

Minutes of the Meeting of Elvetham Heath Parish Council
Held at The Key Centre Elvetham Heath
Monday 19th June 2017 at 7.30pm

PRESENT

Cllr Marilyn Robson (MR)		Elvetham Heath PC (EHPC)
Cllr Nicky Bond (NB)		Elvetham Heath PC
Cllr George Brown (GB)		Elvetham Heath PC
Cllr Emma Watmore (EW)		Elvetham Heath PC
Jan Hyatt (JH)	Exec Officer	Elvetham Heath PC

Also Present

Cllr Sara Kinnell (SK)	from 7.55pm	Hart District Council (HDC)
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40/17	<p>Apologies for Absence Cllr Woods had sent apologies as he was held up at work. County Cllr A. Collett had sent apologies which were noted.</p> <p>Resolved: to accept the apologies</p>
41/17	<p>Declarations of Interest & associated dispensations None.</p>
42/17	<p>Approval of the Minutes The minutes of the meeting of 15th May 2017 (nos.15/17 – 39/17) were confirmed as an accurate record and signed by the Chairman.</p> <p>The minutes and recommendations of the following committee were received and accepted:</p> <ul style="list-style-type: none"> • Planning Committee– 15th May 2017: Nos. 07/17 – 13/17
43/17	<p>Public Session None.</p>
44/17	<p>Police Report Members of the local neighbourhood team were unable to attend but had submitted a report highlighting the following:</p> <ul style="list-style-type: none"> • Burglary in Stockbridge Road – stealing large amount of cash • 3 x reports of theft – one from motor vehicle, one of a garden planter & 1 purse from Morrisons • 2 x cases of criminal damage – one involving arson where furniture left out for collection was set alight & 1 case of damage to a vehicle.

	<ul style="list-style-type: none"> • 1 x drug offence • 2 x instances of ASB – groups of youths at the pond & reportedly in the school grounds.
45/17	<p>Councillor Vacancies</p> <p>JH reported that the 14-day casual vacancy advertising period for Cllr Alden’s vacancy ended on 13 June and Cllr McDarmid’s position became vacant on that day triggering another 14 day period.</p> <p>It was agreed to start advertising the 2 vacancies in the forthcoming newsletter.</p>
46/17	<p>Public Sector Deposit Fund</p> <p>JH reported that EHPC had finally invested approx. 50% of its S106 funds in the fund. Following the internal auditor’s report, the council had to assess the risk involved in the investment. On review, there is the lowest possible risk but as a result, rewards are not high. Whilst it is not the same as making a deposit with a bank, the original sum invested can be withdrawn at any time. The fund is AAA rated.</p> <p>Resolved: to accept that the sum invested is not subject to unreasonable levels of risk.</p>
47/17	<p>Key Centre Contracts</p> <p>There was some discussion about trying to amalgamate some of the contracts.</p> <ul style="list-style-type: none"> • Caretaker Contract – in February the evening/weekend caretaking was outsourced temporarily to a company as there had been problems recruiting. This arrangement has proved very successful. • Cleaning Contract – this is carried out by a different company although occasionally at weekends the cleaner opens up the building for user groups. It is a rolling agreement which has been running for almost a year. <p>Resolved:</p> <ul style="list-style-type: none"> • To continue to outsource the caretaking rather than look to recruit. • To amalgamate the 2 contracts and bring them under one company. • To ask both contractors (and a third if possible) to quote for the total contract with a view to starting as soon as possible.
48/17	<p>Policy Review</p> <p>The following new/updated policies were reviewed and adopted:</p> <ul style="list-style-type: none"> • Lone Worker Policy – <i>it was also suggested JH investigated installing a panic alarm.</i> • Facility Security/Key Policy • Tree Management Policy
49/17	<p>Financial Review</p> <ul style="list-style-type: none"> • The management accounts & financial reports for May were reviewed and accepted • The schedule of debtors for May was reviewed. • The Clerk presented the schedule of payments for June as below. These were reviewed and signed.

Date	Cheque no.	Payee	Description	VAT	Total
				£	£
26-May	BP	Silkiskills	50% deposit - website		661.50
01-Jun	DDR	Milk & More	Office Milk May		7.80
09-Jun	BP	Little Monsters Events	Hire of fete attractions	251.00	1,506.00
16-Jun	DDR	Intouch Communications	Phone & broadband - May	15.80	94.79
16-Jun	100404	Cash	Float for fete		200.00
17-Jun	DDR	Engie Gas	Centre Gas - May	3.14	65.90
19-Jun	BP	SSE Swalec	Cycle path electricity	1.25	26.33
19-Jun	BP	Staff	Payroll - June		4,433.30
19-Jun	BP	J Hyatt	Expenses		13.77
19-Jun	BP	S Pepper	Expenses incl. re fete	15.95	163.50
19-Jun	BP	K Howden	Expenses		23.85
19-Jun	BP	J Perkins	Expenses		54.62
19-Jun	BP	Banner/Supplies Team Ltd	Printer cartridges	36.40	218.37
19-Jun	BP	Online Playgrounds	Replacement swings	31.30	187.80
19-Jun	BP	Crystal Clear Cleaning	Key Centre windows - May	8.00	48.00
19-Jun	BP	Gopak Ltd	Folding tables	94.65	567.89
19-Jun	BP	Hampshire CC	County Supplies - janitorial	3.10	18.57
19-Jun	BP	DisConsulting Ltd	IT Support - May	27.40	164.39
19-Jun	BP	Sixth Sense Marketing	May marketing/comms support	79.80	478.80
19-Jun	BP	VPS Grounds Services	Tree surgery	34.00	204.00
19-Jun	BP	VPS Grounds Services	Grounds maintenance/litter - May	1,229.38	7,376.28
19-Jun	BP	C&M South Ltd	Centre cleaning - May	263.50	1,581.00
19-Jun	BP	CH Cleaning Services	Caretaking services - May	136.00	816.00
19-Jun	BP	WC Baker & Son	Hardware supplies - May	13.85	83.08
19-Jun	BP	All Events Marquees	Balance for fete	114.80	688.82
20-Jun	BP	HSBC	Bank charges - May		14.35
28-Jun	DDR	Veolia Environmental	Refuse collection - May	28.91	173.45
29-Jun	DDR	NEST	Pension contributions		24.48
30-Jun	BP	Hampshire Pension Fund	Contributions re June payroll		368.23
30-Jun	BP	HMRC	Tax & NI June		1,036.63
Total				2,388.23	21,301.50

50/17	<p>Chairman's Report MR highlighted the following:</p> <ul style="list-style-type: none"> • The fete had been a success and she thanked all those who had volunteered on the day and helped with the organisation – particularly Suzanne Pepper in the office. • She has represented EHPC at the Hart Lions Centennial event and will be doing the same at the Fleet Lions event. • She & Cllr Brown attended a meeting with the resident who is interested in setting up a local youth football club.
51/17	<p>Councillor Reports</p> <ul style="list-style-type: none"> • Cllr Brown <ul style="list-style-type: none"> ○ Attended meeting with Cllr Robson about the football club. • Cllr Watmore <ul style="list-style-type: none"> ○ Continues to work towards the Countryside Day – the dog show judge has kindly donated rosettes. ○ Helped at the fete • Cllr Bond <ul style="list-style-type: none"> ○ Helped at the fete • District Councillor Kinnell <ul style="list-style-type: none"> ○ At HDC Full Council the Lib Dems & CCH put forward a motion for a mixed party cabinet. The conservatives disagreed so the Cabinet membership has now changed to Lib Dem/CCH. ○ Cllr Kinnell is now cabinet member for Leisure & the environment.
52/17	<p>Officer Report JH highlighted the following from her written report:</p> <ul style="list-style-type: none"> • Some new bookings both for the centre & the junior pitch plus Monday netball is to be extended until 10pm. • Tennis courts were accidentally left unlocked on a Sunday and by Monday morning had been ransacked. • 2 youngsters had been caught by the PCSO kicking a hole in the motorway fence. They were required to complete a 'community resolution' which has involved letters of apology to the council and carrying out litter picking on the green. • Fleet Business Improvement District has asked for support for a Christmas initiative known as a Nutcracker Trail. A formal grant application will be considered at the next meeting.
53/17	<p>Date of next meeting The next meeting is scheduled for Monday 17 July 2017.</p>

There being no further business the meeting closed at 8.40pm

Signed.....

Date.....