



Wickham and Knowle Parish Council

Policy and Finance Committee

Minutes of the Policy and Finance Committee held at Knowle Village Hall

Thursday 12th September 2024 at 8:19pm

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
Tracey Molloy, Locum Clerk
Cllr Malc Burt
Cllr Sheila Chambers
Cllr Ben Sawyers

Members of Public: 5

- 1. Apologies for absence:** None
- 2. Declarations of interest on agenda items:** None declared
- 3. Public Session:** 5 members of public were in attendance to discuss their grant applications.
- 4. Minutes of the meeting held on the 13th June 2024**
RESOLVED: Minutes of the meeting having been circulated were approved and signed by the Chair, as proposed by Cllr N Holladay, seconded by Cllr Rappé and carried.

5. Clerk's update

The Clerk's update had been circulated with the document pack and was noted.

6. To consider grant applications

6.1 Winchester Citizen's Advice Bureau (CAB)

A CAB hub was created in Wickham Community Centre in December 2023. It has served 125 Wickham residents in that time, with each client having 7.8 issues on average needing help. There is 1 paid member of staff but is mainly a volunteer-based organisation. There is a paid project for a power hub initiative, which provides energy advice and fuel vouchers and is very heavily based on Wickham clients and the surrounding areas. The CAB work closely with the foodbank and opens on a Tuesday to work with both the Pantry and the foodbank.

Demand is growing in the last 3 months. There is one drop-in day a week which sees 12 clients a day, and they book a room within the Community Centre to offer a confidential space.

Cllrs were given the opportunity to ask the CAB representative a few questions around funding and their high level of reserves.



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6.2 Homestart Hampshire

Homestart have supported 5 families from the Parish within the last year, at an average cost of £1,300 per family. It is a predominantly volunteer led organisation, and receives referrals from Health Visitors, GPS, friends and the School. The organisation look to support the families to be in a better place. Sometimes this is through financial resources, othertimes it is just friendship support. There are some paid case workers.

The income target is around £350,000 per year, with two-thirds from national supporters, and one-third from local supporters. Cllr Phillips-Lee have asked if they are approaching large national organisations such as National Lottery or Children in Need; the representative replied there is a grant application due to be submitted to National Lottery soon.

6.3 1st Wickham Scouts

There are 120 young people each week who are involved in the 1st Wickham Scout Group each week, aged from 4-18 years old. It is a purely a volunteer-led organisation with a packed programme including teaching life skills to the children. The building is now 13 years old and the fire doors are now rotten.

There are increased numbers of children who are classed as vulnerable; high numbers with mental health issues and physical disabilities. Two-thirds of the subscriptions paid go straight to Scouts Head Office for annual subscription; the Scout Group tries to keep the subscription low so that local families are not prevented from coming. Some families are offered financial support.

Councillors were given the opportunity to ask questions of the representative: 90% of the children on roll are from the Parish, some come from Fareham. There are 30 children on the waiting list. The Scout Group have not applied for a grant before but do a lot of fund-raising each year such as holding the annual duck race which pays for their ground rent, and the successful fireworks event that covers the cost of the running the building and have spent money making the toilets gender neutral. Cllr Rappé suggested they also approach Hampshire County Council for some grant funding.

6.4 Meon Valley Food Bank

There is now 1 paid employee of the food bank – the operations manager. The food bank is based at Wickham Community Centre along with the Wickham Pantry and covers from Droxford down through to Whiteley. They have seen a 21% increase in demand from 2023 to 2024, with 15 referrals a week, which covers up to 40 individuals depending on the families, and this demand will increase over Christmas period.

In November/December 2022 60 households were helped, the same period in 2023 this had increased to 140 households.

The grant application is to cover the cost of purchasing 2 new laptops to run bespoke software which would enable them to improve stock control and manage clients as well.



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Cllrs were again given opportunity to ask questions of the representative which were based around the reserves – the food bank are not allowed to use their reserves on capital projects only on stock and the paid member of staff. The food bank does not geographically limit their support but redirect referrals if not for their area.

All organisation representatives left, and Councillors discussed the grant applications and amounts to be recommended to Full Council for approval.

5 members of public left the meeting at 8:57pm

RESOLVED: To recommend to Full Council to aware the following grants:

Citizen’s Advice Bureau - £250

Homestart Hampshire - £250

1st Wickham Scouts – £2,000

Meon Valley Food Bank - £500

as proposed by Cllr Manuel, seconded by Cllr Phillips-Lee and carried with Cllr N Holladay voting against.

- 7. **Taste of Wickham Grant update:** Due to successful grant applications to both Winchester City Council and Hampshire County Council, the extra amount needed was £683.64 from the ringfenced amount of £2,300. Noted.
- 8. **Overdue invoices relating to public convenience at Wickham:** There was no evidence of these invoices ever having been received by the Parish Council in previous years nor any evidence of debtors department chasing payment. The WCC Strategic Director is now involved in the issue. District Councillor Neil Cutler has offered to help through Cllr Manuel. **ACTION:** The Clerk to send all details of the invoices to Cllr Cutler.
- 9. **Budget monitoring for Q1 2024-25:** The first 3 months of transactions have now been loaded into Edge and the first look budget monitoring report was circulated to the Councillors with the document pack. Monitoring report noted.
- 10. **Financial Risk Assessment:** As this document was not reviewed during 2023-24 financial year, the Council had ticked NO to one of the assertions on the Annual Return. The draft risk assessment was circulated with the document pack. Minor amendments were made with regards to the publishing of the annual report. Subject to these minor amendments, the document was approved.
RESOLVED: To recommend to Full Council adoption of the Financial Risk Assessment as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.
- 11. **New Model Financial Regulations:** This item was deferred to the next meeting.

Meeting Closed, 9:43pm

Signed.....

Date.....