



LISS PARISH COUNCIL

Minutes of the meeting of the Charities Committee held on 30th March 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)

10/CHAR/26 Apologies

Apologies were accepted from Cllr Paddy Payne and Cllr R Crane.

11/CHAR/26 Declarations of interest

The following non-pecuniary interest was declared:

Cllr Williams as a an allotment tenant.

12/CHAR/26 Adjournment for public participation

No members of the public were present.

13/CHAR/26 Minutes and matters arising of the Charities Committee 26th January 2026

Resolved: That the minutes of the Charities Committee of 26th January 2026 be accepted as an accurate record of the meeting (proposed by Cllr Olley and seconded by Cllr Williams, with all in favour).

There were no matters arising.

14/CHAR/Revised terms of Reference for the Charities Committee

Resolved: That the revised terms of reference were noted – proposed by Cllr A Smith and seconded by Cllr Stratford-Tuke, with all in favour.

15/CHAR/Newman Collard Playing Fields Trust (Charity 301873)

Update on governance arrangements

Cllr Williams informed the committee that LPC can now manage the NCPFT, and a letter has been prepared to send to the Charities Commission.

It was agreed that the enquiry email address on the Newman Collard Playing Fields Trust website should be changed to that of LPC whilst the process of formalising the changeover is completed.

Key issues

The Clerk stated that LPC has begun processing user agreements and invoices for the coming year and that Cllr Williams was assisting with authorising the processing of payments on behalf of the Trust.

It was agreed that any keys to the Newman Collard Pavilion held by those who should no longer be in possession of them be retrieved.

It was agreed that there needed to be an assessment of both the Newman Collard Pavilion and grounds to ensure that health and safety compliance, and to pick up any maintenance issues.

It was agreed that an electrical installation condition report on the Pavilion should be done as soon as possible, using Allibone who had done them for the Village Hall and Liss Pavilion.

Hallmaster booking system

It was agreed that the Hallmaster system should be used to manage Newman Collard hirers' bookings.

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

Quotations for glazing

The Clerk presented quotations for glazing works to the Village Hall.

Resolution – It was agreed that the preferred contractor for the glazing works was Timber Windows, using £13,000 of CIL monies agreed by Council and £2,499 HCC grant underspend monies, with any remaining monies coming from the Village Hall maintenance fund if required – proposed by Cllr Olley and seconded by Cllr Budden, with all in favour.

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

The Clerk reported that the last of the 'immediate' or 'urgent' works was in hand and that a contractor was due to come out to assess the extent of works required for the Village Hall floor.

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

Solar system update

Cllr A Smith reported that a solar system had now been installed at Liss Pavilion.

18/CHAR/26 Allotments (Charity 237190)

Lower Green shed update

The Clerk reported that the Liss Men's Shed were meeting to discuss the license which had been prepared by a lawyer on behalf of LPC for the Men's Shed tenure of the Lower Green shed

Allotment improvement works update

The Projects and Funding Officer is liaising with the Liss Men's Shed about making wooden signs to number the allotment plots at Lower Green and Kelsey's once they had completed making the wildlife boxes.

It was agreed that there should be an walkabout around the allotments to do a plot maintenance check. This is something the LPC Administration Officer could be involved in assisting with.

19/CHAR/26 Finance

Approval of payments and receipts for the period 1st January – 28th February 2026

Cllr Budden queried the small receipts under £1 on page 3 of the Charities report which the Clerk said she would look into.

Resolved: That the list of payments and receipts for Charities between 1/1/26 and 28/2/26 are approved - proposed by Cllr Budden and seconded by Cllr Stratford-Tuke, with all in favour.

The meeting closed at 20:10

Date of next meeting: 13th July 2026.

Signed.....

Dated.....