



# Wickham and Knowle Parish Council

## Policy and Finance Committee

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

Thursday 14<sup>th</sup> November 2024 at 9:00pm

**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

**Members of Public:** none

- 1. Apologies for absence:** None
- 2. Declarations of interest on agenda items:** None declared
- 3. Public Session:** no members of public were in attendance.
- 4. Minutes of the meeting held on the 12<sup>th</sup> September 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. New Model Financial Regulations:**  
Cllr N Holladay's suggested changes had been incorporated into the document and the final version had been circulated with the document pack.  
**RESOLVED: To recommend to Full Council to adopt the new Model Financial Regulations, as proposed by Cllr Rappé, seconded by Cllr Phillips-Lee and carried.**
- 7. Budget monitoring for Q2 2024-25:** Monitoring report noted.
- 8. Payments lists for August and September 2024:** The payments lists had been circulated with the document pack.  
**RESOLVED: To approve the payments lists for August and September 2024, as proposed by Cllr N Holladay, seconded by Cllr Manuel and carried.**
- 9. Draft budget for 2025/26:** The draft budget prepared by Cllr Manuel and the Clerk was circulated with the document pack.  
**RESOLVED: To recommend to Full Council to approve the budget for 2025/26, with income of £422,596 and expenditure of £386,850, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.**
- 10. Precept Recommendation for 2025/26:** Based on the draft budget at agenda item 9, it was discussed to recommend a precept rise of 15% on a band D property, being a rise from £170 to £195.50 based on a tax base of 1,901.26. The confirmed tax base number from WCC is expected to arrive before the Full Council meeting on 5<sup>th</sup> December, where the precept demand value will be updated accordingly.



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**RESOLVED: To recommend to Full Council a precept increase of 15% on a band D property, being a total demand of £371,696, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.**

- 11. Tennis Club rent for 2024/25:** The lease was signed in September 2017 stating “ The lease was signed in September 2017 stating “to contribute an annual rent to WPC of £3,600 + annual inflation at an agreed percentage to cover a sinking fund for the courts beginning two years after court completion”

Using the Bank of England website to calculate (<https://www.bankofengland.co.uk/monetary-policy/inflation/inflation-calculator>)

£3,600 in 2017 would be worth £4,675 in September 2024.

The Clerk has looked through the records and can find no trace of electricity recharges for the past 3 years. The Tennis Club did chase this regularly and have money set aside in reserves to pay the backdated charge.

**RESOLVED: To approve the Tennis Club rent for 2024/25 as £4,675, and raise invoices for 3 years of backdated electricity charges, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.**

- 12. To extend appointment of Lightatouch:**

**RESOLVED: To recommend to Full Council to extend the appointment of Lightatouch as the Council’s Internal Auditor for the 2024/25 financial year, as proposed by Cllr Manuel, seconded by Cllr Phillips-Lee and carried.**

- 13. Wickham Recreation Pavilion project:**

Approval is required for the following:

- A quote of £4,250 for Axis to act as Principal Designer for the project
- A quote of £900 for Axis to prepare the planning application to WCC
- A estimate of £1,200 for the Planning Portal Fees
- A estimate of £1,000 for a topographical survey of the Recreation Ground.

These extra costs, totalling £7,350, are requested for approval. They have not been taken into account from the original £25,000 requested from WCC for the S106 staged payment and will be funded from the earmarked reserve until 2025/26 when the balance of the S106 will be released to the Parish Council.

**RESOLVED: To recommend to Full Council to approve submission of the Wickham Recreation Pavilion for planning permission, and approve the above associated costs, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.**

- 14. Wickham Recreation Pavilion to RIBA stage 4:**

The original quote from Axis was for £4,550 for RIBA stages 1-3, which has now almost all been invoiced (£400 remains outstanding to be invoiced for stage 3).

To move the Pavilion Project to stage 4, a further £11,300 is required for stages 4A, 4B and 4C.

**RESOLVED: To recommend to Full Council to accept a quote of £11,300 to move the Wickham Recreation Pavilion project to RIBA stage 4, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.**



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**15. Knowle Village Hall extension project to RIBA stage 4:**

The original quote from Axis was for £4,550 for RIBA stages 1-3, which has been fully invoiced. Planning Permission has been granted.

To move the Pavilion Project to stage 4, a further £12,810 is required for stages 4A, 4B and 4C.

Approval is required for the following:

- A quote of £4,900 for Axis to act as Principal Designer for the Knowle Village Hall extension project
- A quote of £12,810 for Axis to move the Knowle Village Hall extension project to RIBA Stage 4

**RESOLVED: To recommend to Full Council to accept a quote of £17,710 to move the Knowle Village Hall extension project to RIBA stage 4, as proposed by Cllr Manuel, seconded by Cllr Rappé and carried.**

**16. To add Victoria Glenister to the bank mandate:**

**RESOLVED: To add Victoria Glenister to the Lloyds bank mandate as a viewer, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.**

**17. To close meeting for confidential business.**

**18. To consider the Boston’s rent:**

Cllr Manuel and the Clerk met with the owner of Bostons to forewarn that the Council intended to instruct a company to carry out a market appraisal of the rent for the building. Cllr Greenbank had provided a recommendation for a company able to carry out this appraisal and a quote is awaited from them. It was not received in time to be considered before this meeting.

During the Water Meadows Committee meeting in October, numerous Land Registry title deeds were downloaded and it was discovered that the building is actually registered as belonging to the Parish Council and not the Charity. It will therefore be the Policy & Finance Committee who review the market appraisal at a future meeting and agree any changes to the rent.

Meeting Closed, 10:21pm

Signed.....

Date.....