for each asset up for asset transfer.

P&R/25/84 Buildings:

- i. To receive and agree quotes for re-decoration of the toilets at Boorley Green Community Centre**

This item was deferred to February's meeting due to delays in all of quotes arriving.

- ii. To receive and agree next steps for the area behind the Boorley Green Community Centre**

This item was deferred to February's meeting.

P&R/25/85 Events:

- i. Wash up points from Carols in the Square 2025**

Members made some suggestions which were added to the wash up document.

- ii. To agree date for Carols in the Square 2026**

A proposal was received, seconded and unanimously voted in favour of holding the event on

Sunday 6th December.

It was also requested that we get quotes from companies to decorate the tree.

RESOLVED: That Carols in the Square 2026 is to be held on 6th December 2026.

P&R/25/86 Finance:

- i. **To receive and agree quote to increase BPC's fidelity insurance cover**

A proposal was received, seconded and unanimously voted in favour of agreeing the quote of £355.32 to increase fidelity coverage to £900,000.

RESOLVED: That the quote is accepted.

- ii. **To agree the updated Financial Risk Assessment**

A proposal was received, seconded and unanimously voted in favour of agreeing and will look to close the petty cash account at the end of this financial year.

RESOLVED: That the financial risk assessment is agreed.

- iii. **To receive the feedback from the future facilities questionnaire and decide next steps**

Members received the report from the questionnaire which showed support of 31.5% for a mountain bike trail, 24.7% for a skate park and 15.7% for a pump track. It was agreed to add these to our project wishlist, with some further work to be done identifying suitable sites and potential costs.

A proposal was received, seconded and unanimously voted in favour of adding the above to the project wishlist.

RESOLVED: That these will be added to the project wishlist.

- iv. **To receive and agree 2024/25 Year End Internal Auditor observations**

A proposal was received, seconded and unanimously voted in favour of agreeing the report.

RESOLVED: That the observations are agreed.

P&R/25/87 To receive proposal and agree whether to we would like to have a community award scheme

A proposal was received, seconded and unanimously voted in favour and a proposal to be brought back with criteria for final approval.

RESOLVED: That a criteria document is created and brought to February's meeting for approval.

P&R/25/88 To receive and agree the project list

A proposal was received, seconded and unanimously voted in favour of agreeing.

RESOLVED: That the project list is agreed.

P&R/25/89 To receive the monthly IT Threat Report

The report was received.

P&R/25/90 Correspondence

No correspondence had been received.

Meeting closed at 9.31pm

THESE MINUTES COULD BE THE SUBJECT OF AMENDMENTS WHICH WILL BE RECORDED IN THE MINUTES OF THE FOLLOWING MEETING