



LISS PARISH COUNCIL

Minutes of the meeting of the Charities Committee held on 14th July 2025, 7.30pm,
Village Hall

COMMITTEE MEMBERS

*C. Olley (Chair), *K. Budden, *R. Crane, *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) – clerking meeting

22/CHAR/25 Election of Chair

Resolved – that Cllr Olley be re-elected of Chair of the Charities Committee (nominated by Cllr Williams and seconded by Cllr Budden with all in favour).

23/CHAR/25 Apologies

Apologies were received from Cllr Payne and Cllr R. Smith

24/CHAR/25 Declarations of interest

The following non-pecuniary interests were declared:

Cllr Williams as a an allotment tenant.

Cllr A Smith as Chair of Liss Scouts

25/CHAR/25 Adjournment for public participation

There were no members of the public present.

26/CHAR/25 Minutes and matters arising of the Charities Committee 14th April 2025

Resolved: That the minutes of the Charities Committee of 14th April 2025 be accepted as an accurate record of the meeting (proposed by Cllr Stratford-Tuke and seconded by Cllr Budden, with all in favour).

27/CHAR/25 Exempt session - Village Hall, including the office (Charity 301872)

Resolved – that the following items to be taken in exempt session due to the financially sensitive nature of the discussions relating to quotations for works (proposed by Cllr Olley and seconded by Cllr Stratford Tuke, with all in favour)

Quotations for secondary glazing (including possible re-allocation of £2,499 grant underspend)

See exempt session minutes

Electrical Installation Condition Report

See exempt session minutes

Consideration of quotes for building inspection report/maintenance schedule

The Clerk reported that 3 quotations for a buildings inspection report on the Village Hall had been sought as it had been five years since the last one took place.

It was agreed that it would be a good idea to include the Pavilion and the LPC office building within the quote so that all of the buildings owned by LPC could undergo inspection and have a maintenance plan developed.

Action – the Clerk to ensure all 3 LPC owned buildings are included in the quotation for a building inspection report.

Resolved – approval for the Committee ask full Council for monies to fund the buildings inspection from the preferred contractor from Council reserves once sums were known.

28/CHAR/25 West Liss Recreation Ground, including the Pavilion (Charity 301871)

Solar System quotations

Cllr A Smith reported that he received two quotations for solar systems at the Pavilion and Village Hall, and was awaiting a third quote (all were from local companies). He presented information relating to the cheapest quote he had received, stating that there was a slightly more expensive option to purchase a solar and battery powered system which would still continue to work if there was a loss in power. The systems would pay for themselves over the course of 8-9 years.

It was agreed that it would be beneficial to buy a solar and battery powered system, using monies from Council reserves and any available grant funded monies.

Action – Cllr Smith and the Projects and Funding Officer to identify and bid for any related grant funded monies available for environmental purpose to use for this project, e.g. from the National Lottery, South Downs National Park or East Hampshire District Council.

Action – Cllr Budden to discuss the feasibility of having solar panels on the Pavilion with South Downs National Park Authority.

Resolved: approval given for Cllr A Smith put a proposal to Council for a solar and battery powered system once a third quotation has been obtained.

West Liss pitch assessment

The Clerk reported that a pitch inspection had taken place at West Liss in April by Hampshire FA. A variety of recommendations have been made to improve the pitch, with grants available to bid for.

Action – the Projects and Funding Officer to look into available funding for pitch improvement and possible contractors who could carry out the remedial works.

Possible extension to InPost locker

The Clerk reported that she had looked into obtaining a 2 meter extension to the InPost locker facility at Liss Pavilion as it was well used, and often at full capacity. One light would need to be removed, but this would be paid for by InPost and the Parish Council would obtain £300 more in rental per annum.

Resolved: that the InPost locker facility be extended at Liss Pavilion (proposed by Cllr A Smith and seconded by Cllr R Crane, with all in favour).

29/CHAR/25 Allotments (Charity 237190)

Lower Green shed – update on roof works

The Clerk reported that the works to repair the shed roof were under way.

Riverside Walk – update on water supply

The Clerk reported that preparation works for connecting the Riverside Walk water supply were going ahead this week.

Allotment improvements and working paper

Cllr Williams reported that the allotment working paper was essentially the same as the one discussed in April, with the movement of the proposals to the start of the report.

It was agreed that there would be a need to develop an action plan to ensure the vision for allotments was met.

It was agreed that the visions of other green spaces in the village should be reviewed on an annual basis (in July ideally) in line with budget preparation. This year it would be reviewed in September.

Resolved – the allotment working paper including the draft vision and proposals are approved (proposed by Cllr Williams and seconded by Cllr Olley, with all in favour).

The Clerk informed the Committee that it would be a good idea to make up numbered signs to mark each allotment plot.

Action – Cllr Olley to ask the Men's Shed if they will make up allotment number signs for each plot.

The Clerk highlighted that funds were available for this purpose in an EMR for allotment improvements.

A discussion took place about allotment security and personal safety following concerns raised by Cllr Williams about the Riverside Walk allotment gate continually being left unlocked.

Action – The Clerk would request that the Admin Officer follow up specific issues with tenants.

Action - It was agreed that a working group be set up to consider allotment security issues and the management of open space, using the green flag open space standard. Cllrs Stratford-Tuke, Crane, Olley and Williams volunteered to be part of this group.

Keeping hens on allotments policy

The Projects and Funding Officer informed the Committee that the policy related to the keeping of hens on allotments, as opposed to other poultry such as cockerels, geese and ducks.

Resolved – it was agreed to adopt the Keeping Hens on Allotments Policy (proposed by Cllr Williams and seconded by Cllr Stratford-Tuke, with all in favour).

31/CHAR/25 Finance

Review of Charities Accounts FY 24/25

The Committee noted the Charities accounts for the financial year 2024/25.

Approval of payments and receipts for the period 1st April until 31st May 2025

The Clerk informed the Committee that the list of payments and receipts was solely for the period 1st – 30th April 2025.

Resolved: That the list of payments and receipts for Charities between 1/4/25 and 30/4/25 are approved (proposed by Cllr Crane and seconded by Cllr Budden with all in favour).

32/CHAR/25/Projects

Review of project options for LPC CIL funding

The Committee did not identify any projects for LPC CIL funding.

The meeting closed at 20:45.

Date of next meeting: 13th October 2025

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

DRAFT