



LISS PARISH COUNCIL

Minutes of the meeting of the Charities Committee held on 13th October 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

33/CHAR/25 Apologies

Apologies were received from Cllr Payne

34/CHAR/25 Declarations of interest

The following non-pecuniary interests were declared:

Cllr Williams as an allotment tenant.

Cllr A Smith as Chair of 1st Liss Scouts.

35/CHAR/25 Adjournment for public participation

There were no members of the public present.

36/CHAR/25 Minutes and matters arising of the Charities Committee 14th July 2025

There were no matters arising from the minutes of 14th July.

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

37/CHAR/25 Village Hall, including the office (Charity 301872)

Quotations for secondary glazing and update on re-allocation of £2,499 grant underspend)

The Projects and Funding Officer reported that Hampshire County Council had agreed that the £2,499 grant underspend from the energy efficiency grant could be used for secondary glazing, and needed to be spent by 10th September 2026.

The Clerk reported that further analysis of the glazing quotations was required, in addition to investigating what type of replacement windows could be used.

Action – The Clerk to look at pricing and glazing options for the Village Hall

Electrical installation condition report works

The Clerk reported that electrical works had been commissioned to take place the second week of December.

Building inspection report

The Clerk reported that the only immediate area highlighted on the report was regarding legionella's disease. However, this was not an issue as a Legionnaire Risk Assessment with all relevant precautionary measures was already in place. There were four category 2 'urgent' recommendations which the Administration Officer was looking into. All costings will be brought back to the Committee for the consideration.

Review of Governing Document

Cllr Williams informed the Committee that she was looking into updating the governing document for the Village Hall as it dated back to the Inclosure Act.

It was agreed that any comments regarding the redrafted governing document should be fed back to Cllr Williams within the next week so it can be submitted to the Charities Commission.

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

Solar System – funding update

The Projects and Funding Officer reported that a grant application had been made to EHDC's Community Climate Action Fund for a Solar system at the Pavilion. Any grant funding awarded would be likely to require some kind of match funding.

West Liss pitch assessment – funding update

The Projects and Funding Officer reported that in order to obtain FA funding for pitch improvements, LPC would be expected to contribute £6,400 over years 3 to 6 of the grant funding period.

Members agreed not to pursue pitch improvements unless a football team using the site were also prepared to commit financially.

InPost locker extension update

The Clerk reported that the extension to the InPost locker had been made, and was being well used.

Annual Play Inspection Report

All areas are shown as being low risk.

Review of Vision

The Clerk reported that all of the Vision documents for the recreation and green space areas around the village were in the process of being reviewed.

Action – any amendments to the Vision document for West Liss Recreation Ground should be sent to the Projects and Funding Officer.

Review of Governing Document

Cllr Williams informed the Committee that she was looking into updating the governing document for West Liss Recreation Ground as it dated back to the Inclosure Act.

It was agreed that any comments regarding the redrafted governing document should be fed back to Cllr Williams within the next week so it can be submitted to the Charities Commission.

39/CHAR/25 Allotments (Charity 237190)

Lower Green shed – update on roof works, Liss Men's Shed (LMS) tenure of use

The Committee noted the update provided by the Liss Men's Shed regarding the roof repair works to the Lower Green allotment shed and expressed its thanks for all their hard work.

The Committee agreed that the LMS could use the Lower Green shed free of charge for a 10 year period, subject to them maintaining it, and that a formal agreement should be drawn up to ensure that a proper written record is held.

Action – The Clerk to draw up a formal agreement for a 10 year tenure of the LMS using the Lower Green shed.

Riverside Walk – update on water supply

The Clerk reported that the infrastructure was now in place for a water supply to the Riverside Walk allotments, and that the mains connection would take place in November.

Allotment improvements works update

The Clerk reported that the allotment skip clearance offer had been very popular with 2 skips of old waste being filled. There are still 3 bins which require removal at Riverside allotments and a fence which requires some maintenance.

Action – The Clerk to speak to the groundsman with regards to using a tensioning machine to raise a fence at the Riverside Walk allotment site.

Review of Governing Document

Cllr Williams informed the Committee that she was looking into updating the governing documentation for the Parish allotments as it dated back to the Inclosure Act. Any permission to change the use of land from allotments would have to be agreed by the Secretary of State.

It was agreed that any comments regarding the amendments to the governing documents for the Parish allotments should be fed back to Cllr Williams within the next week so it can be submitted to the Charities Commission.

40/CHAR/25 Finance

Approval of payments and receipts for the period 1st June until 30th September 2025

Resolved: That the list of payments and receipts for Charities between 1/6/25 and 30/9/25 are approved - proposed by Cllr Olley and seconded by Cllr Stratford Tuke, with all in favour (Cllr Williams abstained due to being an allotment tenant).

Internal Audit Report for the Accounts 2024/25

The internal audit report for the Charity accounts 2024/25 was noted.

Review of Charities Accounts Q2

The Committee noted the accounts for the period 1st April to 30th September 2025.

The meeting closed at 8:50pm.

Date of next meeting(budget setting): 24th November at 7pm (before Finance Committee)

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