



Wickham and Knowle Parish Council

Meeting of the Full Council

(Chair Cllr Craig Manuel **Members:** Cllr Robert Broad, Cllr Malcom Burt, Cllr Sheila Chambers, Cllr Leah Greenbank, Cllr Kathryn Holladay (Vice-Chair), Cllr Nic Holladay, Cllr Sandy Phillips-Lee, Cllr Loraine Rappé)

Dear Committee Member

I hereby give you notice that a meeting of the **Full Council** will be held at **Houghton Suite, Wickham Community Centre, Mill Lane, Wickham, PO17 5AL** on **Thursday 27th June 2024 at 7pm**. All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

The meeting will be open to the public unless the Council directs otherwise. Meeting Papers are available on request from the Clerk, except where classified confidential.

Agenda item	Title	Lead	Page
1	To receive apologies for absence Cllr Robert Broad	Chair	
2	To receive declarations of interest on agenda items	Chair	
3	Public Session	Chair	
4	To receive a report from the County Councillor	Chair	
5	To receive a report from the District Councillors	Chair	
6	Chair's Announcements	Chair	
7	To approve the minutes of the meeting held on 9 th May 2024	Chair	
8	To receive an update from the Clerk	Clerk	
9	To confirm no conflict of interest with BDO LLP	Clerk	
10	To receive the Internal Auditor's report on year 2023-24 and note the Council's response	Clerk	
11	To approve section 1 of the Annual Governance and Accountability Statement) declaring it correct to the best knowledge and belief with respect to the accounting statements for the year ending 31st March 2024 for submission to the external auditor.	Clerk	
12	To approve section 2 on the Annual Governance and Accountability return for the year ending 31st March 2024 approve and sign the statement, declaring it correct for submission to the external auditor	Clerk	
13	To approve the earmarked reserves for the year ending 31 st March 2024	Clerk	
14	Policy & Finance Committee – Cllr Manuel		
14.1	To receive the minutes of the Committee meeting on 18 th April 2024	Cllr Manuel	
14.2	To approve the Committee's amended terms of reference	Clerk	
14.3	To approve a recommendation to adopt the Safeguarding Policy and Volunteering Policy	Clerk	
14.4	To approve a recommendation to complete Stage 3 of the Knowle Village Hall extension with Axis Architects, funding to be taken from the Knowle Budgets earmarked reserve	Cllr Manuel	
14.5	To approve a recommendation to appoint Axis Architects to draw plans for the Wickham Recreation Pavilion, funding to a maximum of £4,000 to be taken from the Wickham CIL earmarked reserve	Cllr Manuel	

14.6	To approve a recommendation to appoint Deacon Design to provide initial concept design and costings for a country park at Mill Lane, funding to be taken from the Mill Lane earmarked reserve	Cllr Manuel	
14.7	To approve a recommendation to enter into a 5-year contract with Edge IT systems for purchase of 3 new software modules, funding to be partially taken from the software earmarked reserve	Clerk	
14.8	To approve grant payments to Wickham Parish Magazine and to the Summer Youth pilot scheme	Cllr Manuel	
15 General Purposes Committee – Cllr Phillips-Lee			
15.1	To receive the minutes of the Committee meeting on 25 th April 2024	Cllr Phillips-Lee	
15.2	To approve the Committee’s amended terms of reference	Clerk	
16 Planning & Highways Committee – Cllr Rappé			
16.1	To receive the minutes of the Committee meeting on 18 th April 2024	Cllr Rappé	
16.2	To approve the Committee’s amended terms of reference	Clerk	
17 Recreation Committee – Cllr N Holladay			
17.1	To receive the minutes of the Committee meetings on 25 th April and 30 th May 2024	Cllr N Holladay	
17.2	To approve a recommendation for updated hiring charges for Knowle Village Hall and agree implementation date	Clerk	
17.3	To approve a recommendation for amended booking forms and amended terms and conditions for Knowle Village Hall	Clerk	
17.4	To approve a recommendation for an extra CCTV at Knowle Village Hall to cover the car park	Clerk	
17.5	To approve a recommendation for a recycling bin at Knowle Village Hall and amend the Biffa contract	Clerk	
17.6	To approve a recommendation to appoint Nigel Blackman to carry out drainage works to Lysander Meadow, funding to be taken from the Wickham CIL earmarked reserve	Cllr N Holladay	
Other			
18	To update the Lloyds bank mandate to remove Nicki Oliver and add Sophie Thorogood, including a new business debit card	Clerk	
19	To approve purchasing a new projector, mobile display stand and carry case for Knowle Village Hall	Clerk	
20	To authorise a virement to a maximum of £5,000 from grounds maintenance earmarked reserves towards purchase of new play area signage and delegate to the Clerk to purchase	Clerk	
21	To approve a quote for new floodlighting control box at the Wickham MUGA and associated package costs	Clerk	
22	Recent correspondence/ reports from meetings attended of relevance	Clerk	
Confidential			
23	To approve enrolling the Business Manager onto the Nest Pension Scheme	Clerk	
24	To approve the amended tender for the Wickham Recreation Pavilion and re-submit on Contracts Finder	Cllr N Holladay	

Sophie Thorogood
Clerk and RFO to Wickham and Knowle Parish Council
clerk@wickhamparishcouncil.org
23rd June 2024