



LISS PARISH COUNCIL

Minutes of the meeting of the Charities Committee held on 12th February 2024, 7pm,
Village Hall

COMMITTEE MEMBERS

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

*Present

Also present:

Sarah Smith (Clerk to Liss Parish Council)

Katrina Burns (Projects and Funding Officer – Clerk to Facilities Committee).

1/CHAR/24 Apologies

Apologies were accepted from Cllr P.Payne.

2/CHAR/24 Declarations of interests

The following non-pecuniary interests were declared:

Cllrs Olley and Williams as allotment tenants.

Cllr A Smith as Chair of 1st Liss Souts.

3/CHAR/24 Minutes and matters arising of the Charities Committee 11th December 2023

There were no matters arising.

Resolved: That the minutes of the Charities Committee of 11th December 2023 be accepted as an accurate record of the meeting (proposed by Cllr A Smith and seconded by Cllr Williams with all in favour).

4/CHAR/24 Village Hall, including the office (Charity 301872)

Fire safety improvement works update, including EPC recommendations and office electrical work

The Committee noted the fire safety improvement works done to the Village Hall and Parish Council office since the last assessment in 2022. It was agreed that there should be a follow up assessment following completion of the fire alarm upgrade works in the Village Hall, to assess the measures taken and that there should be some test fire drills for both the office and Village Hall. Quotes will be sought for the fitting of intumescent strips and cold smoke seals to the fire doors in the kitchen and boiler room and works required to the electrical and gas installation cupboards.

Action – Cllr Olley to pass on details of carpenter so that a quote can be obtained for the fitting of intumescent strips and cold smoke seals to the fire doors in the kitchen and boiler room and works required to the electrical and gas installation cupboards.

The Clerk outlined the recommendations to improve the Village Hall's energy performance following the receipt of an Energy performance Certificate (EPC) report and stated the importance of doing the works to ensure that the hall can continue to be rented out in line with the Minimum Energy Efficiency Standard (MEES) Regulations.

Resolved: That the quote for the EPC heating recommendations for £2,521.22 plus VAT should be accepted, and that any grants available for the roof insulation works should be sought (proposed by Cllr A Smith and seconded by Cllr Williams with all in favour).

Action – Cllr Williams and the Clerk agree which budget the EPC heating works should come from.

The Clerk outlined the need for more sockets in the office due to the overloading of existing sockets and running off extension leads.

Resolved: That the quote for £350 plus VAT for the office electrical sockets works should be accepted and could come out of the Village Hall maintenance budget (proposed by Cllr Williams and seconded by Cllr Budden with all in favour).

5/CHAR/24 Allotment (Charity 237190)

Request for tree removal at Kelsey's (Silver Birch Close)

Cllr Olley and the Clerk reported that they had been to look at an Oak tree which a resident in Silver Birch Close had requested permission to remove. A tree consultant had also been out to look at the tree. Cllr Olley and the Clerk agreed with the tree consultant that the tree should remain in situ as it was reasonable to build around it. The Clerk pointed out that previous permission to remove the tree stated in the request related to a different tree which had already been taken out.

It was agreed that the request to remove the tree should not be granted.

Allotment improvement programme – Riverside Walk fence quotation

The Clerk outlined that one quote had been received to date to complete the external boundary around the Riverside Walk allotment site. Members agreed that two more quotations should be sought in line with Financial Regulations.

Resolved: That two further quotes be sought for Riverside Walk fencing, with delegated permission to the Clerk and Chair to accept the preferred quote (proposed by Cllr Olley and seconded by Cllr A Smith with all in favour).

Action – the Clerk to source two further quotations for the Riverside Walk boundary fencing works.

The Clerk reported that she was in discussions with the owner of a site at the Main Line Business Centre about the possibility of splitting the costs to install a mains water supply which would also serve the Riverside Walk allotment site. This would save the time and costs of a ground's person filling up the water tanks on site. Mains works could cost as much as £8,000 due to Network Rail consultancy costs of around £5,000. The Clerk stated that a proposal would be brought back to Council to look at once costs had been finalised and an agreement was in place with the owner of the Business Centre unit with regards to sharing the cost of the works. Cllr Williams pointed out that as there was currently no water serving the Riverside allotment site and that remedial works to get the water tanks back up and running may have to take place prior to this. The Clerk undertook to arrange this.

Cllr Olley reported that he and Cllr Williams had been inspecting allotment sites and he was in the process of writing a vision for the allotment sites. He would share this with the Committee once this had been finalised.

The Clerk noted that ongoing improvement works such as fencing, clearance and signage would continue in the meantime.

6/CHAR/24 West Liss Recreation Ground, including the Pavilion (Charity 301871)

Fire safety improvement works update

The Projects and Funding Officer reported that much of the improvement works had been around signage, and all recommendations had now been completed.

The fire safety improvement works to the Pavilion were noted. These would be re-inspected in the next planned round of fire safety assessments to Parish Council owned buildings.

Additional sound proofing request - quotation

Cllr A Smith spoke on behalf of the Scouts. He reported that the Scouts have asked for permission to explore soundproofing at the Pavilion due to the noise levels experienced with lots of children in there and no furniture to help absorb the noise. It is likely that the Scouts will make a request to Council to install soundproofing once quotes have been secured and the Scouts had considered further.

Cllr A Smith reported that legal advice was being taken in a bid to set up an InPost parcel locker provision at the Pavilion.

The Chair thanked Cllr A Smith for his work in bringing the food vans to the Pavilion. Positive feedback has been received from customers and vendors of the food vans, and they were providing an income for the Parish Council of around £100 a week. Cllr A Smith reported that the Farmers' market was interested in doing something in Liss and he was in discussions with EHDC regarding possible locations for this. A summer food festival in Liss may also be a possibility.

The Clerk advised that one bench was currently in storage and asked the Committee if funds could be used to fund a second bench to be sited at West Liss Recreation Ground which could be used when watching local football matches.

Resolved: That a sum of £815 be spent on a second new bench for West Liss Recreation Ground from charity reserves (proposed by Cllr Williams and seconded by Cllr A Smith).

The Clerk proposed that plaques for two benches by the pump track be installed to commemorate Cllrs Deacon and Wilson as a tribute to all their work on the project. Members agreed and Cllr Olley suggested looking at prices for routeing inscriptions into the benches to mitigate against any possible loss of plaques.

Action – the Clerk to bring back quotes for plaques/inscriptions to a future Charities Committee meeting.

Cllr A Smith asked whether an outdoor table tennis table was also still being considered for West Liss Recreation Ground.

Action – the Clerk to bring a quote for an outdoor table tennis at West Liss Recreation Ground back to the Committee, bearing in mind a further table might be considered at Liss Forest.

7/CHAR/24 Hall Master (venue hire) booking system

The Clerk told Members that lots of Parish councils were using the Hall Master bookings system, in addition to the Triangle Community Centre. The system would save lots of time spent on managing bookings, and the automation of emails generated by the system would make the hiring procedure more professional. Taking automatic payments via stripe would be stage 2 of the integration of the new system.

Resolved: that £340 be taken from Charities reserves for the purchase of the Hall Master

booking system, with a subsequent annual cost of £210 to be included in the annual budget for booking and invoicing and £28.80 for automatic payments via Stripe/Paypal if deemed desirable (proposed by Cllr Budden and seconded by Cllr Stratford-Tuke, with all in favour).

8/CHAR/24 Priorities for 2024/25 Action Plan

The Clerk presented the first draft of the Action Plan for 2024/25 to the Committee for comment prior to it going to Council. The Mill Road Community Gardens project and Pump Track project have been removed following completion, and a new priority added in relation enhancing recreation grounds in line with visions. It was suggested that there could be another key project added around the installation of the Hall Master system, and a change in the wording of one of the priorities to a less specific ‘Working with partners on improvement programmes.’

The Committee agreed that, subject to the above changes, they were happy for the action plan to be submitted to Council.

9/CHAR/24 Finance

Accounts to end of December 2023 (end of quarter 3)

Cllr Williams reported that at the end of the third quarter of the financial year, the cost base was where it should be. Rentals of the Village Hall were at 82% of what was budgeted, the Pavilion at 65%, and allotments at 5%.

The Committee noted the accounts for the period to 31st December 2023.

Historic invoices

The Clerk noted that officers would be following up on all outstanding invoices before reporting back to the next meeting of the Committee.

Budget 2024/25

Cllr Williams declared that the Committee were not able to make an informed decision and agree a budget for next year as further justification was needed as to the time staff spent on charities work, including what they do for each charity and how long it takes them. It was agreed that the budget could be set at April’s meeting once this breakdown of time spent on charities work had been undertaken.

Action – the Clerk to establish percentage time split of all staff on LPC and Charities work to inform the April budget setting meeting.

10/CHAR/24 Any other business

There was no other business.

The meeting closed at 20:08.

Date of next meeting: 29th April 2024 at 7pm.

Signed..... Dated.....