

Whitehill Town Council

Notice of conclusion of audit Annual Return for the year ended 31 March 2018

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Whitehill Town Council for the year ended 31 March 2018 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Whitehill Town Council on application to:</p> <p>(a) <u>TOWN CLERK</u> <u>COUNCIL OFFICE</u> <u>FOREST COMMUNITY CENTRE</u> <u>ANEHILL ROAD</u></p> <p>(b) <u>BORDON</u> <u>info@whitehilltowncouncil.gov.uk</u> <u>MON - FRI 9-12-30 & 2-4</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £ <u> </u> (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>ANDREA MANN, TOWN CLERK</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>11/10/18</u></p>	<p>(e) Insert the date of placing of the notice</p>

Ms Andrea Mann
Whitehill Town Council
Council Offices
Forest Community Centre
Pinehill Road
Bordon
Hampshire
GU35 OBS

Our ref HA0295
Your ref SB09905

Email sba@pkf-littlejohn.com

10 October 2018

Dear Ms Mann

**Whitehill Town Council
Completion of the limited assurance review for the year ended 31 March 2018**

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Whitehill Town Council for the year ended 31 March 2018. On 28 September 2018, we issued a report detailing the results to that date of our review of Whitehill Town Council's AGAR for the year ended 31 March 2018. We explained the reasons that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review. The final external auditor report and certificate is included for your attention as another attachment to the email containing this letter, along with a copy of Sections 1 and 2, on which our report is based. The smaller authority must consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the AGAR (Sections 1, 2 & 3) and our attached final report and certificate before 30 September (or as soon as possible where this date has passed), which must include publication on the smaller authority's website.
- Keep copies of the AGAR (Sections 1, 2 & 3) and the attached final report and certificate available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 (plus the attached final report and certificate) of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

Where applicable, we enclose our second fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note. These arise where either we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or we had to send the AGAR back for correction due to a mistake or omission by the smaller authority; or we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or it was necessary for us to undertake additional work; or we had to send back documentation that was not requested.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit Control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference HA0295 or Whitehill Town Council as a reference when paying by BACS.

Yours sincerely



PKF Littlejohn LLP

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Whitehill Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

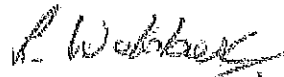
2.031

11/06/18

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman



Clerk



Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.whitehilltowncouncil.gov.uk

Section 2 – Accounting Statements 2017/18 for

WHITEHILL TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	441,316	463,579	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	332,730	339,384	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	72,943	68,154	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	153,779	156,272	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	229,632	251,493	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	463,579	463,352	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	464,748	469,740	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,565,219	1,574,802	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Handwritten signature

Date

11/06/18

I confirm that these Accounting Statements were approved by this authority on this date:

11/06/18

and recorded as minute reference:

2.032

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Handwritten signature

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Whitehill Town Council HA0295

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and 'other' matters will be provided with the certificate of completion, following finalisation of the review.

Other matters not affecting our opinion which we draw to the attention of the authority:

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and 'other' matters will be provided with the certificate of completion, following finalisation of the review.

3 External auditor certificate 2017/18

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018

We do not certify completion because:

We must complete our review work before certifying the completion of our review and the discharging of our responsibilities.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

28/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

**Final External Auditor Report and Certificate 2017/18 in respect of
Whitehill Town Council HA0295**

Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report 2017/18

On 28 September 2018 we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2018. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

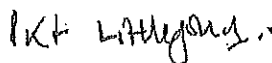
The AGAR was not accurately completed before submission for review. A 3 year bond has incorrectly been included in Box 8 when it is a long term investment and therefore should be in Box 9. Section 2 Boxes 6, 7, 8 and 9 should be £354,946, £359,899, £364,373 and £1,678,256 respectively. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.



PKF Littlejohn LLP

10/10/2018

COMMUNITY CONSULTATION QUESTIONNAIRE
9th October 2018 at BOSC Cricket Pavilion

Upon completion of this form, please place it in the box provided

Your
Name:

Your
Address:

Your
Email:

To assist us in the preparation of its proposals, we would appreciate **YOUR VIEWS** on the following matters.

Please note we will be taking photographs at this event, if you prefer not to be photographed please make it known to our photographers.

- Do you want to receive our e-newsletters? Yes No
- Are you happy for us to contact you? Yes No
- Do you want to receive a fortnightly Whitehill & Bordon community e-bulletin? Yes No
(Produced for the local community by the charity Community First)
- Have you got any comments or suggestions relating to the boards at this community consultation – please list below?

Board 1 – Welcome and Introduction

Board 2 - About Us

Board 3 - Site Background

Board 4 & 5 – The Proposals & Design

Board 6 – Landscape & Ecology

Board 7 - Highways & Drainage

Board 8 – Next Steps

- Please use the box provided below for any other comments that you wish to add.

Any other comments?

Dorchester Regeneration and Taylor Wimpey thank you for your comments
www.whitehillbordonregeneration.co.uk

Andrea Mann

From: Owen Needham [REDACTED]
Sent: 25 October 2018 17:06
To: Andrea Mann
Subject: Re: FW: Council Opportunities

Hello,
yes i would be more then happy for my application to be put forward and excited to become part of something bigger.
Thank you
Owen N.

On Thu, Oct 25, 2018 at 10:08 AM Andrea Mann <Andrea.Mann@whitehilltowncouncil.gov.uk> wrote:

Dear Mr Needham

I am finalising the agenda for the meeting on 5th November and keen to add your application. I would be grateful if you could send me a quick note by 5pm on Friday 26th to confirm whether you want to progress your application.

With thanks

Andrea

From: Andrea Mann
Sent: 22 October 2018 10:17
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Council Opportunities

Dear Mr Needham

Many thanks for expressing an interest in the voluntary position of Whitehill Town Councillor, Pinewood Ward.

I confirm that your application will be presented to Councillors at a full Council meeting on Monday 5th November at 7.30pm in the Council Chamber at the Forest Community Centre. This is a public meeting and you are welcome to attend.

Should there be further applications, the Council is required to consider all applications and may suggest interviews after the meeting.

To be a Councillor, you must meet the following criteria:

- British, from the Commonwealth or the EU
- At least 18 years old
- Registered to vote and living (or property/land owner or tenant) within 3 miles of the parish boundary
- Not been previously convicted of a corrupt or illegal practice
- Not been sentenced to prison for three months or more during the five years before election

I would be grateful if you could please confirm that you meet the minimum criteria and confirm that you would like me to progress your application to Councillors on 5th November.

With thanks

Andrea

Andrea Mann PSLCC
Town Clerk

Whitehill Town Council, Forest Community Centre, Pinehill Road, Bordon, Hampshire, GU35 0BS
Tel: 01420 473123

<http://www.whitehilltowncouncil.gov.uk/>

<https://www.facebook.com/whitehilltowncouncil>

From: Owen Needham [mailto:owen@whitehilltowncouncil.gov.uk]
Sent: 19 October 2018 15:00
To: info <info@whitehilltowncouncil.gov.uk>
Subject: Andrea Mann

To the addressed,

Hello, my name is Owen Needham and I have seen a vacancy to be a part of the Town Council to which I see this as an opportunity for me to do something for the community and post my and other opinions forward to help the Town that I was brought up in get where it needs to be.

I have a multitude of skills that would fit perfect for the position like communication, literacy and mathematics along with I.T skills. I am a people person so talking to others comes natural to me but I also listen, which I think is a key point as many people like to talk their opinions but not allow for others to give theirs.

I would take this opportunity to also gain experience and observe how the council runs, and how everything links in with in the Council and work my way up as far as I can.

I have a big heart and I am all about the people so this seems very fitting for me and to even have a shot a becoming a member of the Council will be my first step as I would be looking to climb the ladder, I have many years to learn how it all works as I am only 25 so to start now would get me going to where I want to be in years to come, this also would be beneficial for the younger generation as I could be the face for the the youth, to help them understand more about the workings of the council, to also bring to light how they can help get involved with there community's whilst helping them get their voices heard. Helping others and creating a stronger Council, a stronger us, is what I intend to do as together we can build and shape a world for all the families in the local area.

Thank you for taking the time to read through this, I hope to hear back soon.

Kind regards,

Owen Needham.



WHITEHILL TOWN COUNCIL



COUNCIL MEETING 5th NOVEMBER 2018

FUEL CARD for COUNCIL VEHICLE

REPORT OF THE DEPUTY TOWN CLERK

INTRODUCTION

The Council works vehicle has been operating since July 2018. Procedures to refuel the vehicle with diesel involve obtaining a requisite sum from Petty Cash and providing the receipt to Administration, which is included when the cash is balanced off and replenished. This presents an issue if the vehicle requires re-filling, and the Petty Cash float is low. The Deputy Town Clerk has investigated the option of a Fuel Card from provider AllStar, which will allow a cashless transaction at the fuel station, backed up by Invoice and payment of the balance by Direct Debit from the Council bank account.

There is no fee payable for holding the card, which can be used at the Shell Filling Station.

The AllStar Invoice would be provided monthly, with the Direct Debit deduction of the fuel purchased approximately fourteen days later.

RECOMMENDATION

- That the Council approve use of a fuel card from AllStar, for use at the Shell station in Bordon High Street;
- The attached Direct Debit mandate is completed and signed by two authorised signatories to the Bank Account.

WHITEHILL VILLAGE HALL – MANAGEMENT COMMITTEE

Minutes of Meeting held on Tuesday, 3rd July 2018

Meeting Chaired by – Chair – Davina Hudson

Meeting commenced at 7:30pm

Attendees

Trustees: Chair – Davina Hudson (**DH**), Treasurer – Peter Benson (**PB**), Paul Burgess (**PBr**), Val Bywater (**VB**), Kevin Halstead (**KH**), Gill Scott (**GS**)
Non-Trustees: Elizabeth Reynolds (**ER**), Roger Russell (**RR**)
Minutes: Maureen Reid (**MR**)

1. Apologies

Beryl Parsons (**BP**), Linda Spreadbury (**LS**)

2. Minutes of the last Meeting

The minutes from the meeting dated 1st May 2018 were agreed as a true and accurate record of that meeting – Proposed by **PB** and seconded by **GS**
Signed and dated by **DH**

3. Matters Arising (not covered in the Agenda)

VB asked if the letter to residents has been done, **DH** replied not yet.

VB advised following an application to the lottery we have received £10,000 which has already been spent except for £200 earmarked for watering the new grassed area.

Minutes from the Trustees Meeting dated 12th June 2018 were presented to those present. These were agreed as a true and accurate record of that meeting with a request from **PB** that a note be added regarding Chris Mitchell's resignation as Chairman and from the Committee, this was added to the bottom of the Minutes then signed and dated by **DH**. Beryl Parsons was also added as a bank signatory as her name had inadvertently been left off the list.

4. Action Points

Risk Assessment is still ongoing.

The internet has been amended by **VB** and **BP**, ie Terms & Conditions, times, bouncy castles etc. Hirers must have their own public liability insurance if they are using bouncy castles.

Items 3 & 4 from Trustees Meeting – Gifts have been given to Michael Vincent and Theo Scott (Auditor).

Item 5 from Trustees Meeting – RR will let VB have the name of the person he uses for PAT Testing electrical items as it could work out cheaper than current quote. There is no actual law to say how often testing should be done – everyone agreed on a 3-year cycle.

Need to check with BP to see if the refund has been paid to the children's party hirer.

Item 6 from Trustees Meeting – Insurance renewal is still to be done – must increase cover for contents.

Item 7 from Trustees Meeting – Security Company has changed – need to find out who it is now.

Item 8 from Trustees Meeting – discussion about child safety/security, decided to fix high bolts on the doors leading from the hall into kitchen and café room on hall side.

Item 9 of Trustees Meeting – Central heating – to be covered at the next meeting.

5. Chairman's Report

DH said she had not prepared a Report but reiterated what had already been mentioned regarding the £10,000 lottery funding for landscaping the front area, the bill for which came in at a few pounds more. An outside tap has been fitted and PB will arrange extra watering when necessary

6. Treasurer's Report

PB reported our bank balance stands at £33,029.15 as of yesterday. There are no cheques outstanding, and only one or two invoices waiting payment to us. However, we owe Val £15,292.15 + £774 for a list of expenses incurred while we were unable to get cheques signed; also £749.30 to himself for the same reason (2 thank you vouchers, reimbursement for a disturbed party, May cleaning charges, and Roger's monthly work). Also recent fire checks, yet to be paid.

When these are paid this brings our current wealth to £16,213.70.

VB said we were where we ought to be at this stage in the year. £8,611 is ring fenced for the Wednesday at Whitehill group and RR and Richard (cleaner) are still owed £1,000+.

7. Booking Secretary's Report

VB reported on behalf of BP. Party on 8th July so hoping nobody else has booked. A new Church group had booked for a funeral and are considering forming a buddy group on Sunday afternoons– reminder to BP to give a Charity rate to them. There

was a discussion about when payments should be made for bookings and it was decided to talk about payment details when **BP** was here. Tesco's have booked the main hall from 7pm – 10pm on 14th July with the use of the skittle alley.

8. User Group Reports

U3A – No representative present.

WI – No representative present.

Soup Café & Drop-In – Not so many at soup this week as it was so hot, but a chilled soup had been served and was extremely well received. Drop-In has not had so many lately but is still managing to cover the rent.

Skittles – **PBr** said still going well with between 15 and 17 people attending.

Toddler Group – No representative present.

RVS – Nothing to report.

Bridge Club – **ER** said there were going to be slight changes in that they were going to have a computerised system. She asked if there was WiFi and if it was a good reliable system. **VB** confirmed that it works reliably. If units were stored who should insure the laptops? – this should be the Bridge Club itself. Must also be PAT tested.

Wednesday at Whitehill – Growing in numbers, now catering for approximately 30 people. **KH** said he was very impressed with the quality of the cooking.

Slimming World – No representative present.

9. Building Issues and Ground Maintenance

VB said closures have now been fitted on all the toilets. An outside tap has been fitted which turns on from inside the building. Gutter guards have been fitted. Speakers changed, and the Hearing loop should not be around doors. **RR** to do staples in the far corner.

VB has arranged for the condensation on the hall wall to be fixed in August, together with the redecoration of the ladies and gents and front entrance hall

10. Grants and Fundraising Including Discussion and Acceptance of Outline S106 Applications

VB had previously sent out copies of a proposal for S106 Application for £9,999 to improve facilities and safety around the hall and S106 Application for £49,999 sent to Whitehill Town Council for approval and a draft plan of Whitehill Village Hall with extra storage (see attached). She has provided details on design and planning permission

to be undertaken regarding an extension at the end of the hall. Everyone was happy with the proposals that were well put together, and this also enhances everything we already do

At this point, 8:30pm, **GS** had to leave the meeting. **DH** mentioned that when her 3 years' as Chairman is up next year Tom Bransby-Zachary may take over as Chair.

11. Car Parking and Barrier Choice for Side Area

VB is concerned at the number of cars going over the edge of the footpath to the playground. **RR** will put stakes in the front piece until the grass has grown. She has been offered funding from EHDC Cllr towards putting upright bollards in. **RR** suggested another type of barrier and there was some discussion on this subject the outcome being that **RR** will do some research on the use of barriers that need to be operated by a wide range of people, but nothing can be done about car parking on the landscaped area until we have the money.

12. Any Other Business

PBr asked how we were going to pay Sue to water the grass. **VB** replied this would be paid at basic rate for however many hours had been worked – there are enough funds for 27 hours. **PB** said this would be by cheque.

VB requested a meeting in August as there are things that need to be talked about as we cannot have a meeting on 4th September. It was decided a meeting would take place on 21st August with nothing in September.

VB said EHDC Cllr Alan Waterhouse has agreed to give £500 to the Toddler Group as they need more mats and storage for the children's toys etc.

DH asked if anyone knew what was happening about the window cleaning? Has anyone asked for money? Richard (cleaner) has said he would take over the task. Need to find out from Michael Vincent what Dennis has done in the past.

ACTIONS

DH - Letter to residents

RR - To give **VB** name of PAT Tester, put staples in corner of hall, stakes in front piece of grass and research into barriers

With no other business to be discussed the Meeting closed at 8.50pm

Date of Next Meeting: Tuesday, 21st August at 7:30pm

Minutes of the Deadwater Valley Trust Meeting 151

Phoenix Centre, Bordon

Tuesday, 18th September, 2018 at 3.00pm

Present:

Mrs. N. Dobson (ND) Chairperson Cllr C Leach (CL)
 Mr. R. Betteley (RB) Treasurer Mr B Collinson (BC) Part
 Mr G. Dawkins (GD) Secretary
 Dr W. Wain (WW) Vice Chairman

In Attendance:

Mr. J. Cummins (JC) Senior Countryside Ranger
 Mr. P. Charman (PC)

Item	Subject	Action	Date
1	Apologies:		
1.1	Cllr. R. Russell, Cllr Adam Carew, Mr. J Smith, Ms M. Cranford.		
2	Confirmation of Minutes from Meeting 150		
2.1	Proposed WW, seconded CL, all agreed.		
3	Matters Arising		
3.1	Green Loop route of track through the LNR. A meeting with DVT & Town Council should be arranged. A follow up is required. Still waiting funding.	CL	Asap
3.2	Trustees skills questionnaires to be completed and submitted by next Trustee meeting. Pending.	All	
3.3	Tesco presentation board's installation is ongoing. 11 out of 16 now installed.	JC	
3.4	Knox Pond requires dredging and redirection of the outfall to be considered. Section 106 fund application was submitted for £32K on 6/9/18		
3.5	SLA's are due for review this year. CL wishes to be involved. Ongoing. Review document is under preparation.	JC	
3.6	BI Management Plan needs updating following study by Thomson Ecology. However, JC report still has omissions that need addressing. Ongoing.	WTC/DVT	
3.7	WTC contractor Morton:Pattison to replace 'Duck Race' bridge. Contract has been placed and date of works awaiting Environment Agency approval.		
3.8	The DVT Business Plan needs revising to include for HI activities and Thomson Ecology report. No further progress.	ND/JC	
3.9	HBIC habitat surveys have been received.		

3.10	A larger gazebo and supporting display panels for BI and HI have been acquired.		
3.11	The new Trustee to be provided with suitable training at the first convenient date. MC booked onto course on 10 th Oct.	MC	
3.12	Public data information retained by the Trustees to be reviewed on 4th Oct at the Phoenix.	ND/WW/RB	
3.13	The perimeter tree survey is ongoing.	JC	
3.14	Paul Charman attended the meeting as a prospective new Trustee. Anthony Willaims has declined the invitation to become the Trust's auditor.	ND	
3.15	GD reported that the PL insurance provider has advised that PL insurance must be held by third parties holding events in BI and LNR.		
4	Chairperson's Report		
4.1	John Muir Award course suggestions to be applied to DVT.	ND	
4.2	See attached Chairperson's Chat.		
5	Treasurer's Report		
5.1	See attached spreadsheet statement.		
5.2	Payment has been received from WBRC.		
5.3	The use of 'PayPal', as means of payment for events, is currently not available. DVT to investigate possible alternatives. Ongoing. MC has investigated "Now Donate"; a charity only donation website	RB	
5.4	All present agreed we could advertise, on website, DVT bank details to enable payment by BACS with a reference code.		
6	Secretary's Report		
6.1	The Trust's PL insurer has agreed that the Trust is covered for catering at events provided the fare is simple, i.e. limited to hot dogs and burgers.		
6.2	The Trust's PL insurer requires the swing seat in the BI, and all other such features, be removed.	JC/AT	
7	Ranger's Reports		
7.1	See attached reports.	JC	
7.2	Tool inventory and maintenance records are being updated. Ongoing.	JC/RB	
7.3	British Horse Society has written querying lack of bridleways in LNR and BI. A response that WTC are discussing the matter to be sent. No progress.	JC/WTC	Asap
7.4	JC raised concerns of a terrapin which has been illegally released into the Amphibian Pond in BI which the rangers hope to capture.	JC/AT	
7.5	Volunteer Jordan has secured a position as a Ranger.		
7.6	There will be no Halloween event this year.		
8	Management Plan & Business Plan updates		
8.1	WW stated that business plan will require policy review and update including for 5 year budget plan and the impact of future contracts	ND/WW/GD/RB	
9	Any Other Business		

9.1	WW noted LNR path requires re-profiling. Ongoing.	JC	
9.2	Chris Wain has resigned as a Trustee on 7 th September after serving the Trust since 1989. Her contributions were acknowledged and appreciated. WW will act as trustee representative of the Woolmer Forest Heritage Society and RB will act as trustee representative of the Walldown Preservation Society. WW suggested a seat and plaque be added to Meadow View boardwalk in recognition of CW work. WW to do wording.	WW/JC	
9.3	The Town Partnership noted that DVT have a BBQ facility and may wish to use us at next year's summer fun day.		
9.4	WW suggested that Woodland Fair layout be reviewed to provide a circular route.	ND/JC	
9.5	Southdown's National Park Authority has suggested walking links to local nature areas. A flyer is attached.		
9.6	Volunteers are required for the Blackmoor Apple Day on Sunday 14 th October.		
9.7	The proposed scrapes in the ancient meadow and Alexandra Park are scheduled for September/October.		
9.8	A 'Santa Fun Run' in HI is scheduled for 9 th Dec.		
9.9	DVT have been asked to contribute to an update of EHDC Green Infrastructure Strategy. JC to respond.	JC	
10	Date of next Trustee Meeting		
10.1	Tuesday 13 th November, 2018 at 3.00pm in the Phoenix Centre.	All	