



Wickham and Knowle Parish Council

Policy and Finance Committee

Minutes of the Policy and Finance Committee held at Wickham Community Centre

Thursday 13th June 2024 at 8:14pm

Committee members present: Cllr Craig Manuel (Chair), Cllr K Holladay, Cllr N Holladay, Cllr Rappé, Cllr Phillips-Lee (Vice-Chair)

In Attendance: Sophie Thorogood, Parish Clerk & RFO

Cllr Malc Burt

Cllr Sheila Chambers

Members of Public: 6

1. To elect a Vice-Chair for the Committee:

RESOLVED: Cllr Phillips-Lee was elected Vice-Chair of the Committee, as proposed by Cllr Rappé, seconded by Cllr Manuel and carried.

2. Apologies for absence: None

3. Declarations of interest on agenda items: None declared

4. Public Session: 4 members of public were in attendance to discuss their grant applications. 2 members of public were in attendance to listen to the meeting. 1 member of public asked for clarification that agenda item regarding the Bostons Rent should be discussed by the Water Meadows Charity. The Clerk confirmed that this would be put on the next agenda for a future meeting of the Charity.

5. Minutes of the meeting held on the 18th April 2024

RESOLVED: Minutes of the meeting having been circulated were approved and signed by the Chair, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried with an abstention by Cllr Phillips-Lee.

6. Committee terms of reference

The amended terms of reference had been circulated prior to the meeting. A few minor changes were agreed. It was agreed to review the amount of expenditure allowed to be committed without formal Council approval in point 7 at the next meeting.

RESOLVED: To recommend adoption of amended Terms of Reference for the Policy and Finance Committee, as proposed by Cllr Manuel, seconded by Cllr Rappé and carried.

Due to members of public in attendance for grant applications, the Chair agreed to move the agenda order



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11. Adoption of new Volunteer and Safeguarding policies

The two policies had been circulated in advance of the meeting.

RESOLVED: To recommend adoption of the Volunteer Policy and Safeguarding Policy, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.

15. Grant request for a summer youth pilot scheme

RESOLVED: To recommend a grant of £2,410 for the summer youth pilot scheme, the funding to be managed through the Council's accounts by the RFO, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.

14. Grant request from Wickham Parish Magazine

The grant request had been circulated in advance of the meeting. Two members of public were in attendance to answer any questions regarding the application. The Clerk raised a concern over political content which will be looked into before the Full Council meeting.

RESOLVED: Subject to clarification over political content, to recommend to Full Council to award a grant of £2,500 for the Christmas edition of the Wickham Parish Magazine, as proposed by Cllr Manuel, seconded by Cllr K Holladay and carried.

Cllr Chambers and 3 members of public left the meeting at 8:56pm.

16. Recommendation from Recreation Committee regarding Mill Lane country park

A member of public asked the Committee what the current situation was with the Mill Lane project.

RESOLVED: To approve the recommendation from the Recreation Committee to appoint Deacon Designs to provide an initial concept design and costings for a country park at Mill Lane, funding to be taken from the Mill Lane earmarked reserved, as proposed by Cllr Manuel, seconded by Cllr Holladay and carried.

2 members of public left the meeting at 9:06pm

7. New financial and bookings software

A report and comparison of 3 software providers had been prepared by the Clerk and circulated to the Committee in advance of the meeting.

RESOLVED: To approve to Full Council to enter into a 5 year contract with Edge IT Systems to purchase the finance, facilities and asset manager modules for 2 concurrent users, and to recommend viring a maximum of £500 from reserves to cover the overspend in the budget line, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.



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8. Internal Auditor's opinion on 2023/24 Financial Accounts

The audit was carried out in early June. The final report and detailed explanations of why the Auditor had ticked no to a few internal control objectives had been circulated in advance of the meeting. The Clerk's suggested response to each issue had also been circulated.

The Committee requested the Clerk to arrange education on the Water Meadows to ALL Councillors when possible.

RESOLVED: to receive the Internal Auditor's opinion on the 2023/24 Financial Accounts and note the Council's response, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.

9. To recommend to Full Council to approve Section 1

10. To recommend to Full Council to approve Section 2

RESOLVED: to recommend to Full Council that the Council 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.

RESOLVED: to recommend to Full Council that the Council 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

These were both proposed by Cllr N Holladay, seconded by Cllr Manuel and carried.

12. Knowle Village Hall extension

RESOLVED: To approve a recommendation from the Recreation Committee to complete Stage 3 of the Knowle Village Hall extension with Axis Architects, funding to be taken from the Knowle Budgets earmarked reserve, as proposed by Cllr N Holladay, seconded by Cllr Rappé and carried.

13. Igloo donation payment

RESOLVED: To approve a donation of £100 to Igloo to thank them for for appearing at the Parish Assembly in May, as proposed by Cllr Manuel, seconded by Cllr Phillips-Lee

17. Grounds Maintenance Contract working party

Cllrs N Holladay, Burt and Rappé will work with the Clerk on the tender



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18. Parish Maintenance role

The Clerk & Cllr Manuel to work on this together and present to Full Council.

A member of public left the meeting at 9:42pm and the agenda continued under confidential session.

20. To receive tenders for the Wickham Sports Pavilion

2 tenders had been received by the deadline, and opened by Cllrs Burt and N Holladay with the Clerk. The tenders were circulated and scored in advance of the meeting.

Cllr Manuel expressed disappointment in the style of the buildings proposed and suggested a wooden pavilion like was offered by Passmore.

The issue being Passmore could not submit a reply to the tender, as they do not provide 2nd fix. Cllr Manuel suggested the Council could instead engage Axis Architects to draw up architectural plans to go back out to tender to fit a wooden style Passmore structure. The design could be more rectangular, fitting the space available between the hedge and edge of football pitch and next to the Tennis Clubhouse.

It was agreed for Cllr N Holladay to work with the Clerk to produce new tender documents, and for Cllrs Burt, N Holladay and Manuel to meet with Axis Architects to draw up new architectural drawings.

RESOLVED: to recommend to Full Council 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, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.

21. Bostons Rent review

Cllr Manuel briefly gave an overview on the current rent situation between Bostons and the Water Meadows Charity. It was agreed to discuss this in more detail in a future meeting of the Water Meadows Charity.

Meeting Closed, 10:12pm

Signed.....

Date.....