



LISS PARISH COUNCIL

Minutes of the meeting of the Charities Committee held on 26th January 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)

1/CHAR/26 Apologies

Apologies were accepted from Cllr Payne, Cllr A.Smith, Cllr Stratford-Tuke and Cllr Crane.

2/CHAR/26 Declarations of interest

The following non-pecuniary interest was declared:

Cllr Williams as an allotment tenant.

3/CHAR/26 Adjournment for public participation

No members of the public were present.

4/CHAR/26 Minutes of the Charities Committee 24th November 2025

Resolved: That the minutes of the Charities Committee of 24th November 2025 be accepted as an accurate record of the meeting (proposed by Cllr Williams and seconded by Cllr Olley, with all in favour).

5/CHAR/26 Matters arising

There were no matters arising.

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

Options for glazing

The Clerk presented the options for glazing works to the Village Hall. A discussion took place about current windows in the hall with reference to the Draft SDNPA Technical Advice Note (TAN): Retrofitting Historic Buildings for Energy Efficiency and Carbon Reduction. It was agreed that they could be replaced as they were not the original windows and were not a historic feature of the building as they had been replaced within the last 40 years.

Resolution - Members agreed to ask the Finance Committee to recommend that Council allocate up to £13,000 of CIL monies to pay for works required to the Village Hall windows (in addition to using HCC grant underspend monies) – proposed by Cllr Williams and seconded by Cllr Budden with all in favour.

Electrical installation condition report – completed works

The Clerk reported that all works had been completed.

Building inspection report – update and approval of any ‘immediate’ and ‘urgent’ works

The Clerk presented the report updating Members as to the status of works marked ‘immediate’ or ‘urgent’ on the Building inspections report from 1st September 2025. All works were either completed (Pavilion toilet extractor fans and showers) or being looked into (Village Hall glazing, fire doors and flooring).

Approval of governing document and next steps

Members approved the governing document.

Action – the Clerk to submit the governing document to the Charities Commission as supplemental to the existing governing document for approval to adopt it.

7/CHAR/26 West Liss Recreation Ground, including the Pavilion (Charity 301871)

Solar system update

The Projects and Funding Officer informed Members that she had been successful in obtaining a grant for £17,620 from East Hampshire District Council’s Community Climate Action Fund for the installation of a solar system at Liss Pavilion. The preferred contractor, Green Globe Solar has been appointed following agreement at a previous Committee meeting and have advised that the project will take 3-5 days to complete, and that there should be no impact to hirers during installation.

Approval of Vision

Members approved the Vision document.

Approval of governing document and next steps

Members approved the governing document.

Action – the Clerk to submit the document to the Charities Commission as supplemental to the existing governing document for approval to adopt it.

8/CHAR/26 Allotments (Charity 237190)

Lower Green shed update

The Clerk reported that the Liss Men’s Shed had completed works to the roof at the Lower Green shed and that the Projects and Funding Officer had drafted a Licence for the Men’s Shed for the tenure of the Lower Green shed. Legal advice would be sought prior on the agreement.

Resolved: That delegated authority be given to the Chair and Vice-Chair (Cllr Budden and Cllr Payne) to approve the License once some legal advice had been sought - proposed by Cllr Williams, and seconded by Cllr Olley, with all in favour.

Riverside Walk: update on water supply (mains connection)

The Clerk reported that the mains water supply to the Riverside Walk had been connected.

Allotment improvement works update

The Liss Men’s Shed have been tasked to make wooden signs to number the allotment plots – this should be done by the Summer at the Lower Green and Kelsey’s. sites

Approval of governing document and next steps

Members approved the governing document.

Action – the Clerk to submit the document to the Charities Commission as supplemental to the existing governing document for approval to adopt it.

9/CHAR/26 Finance

Approval of payments and receipts for the period 1st October – 31st December 2025

Resolved: That the list of payments and receipts for Charities between 1/10/25 and 31/1/25 are approved (proposed by Cllr Olley and seconded by Cllr Williams, with all in favour.

Review of Charities Accounts Q3

Cllr Williams commented that the income for rental of the Village Hall was lower than expected at this point in the year. The Clerk acknowledged that the budget set for Village Hall income had been too ambitious this year.

The Clerk noted that some inconsistencies in the report were due to an intercompany balancing exercise carried out with the Chair of Finance, Cllr Williams, to correct some prior year issues.

The Committee noted the Charities accounts for Q3.

Approval of annual trustee report for West Liss Recreation Ground Charity

Cllr Williams explained that due to changes in legislation, there was more information relating to the report than usual and that a proper financial review had taken place.

Resolved: That the annual trustee report for Wes Liss Recreation Ground Charity is approved (proposed by Cllr Williams and seconded by Cllr Budden, with all in favour.

The meeting closed at 20:20
Date of next meeting: 30th March 2026

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