



LISS PARISH COUNCIL

Minutes of the meeting of the Charities Committee held on 13th July 2026, 730pm,
Village Hall

COMMITTEE MEMBERS

*C.Olley (Chair), *K.Budden, *A.Smith, R.Smith, *C.Williams, P.Payne,
*S.Stratford-Tuke, R Crane

*Present

Also present:

Katrina Burns (Projects and Funding Officer)

Sarah Smith (Clerk and Responsible Finance Officer)

20/CHAR/26 Election of Chair

It was resolved that Cllr C Olley be re-elected as Chair of the Facilities Committee (proposed by Cllr Smith and seconded by Cllr Williams, with all in favour).

21/CHAR/26 Apologies

Apologies were accepted from Cllr Payne and Cllr Crane.

22/CHAR/26 Declarations of interest

The following non-pecuniary interest was declared:

Cllr Williams as a an allotment tenant.

23/CHAR/26 Adjournment for public participation

No members of the public were present.

24/CHAR/26 Minutes and matters arising of the Charities Committee 30th March 2026

Resolved: That the minutes of the Charities Committee of 30th March 2026 be accepted as an accurate record of the meeting (proposed by Cllr Williams and seconded by Cllr Stratford Tuke, with all in favour).

There were no matters arising.

25/CHAR/Newman Collard Park (Charity 301873)

Appointment of LPC as a sole trustee on 22nd May 2026

The Clerk reported that LPC was now the sole trustee of the Newman Collard Park, with complete responsibility of the site.

Proposal to change the name of the Newman Collard Pavilion to the Newman Collard Clubhouse

The Committee discussed whether the name of the Newman Collard Pavilion should be changed to the Newman Collard Clubhouse to prevent confusion with the Pavilion at West Liss (Liss Pavilion).

It was agreed that users of the Newman Collard Pavilion should be approached about a possible name change, with a view to doing this, if agreeable, at a later date.

General updates

NC Pavilion maintenance (electrical condition report, caretaking, risk assessments - Legionnaires)

The Clerk advised that electrical works have been carried out following the Electrical Installation Condition Report, a cleaning schedule is in place and quotations are being sought for the installation of blinds and noticeboards in the building. A Legionnaire's Risk Assessment is under way.

NC Pavilion - users, hirers, Hallmaster

The Clerk reported that herself and the LPC Administration Officer had met with some of the users of the Newman Collard Pavilion. There was good feedback on the cleanliness and maintenance of the building since LPC took over.

The Clerk reported that the building was now on Hallmaster so hirers are able to see when it is booked out. She is looking into resolving safeguarding concerns around toilet access so that more users can be accommodated in the hall area.

Cllr Budden reported that he and Cllr Payne had met with the football club to discuss an initial proposal for a 50 seater stand and a fence around the pitch on match days which would require planning permission.

Drainage project – Proposal for delegated approval process for appointment of drainage contractor

The Projects and Funding Officer reported that the Newman Collard Playing Fields Trust had been awarded grant monies to carry out drainage works on the field. Alex Vickers of the Grounds management Association has been commissioned to do the design and contract specification, and a topographical survey has been completed. To ensure the project is completed prior to the grant deadline and when ground conditions suit, delegated authority is required to be able to appoint a drainage contractor prior to the next Charities Committee meeting.

Resolved – that delegated authority be given to Cllr Williams, Cllr Budden and Cllr Olley to appoint a contractor to carry out drainage works at Newman Collard (proposed by Cllr A Smith and seconded by Cllr Stratford Tuke, with all in favour).

Other projects (pond, MUGA, woodland clearance)

The Projects and Funding Officer updated the Committee about the progress of the pond, MUGA and woodland clearance.

Pic a lily will be tasked to clear the reeds from the pond, remove the old duck houses and install the new one in September time. Coir rolls will be purchased and installed.

The result of the application for SDNPA CIL monies for the MUGA should come through in October 2026.

Action – the Projects and Funding Officer to chase up the return of the monies for the planning permission appeal.

The Projects and Funding Officer is waiting for confirmation from EHDC that the grant of £1,000 from EHDC for the woodland clearance can still be spent (it remains unspent from 2025/26). Once confirmation that this can still be spent has been given, Pic a lily will be commissioned to carry out a day's clearance in the Winter.

26/CHAR/Village Hall, including the office (Charity 301872)

Glazing update

The Projects and Funding Officer reported that no date for installation of new windows in the Village Hall had been given yet, but it was likely to be early to mid-August.

Building inspection report – update of outstanding 'immediate' and 'urgent' works

The Projects and Funding Officer reported that all 'immediate' and 'urgent' works in the Village Hall and Liss Pavilion had now been completed. Works listed in the report as 'necessary' are now being looked into.

27/CHAR/West Liss Recreation Ground, including the Pavilion (Charity 301871)

Picnic table

The Clerk noted that there was an outstanding action from a previous meeting to look at installing another picnic table at West Liss Recreation Ground.

It was agreed that a good location for a picnic table would be close to the car park near to the food vans.

Action – the Clerk to obtain a quotation for a new picnic table.

28/CHAR/Allotments (Charity 237190)

Lower Green shed – license agreement

The Clerk reported that the license agreement has now been finalised.

Allotment improvement works – allotment numbering signage at Kelsey’s and Lower Green – proposed signage from Liss Men’s Shed

The Clerk showed that Committee an example of a sign to number allotments that the Men’s Shed had constructed.

It was agreed that the funding should come from the Allotment Improvements EMR for the signs (approximately 85 at £10 per sign).

Action – Men’s Shed to be tasked to make up number signs for Kelsey’s and Lower Green based on the sample sign produced, but with a longer spike and less bolts.

29/CHAR/Finance

Charities Accounts for 25/26

The Clerk reported that the accounts for 25/26 had now been audited. Cllr Budden noted that the water costs across the sites were higher than budgeted.

Action – the Clerk to look at the water costs.

Approval of Charity Commission report for West Liss Recreation Ground for 25/26

Resolved: That the Charity Commission report for West Liss Recreation Ground for 25/26 is approved – proposed by Cllr Budden and seconded by Cllr Williams, with all in favour.

Internal audit outcome letter following auditor visit on 6th July 2026

The outcome of the internal audit was noted was agreed that it should be taken to the next meeting of full Council to note.

Q1 accounts for 2026/27

The accounts for Q1 2026/27 were noted; these would also be taken to Council to note.

Approval of payments and receipts for the period 1st March until 30th June 2026

Resolved: That the list of payments and receipts for Charities between 1/3/26 and 30/6/26 (as at ANNEX A) are approved - proposed by Cllr A Smith and seconded by Cllr Budden, with all in favour (Cllr Williams abstained due to being an allotment tenant).

Approval of regular payments

Resolved: That the regular payments are approved – proposed by Cllr A Smith and seconded by Cllr Stratford Tuke, with all in favour (Cllr Williams abstained due to being an allotment tenant).

The meeting closed at 20:20

Date of next meeting: 12th October 2026

Signed.....

Dated.....