

Minutes of the Full Council Meeting of Hartley Wintney Parish Council held at 7.30pm on Monday 1st March 2021 to which Councillors are summoned to attend by video conferencing via Microsoft Teams.

Present: Cllr Chris Farrance (Chair), Cllr Diana Harvey, Cllr Steve Airton, Cllr Sarah Craig, Cllr Stuart Elborn, Cllr Roger Robertson, Cllr Ian Wilson, Cllr Becky Moss, Cllr Fiona Sutton, Cllr Peter Gee, and Cllr Janaka Alwis & Cllr Richard Dodds (see below)

In attendance: Karyn Reid (Executive Clerk), Sarah Daly (Deputy Clerk), Megan Spiers (Support & Communications Officer), District Councillor Tim Southern plus 2 members of the public.

20/21PC

72. CO-OPTION

Janaka Alwis and Richard Dodds were co-opted as Members of Hartley Wintney Parish Council and completed their Declaration of Acceptance of Office, ready to send to the Executive Clerk.

20/21PC

73. OPEN FORUM

A member of public enquired about the reintroduction of the community bus, to which Cllr Farrance assured that this would be discussed later in the meeting agenda.

20/21PC

74. APOLOGIES FOR ABSENCE & DECLARATIONS OF INTEREST

Apologies were received from County Cllr David Simpson, District Cllrs Anne Crampton and Spencer Farmer.

Cllr Farrance informed the Council that County Cllr Simpson will be standing down from his position in the next round of elections and gave a note of thanks for his dedicated work with HWPC.

No interests were declared.

20/21PC

75. WARD MEMBERS REPORT

District Cllr Southern addressed the following:

- Yellow line marking in Green Lane should be completed by the end of March.
- The District Council team will be addressing both the contamination of Hatton's Pond and the puddles on Hazeley Heath's pathways.
- Following the District Council's Finance meeting in February, it was noted that there will be a budget deficit for the next two financial years.
- The flooding remediation near Phoenix Green has been put on hold for the moment, Cllr Southern to reach out to Mr. Phil Shepard (HDC) on this matter.
- Planning permission for the redevelopment of the Lamb has been granted and works will commence soon.

20/21PC 76.

APPROVAL OF MINUTES

Cllr Wilson proposed approval of the minutes of the Full Council meeting on 1st February 2021; seconded by Cllr Harvey.

AGREED by all.

20/21PC

77. ACTIONS LOG & PARISH OFFICE REPORT

The Council briefly reviewed the actions log. The Executive Clerk informed the Council that the engraved coins for last year's Community Awards recipients have been ordered.

20/21PC

78. PARISH COUNCIL FINANCE

i) Income & expenditure, bank reconciliation & cashbook reports for January 2021 (attached)
Cllr Gee proposed approval of the income & expenditure, bank reconciliation & cashbook reports for January 2021; seconded by Cllr Wilson.

AGREED by all.

ii) Payments listings (attached)

Cllr Wilson proposed approval of payments listing; seconded by Cllr Gee.

AGREED by all.

iii) Approve HW Community Bus WP recommendation on purchase of new vehicle (circulated)

Cllr Robertson proposed approval of recommendation as follows

- Extension of the existing bus contract for, say, three months if necessary to cover an extended lead time.
- Agreement in principle to negotiate the purchase of a new vehicle in the range of £55k - £65k funded by £31k from HCC with the residue say £34k jointly funded by us and Rosie Bus.
- Payment of a 10% non-refundable deposit say £7k max to secure the purchase.
- Depending on the presenting timescales, final purchase order to be agreed by Planning Committee/Rapid Response and submitted to the next Full Council meeting.

; seconded by Cllr Gee.

AGREED by all.

A special note of thanks was given to all those involved with the new Community Bus including Cllr Craig, Cllr Farrance, and the Rosie Bus Team.

iv) Approve works to commence at Pavilion and/or delegated authority to key members to approve Contractors (circulated)

Cllr Airton gave a brief update on the Pavilion works. After the initial high-cost proposals for the fit out, efforts have been made to obtain a more reasonable figure by reviewing the high-level specifications with the architect and reaching out to numerous contractors in search of a suitable proposal. Cllr Airton noted that the final three proposals should be in the range of £150,000 to £175,000. The need for a contingency in the budget was highlighted. The importance of following due process was discussed, Cllr Dodds and the Executive Clerk to ensure procedure is being correctly carried out.

Cllr Gee proposed approval of delegated authority to key members to approve Contractors up to £188,000 with contingency; seconded by Cllr Wilson.

AGREED by all.

v) Consider spend on audio/visual equipment to enable safe face to face Council meetings, as in line with guidance

Cllr Elborn shared an informative presentation on the video conferencing options available, which would allow the possibility of indoor meetings returning in some form by the summer. Cllr Elborn approached IT partners to look at the options and costs for upgrades to the Council's current meeting spaces to create a space where meeting could operate with participants both in the room and working remotely. Several proposed upgrades were outlined, three for 1st Floor Meeting Room and one for the Lady Kaye Room. Several Councillors expressed concerns over the necessity for such an investment given the success of Teams meetings and the return to normality by the end of the year. Cllr Sutton proposed lower-spec equipment, looking at alternative companies or renting in the short term to reduce high costs. Cllr Farrance suggested organising a trial of the equipment for a better understanding of its benefits. Cllr Alwis highlighted the potential benefit to the community by investing into such an asset for local businesses to hire.

Cllr Elborn stressed that given the impact of COVID-19 on the business world, virtual meetings will continue to a viable option going forwards even when normality returns. The Council decided to wait until more information regarding the COVID-19 roadmap and Council meeting guidelines are shared before evaluating this project again.

ACTION: Cllr Elborn to review alternative options once guidance is issued.

vi) Funding support for the Village Festival

After discussing funding support for the Village Festival in the Finance Committee, the matter was raised in Full Council. It was suggested that HWPC financially facilitate the infrastructure of this community event such as the marquee and chairs, toilets, and sound system.

Cllr Harvey proposed approval of funding the marquee and chairs, toilets, and sound system at £1,872 for the Village Festival; seconded by Cllr Elborn.

AGREED by all.

20/21PC

79. PARISH COUNCIL MATTERS

i) Receive presentation on proposed HWPC Communication Strategy and plan ready for approval (by Sarah Dunthorne)

Ms. Sarah Dunthorne gave an informative presentation on the proposed HWPC Communication Strategy that was circulated to Councillors prior to the meeting. The presentation highlighted the best communications approach to take that will successfully

improve community engagement, reflecting in particular on target audiences that currently might be overlooked e.g. under 50/55s. Ms. Dunthorne clearly set out the principal goals, how these can be achieved, how best to implement the strategy through the Support & Communications Officer employing various communications channels and how Councillors would be able to support this process. Relevant examples of promotional campaigns were outlined and the benefits of creating an Instagram account to engage with younger community members were considered.

The following points were raised by Councillors after the presentation;

- Concerns were expressed over the workload of running numerous communications channels successfully for Support & Communications Officer.
- Promotional campaigns need to be organised thoughtfully taking into consideration resourcing.
- Councillors need to provide content for Support & Communications Officer to facilitate content output.
- The complimentary nature of the different communications channels from website to social media was noted.
- The challenges of engaging with younger community members was addressed to which Cllr Farrance mentioned the Community Hub organising a Youth Council.

The next step going forwards will be a Communication Plan being drafted.

ii) Approve Parish Council Policies as recommended by Policy Committee (all attached);

HWPC Grants & Donations Policy 2021

Cllr Elborn proposed approval of HWPC Grants & Donations Policy 2021; seconded by Cllr Gee.

AGREED by all.

iii) Shadow Steering Group update

Cllr Farrance has written to HDC asking for clarification as to why HDC Offices are part of the steering groups, their reply will be circulated shortly.

iv) Community Hub

Cllr Sutton updated the Council on the points raised after feedback from the Community Hub questionnaire. The increase in mental health issues and the stigma that prevents community members seeking support is being addressed through a mental health sign posting leaflet that will be distributed throughout the community, with a particular focus on adolescents, and those in their 20s/30s. Discussions regarding the Youth Council and quiz/tea afternoons at the Women's Institute continue, but this will remain on hold until Covid guidelines are relaxed. Mr. Kelvin Fay has started a series of Zoom meetings to support the working community, the first two have taken place. A number of groups and digital leaders from Robert Mays are working on ways to provide digital support, when restrictions are eased the school hopes to organise a scheme that mixes the community with local students to offer digital assistance for those interested. The Village Connect virtual coffee mornings with Hook, Odiham and Hartley Wintney begin shortly and will take place twice a week, offering a space for people to chat and connect.

20/21PC

80. COMMITTEE MINUTES & UPDATE INC. WORKING GROUPS

i) To confirm Committee memberships until May 2021

The Executive Clerk has circulated the Committee memberships document for Councillors to read and contact her if there are any concerns.

ii) To receive approved minutes from Committees since last meeting (circulated)

Approved minutes from Committees were received.

20/21PC

81. CHAIRMAN'S ANNOUNCEMENTS, PARISH COUNCILLOR MATTERS & TRAINING FEEDBACK

Cllr Janaka Alwis – queried how the increased litter from numerous dogs across the Village was being addressed. The Executive Clerk explained that there is an overflow of rubbish in waste bins currently and that the Parish Office has reached out to HDC as collections have perhaps not taken place, however, the twice weekly collections are usually sufficient.

Cllr Roger Robertson - noted that the broken bench on the Cricket Green has been covered in yellow tape for a long time. The Executive Clerk informed the Council that the Horticulture & Amenities Officer checked today and reported that the bench has been repaired by Chris Brown from Hartley Wintney Cricket Club.

Cllr Stuart Elborn – commented on the overgrown weeds at Dilly Lane Pond. Cllr Robertson explained that quotes have been obtained, however, the work will not be carried out until later this year at the appropriate time to minimise environmental disruption.

Cllr Fiona Sutton – noted the need for another waste bin on the Heath as many people are not appropriately disposing of their dog waste bags. The Executive Clerk asked Cllr Sutton to contact the Mandy Smith, the Community Bus Administrator so that the message can be passed onto the HDC team.

ACTION: Cllr Sutton to contact CBA/CSO re; additional waste bin required on Hazeley Heath.

20/21PC

82. DATES OF MEETINGS

Planning Committee – Monday 8th March 2021 at 7.00pm

Environment & Amenities Committee – Monday 15th March at 7.30pm

Policy Committee – Monday 23rd March at 7.00pm

Staffing Committee – Thursday 25th March at 11.30am

The meeting closed at 9.40pm

..... Chairman

.....Date

Appendices

- Actions log
- Payments listing
- Finance Papers
- Correspondence

*Abbreviations used in these minutes: Cllr ~ Councillor HCC ~ Hampshire County Council
HDC ~ Hart District Council HWPC ~ Hartley Wintney Parish Council*

Actions Log – Full Council**Date/ Minute Ref. Action****PARISH COUNCIL ACTIONS**

07.09.20

20/21PC 11**KR:** Circulate the Community Engagement Statement to the Policy Committee for review. **ITEM ON AGENDA.**

07.12.20

20/21PC 37.**RR:** submit a written proposal regarding the naming of Hartley Row.

01.02.21

20/21PC 62.**KR:** Contact HDC Tree Officer for more information prior to the Planning Committee meeting. **COMPLETED****20/21PC 66.****PT:** Parish Team to consider alternatives for the 2021 Community Awards. **ONGOING**

DATE	SUPPLIER	AMOUNT	
01.03.21	HAMPSHIRE TRANSPORT	£ 726.00	Bus chg Feb 2021
01.03.21	WINCHFIELD LANDSCAPES	£ 60.00	LINE MARKING
01.03.21	COPY CARE	£ 49.80	COPIER CHGS
01.03.21	CJH	£ 536.75	Public Toilet Clean
01.03.21	CH CLEANING	£ 132.00	Parish Office Clean
01.03.21	PID	£ 616.45	Pavilion Security
01.03.21	BLUCANDO	£ 168.00	Monthly IT Support
01.03.21	FUSION ARCHITECTURE LTD	£ 3,030.00	Architect costs Pavilion
01.03.21	INTRATEST	£ 528.00	Annual testing of street lights on H.Street

£ 5,847.00

* Payments approved out of meeting

23.02.21	S DALY	£ 26.73	Mileage claim
23.02.21	LOCKSUB	£ 238.80	Emergency call out to repair Public Toilet lock
23.02.21	CHRIS SAXE	£ 10,200.00	Intermediate payment for trenches
23.02.21	CUBICLE CENTRE	£ 421.20	Cubicle door for Nursery toilet

Background

- The Parish Council has previously agreed that the Hampshire County Council (HCC) contract which has run for the past seven years will terminate on 30th April 2021. Notice has been served and accepted by HCC.
- A new operational schedule for 2021/22 (which will come forward to Full Council when finalised) recognises the joint requirements of ourselves and Rosie minibus with whom a very positive relationship has been developed. In essence, it releases more time for ad hoc community focus e.g. Over 55's excursions, Scouts & U3A.
- A key component of our revised schedule is the suspension of the Commuter services. In recognition of this, we are currently engaged in an externally facilitated consultation process with our existing contracted drivers to better match their terms of employment with the proposed new schedule. Rosie bus will continue to use volunteer drivers.
- Legally we will need to be able to service our part of the new operational schedule (i.e. the S22 timetabled 'bus' service) from 1st May although Rosie bus commitments may start later depending on the Covid restrictions.

Potential Funding

- HCC have agreed to release the undrawn S106 monies circa £31k towards a replacement vehicle. We are given to understand that these funds are relatively readily available as a lump sum although there may be clawback conditions which has yet to be finalised but which we believe are negotiable.

Note: We have a preference for a clean exit from HCC in this way which may not be possible if we were to opt for another leased vehicle.

- In addition, Rosie have offered to contribute 50% towards the net acquisition costs for which we also have an allocated reserve of £20k.
- Outright cash based funding is therefore not a constraint.

Note: Our research indicates that the second hand used vehicle market is quite "thin" and that it would be difficult to realistically match our key requirements.

Vehicle Replacement

- The existing leased vehicle (for which no value accrues to us) will be surrendered although we should be able to retain this in the short term if a replacement vehicle is not immediately available. Clearly our preference would be for a replacement vehicle to be available for training ahead of 1st May.
- The new vehicle will have a dual purpose:
 - To serve as a bus, picking up from bus stops on set routes hence the need for a powered door operated by the seated driver.
 - As a minibus the need for a non-driver seated at the front is often essential to assist the driver and aid passengers if necessary.
- A number of key features have been identified for a replacement vehicle (see attached) and pre-viewed with both Rosie Bus and our drivers.

Note: The base chassis is manufactured by say Ford/Mercedes and then 'coach built' to match our specification by the supplier we contract with.

- Given the above, the HWPC/Rosie Bus Working Party recommends purchasing a new vehicle which will more optimally match our requirements, have up to date features, has the fallback of an asset with a residual value, and, more importantly strongly signposts a continuing commitment to the community.

Note: An electric vehicle was considered but the technology is not sufficiently advanced to meet our requirements.

- This is not technically a tender as such, but we have asked four specialist coach builders to quote against our detailed specifications and are in the process of reviewing their responses with a focus on matching our requirements, value for money and a negotiated outcome.
- Present quotes which include say Ford/Mercedes/VW vehicles indicate a price range of £55k - £65k excluding VAT and any nonstandard extras say £5k.

Decisions Required

- Extension of the existing bus contract for, say, three months if necessary to cover an extended lead time.
- Agreement in principle to negotiate the purchase of a new vehicle in the range of £55k - £65k funded by £31k from HCC with the residue say £34k jointly funded by us and Rosie Bus.
- Payment of a 10% non-refundable deposit say £7k max to secure the purchase.
- Depending on the presenting timescales, final purchase order to be agreed by Planning Committee/Rapid Response and submitted to the next Full Council meeting.

Chris Farrance
Chairman

Attachment: Specification for new 17 seater Wheelchair Accessible 17 seater minibus

APPENDIX

Essential requirements for a 17 Seater Wheelchair Accessible Mercedes Sprinter Minibus are:

1. Maximum length of minibus 7m.
 2. Two seats are required at the front. The second seat is used occasionally to assist the driver for non-bus use. It should be easily removable, if possible, to provide storage space for bus use.
 - 3a. A safe and easy exit and entry to the minibus for passengers, often with shopping, must be provided. Special attention should be paid to the steps in the saloon and any powered outside step that they are sufficiently wide and not too high. An adequate means of support (such as grab rails) must be provided for passengers getting on or off.
 - 3b. The passenger entry/exit door should be powered (and an external auto step provided, if required) controlled by the seated driver. The location (cab or saloon) and type of powered door and or options should be justified in the quote. The powered door must be capable of manual operation if the power fails.
 4. Saloon height (floor to ceiling) should not be less than 1855mm..
 5. A minimum of 14 seats is required in the saloon but 15 if possible.
 - 6 Ability to carry a maximum of two people seated in wheelchairs by removing seating.
 7. Under-floor tail lift. Please provide details.
 8. Rear access by fitted glazed doors with heavy duty stays.
 9. Quick release, non rattle, seating.
 10. Identify storage provision.
 11. Automatic gearbox.
 12. Climate control for the front seats.
 - 13a. Adequate heating and ventilating in the saloon. How is it to be provided?
 - 13b. Roof hatch or hatches fitted for ventilation. Is an emergency hatch needed?
 14. Adequate lighting at the doorways, saloon, front 'cab', including night lighting in the saloon.
 15. Speakers to be fitted either side of the saloon.
 16. Central locking.
 17. Rear proximity warning sensors.
 18. Reverse warning bleeper wired to the reverse rear with night over ride facility fitted.
 19. Battery drain protection when minibus is parked.
 20. Spare wheel location.
 21. Covid-19 removable protective screen for the driver.
- Please incorporate these essential requirements as part of your standard package.

Purpose; Update on tender for Internal/External Fit out of Pavilion and Grounds and request delegated authority to engage preferred Contractor.

Background: Following Local Authority financial regulations, a detailed specification for the internal and external works to Pavilion and grounds was published on Contract Finder in December 2020. The Council received five initial responses to this tender, with a further three expressions of interest coming from local Contractors (currently awaiting on full quotes) following contact from Cllrs.

The three of the five initial quotations were £300,000+ with the remaining two more in line with budget however when assessed against the review criteria, these submissions were also deemed unsuitable.

Budget and Assessment Criteria

PC Budget	£	205,000.00
Contribution from BDW Homes	£	8,000.00
Total	£	213,000.00
Cost of Groundworks	£	21,300.00
Cost of Drainage works	£	1,995.00
	£	189,705.00

*Costs for all weather pitch installation on Cricket Grounds funded from S106 monies

Received tenders were assessed against the following criteria

1. Price (50%)
2. Timescale (20%)
3. Portfolio and references (20%)
4. Locality (5%)
5. Detail and perceived technicality of quotation (5%)

We have received interest from three local Contractors and are currently awaiting the return of full quotations.

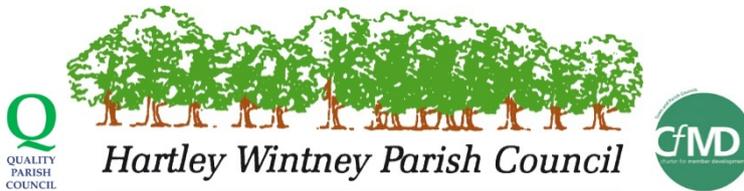
These include Contractor currently on site carrying out trench works, Contractors known by HWCC and a local contact referred to us by Cllr Robertson.

Proposal: Cllr Airton and Executive Clerk to work with local Contractor(s) to adapt current specification and costs to work to Parish Council budget of £188,000 or less. Agree delegated authority for Council members of SMP Working Party (Cllr Airton, Cllr Elborn, Cllr Robertson and Executive Clerk) to engage preferred Contractor following these talks.

Considerations: Above proposal is working within allocated budget and will be overseen by E&A Committee. Full financial due diligence has occurred via engagement of Architect and associated specialists, publication on Contract Finder and HWPC website.

Next Full Council is on 12th April 2021 losing a further 6 weeks on project, which has already seen substantial delays.

Deadline for completion was May 2021, potentially looking at end of June 2021, if works can commence asap.



Kevin Ings
Community Transport & Contracts Manager
Hampshire County Council

Sent via Email only

1st March 2021

Dear Kevin,

**Hartley Wintney Parish Council – Community Bus
Final Invoice Against Purchase Order 9004269534
Contract Number B315**

I am writing to inform you that we wish to submit a final invoice for the release of the outstanding balance of S106 money under Contract No; B315.

As previously notified, we do not wish to extend our contract beyond its current term and intend to use the money towards the purchase of a replacement bus.

We confirm that services will continue to be provided, within the constraints of COVID restrictions, until the end of the contract on 1st May 2021 and confirm we will not be submitting any further invoices to cover operating costs from this contract.

Our understanding is that the final amount to be released is £38,919 and we have attached an invoice to this effect.

In a separate letter we have outlined the new service which is currently under consultation which should follow shortly. The service will be run in collaboration with the Rosie Bus Organisation and has been shaped to provide a balance of shopping services and support for community activities particularly for elderly and those with mobility difficulties.

Post COVID it is our ambition to further develop the service offerings to maximise the benefit to the community and ensure a sustainable financial model.

Yours sincerely

**Karyn Reid
Executive Clerk
Hartley Wintney Parish Council**

Cc

Cllr Chris Farrance; Chairman Hartley Wintney Parish Council
Cllr Sarah Craig; Community Bus Working Party, Hartley Wintney Parish Council
Katharine Broomfield, Community Transport Officer, Hampshire County Council



HCC Processing Centre
PO Box 652
The Castle
Winchester
SO23 3NP
VIMEnquiries@hants.gov.uk

Invoice No: 0293
Contract Number B315
Purchase Order Number 9004269534
Date: 01/03/2021

Total Balance Reclaim for Community Bus Contract	£38,919.00
Less monthly income	- £N/A
(Including concessionary fare rebates and BSOG)	
TOTAL INVOICE	£38,919.00

Bank transfers can be made to Hartley Wintney Parish Council
Account no: 36440558
Sort code 60-10-13

Hartley Wintney Parish Council – Policy on Grants/Donations to Local & Voluntary Organisations

1. Statutory Provision

To encourage the formation, continued existence, and improvement of a wide range of voluntary sporting, leisure, cultural and community facilities for the benefit of the inhabitants of the Parish. Hartley Wintney Parish Council (HWPC) will consider Grant/Donation Applications for activities which it can legally support with due regard to:

1.1 Local Government Act 1972 (Section 137). “A Local Authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interests of their area or any part of it or all or some of its inhabitants.”

1.2 Local Government Act 1972 (Section 145). “A local Authority may do, or arrange for the doing of, or contribute towards the expense of the doing of, anything (whether inside or outside their area) necessary or expedient for any of the following purposes” i.e. provision and promotion of entertainment, arts and crafts.”

1.3 Local Government (Miscellaneous Provisions) Act 1976 (Section 19 – recreational facilities). “A Local Authority may contribute by way of grant or loan towards the expenses incurred or to be incurred by any voluntary organisation in providing recreation facilities which the authority has power to provide.”

1.4 The amount of grant requested is commensurate with the benefit to the community of Hartley Wintney (HW).

(Definitions- A grant is awarded for a particular defined purpose. A donation is awarded for general purposes. Both are awarded for local Parish activities only.

2. The Council’s Objectives

To encourage the formation, continued existence or improvement of a wide range of voluntary sporting, leisure, cultural and community facilities for the benefit of the inhabitants of HW.

3. The Council’s Policy

The Parish Council’s policy on grants/donations to voluntary organisations will be administered by the Finance Committee and where above £500 by Full Council; these policies are:

3.1 There is no maximum grant/donation available to any one organisation (within the budgetary limit set each year).

3.2 All grant/donation applications must be made on the appropriate form which is available on the HWPC website. Only applications accompanied by a completed form will be assessed by the council. See Section 5.

3.3 Failure to provide all requested supporting information including financial returns or financial status of the organisation or project will result in rejection of the application by the Clerk to Council.

3.4 Applicants for grants/donations may be called to make a presentation.

3.5 HWPC may stipulate payment of a grant only on receipt of invoice(s).

3.7 Applications from organisations whose prime activities are fund raising and the giving of grants/donations to needy causes represent a duplication of the Committee’s function and should be refused except in exceptional circumstances.

3.8 The Committee should judge each application on its own merits and not attempt to achieve a balance between grants to welfare and recreational organisations.

3.9 The Committee should not normally commit a future Parish Council by promising continued assistance.

3.10 Unless there are exceptional circumstances, a second application within a financial year will not be considered from organisations which have already received financial assistance from the Parish Council that year.

3.11 The Parish Council should not insist that prior to consideration of an application all other avenues of available financial aid have been explored and brought to a conclusion, however, as stated in Section 4, the extent to which an organisation has sought funding from other sources will be a consideration when applications are considered.

3.12 Organisations will not generally be given an opportunity of re-applying after a decision has been made regarding financial assistance.

3.13 In respect of sporting organisations, the Committee should give assistance only towards the purchase of equipment etc., not to off-set running expenses.

3.14 Any grant/donation made by the Parish Council must directly benefit the Parish of Hartley Wintney and its Parishioners. The Parish Council cannot make grants/donations to individuals unless the Community directly benefit. Thus, the Parish Council cannot, for example, make a grant to a disaster appeal unless the disaster in some way affected the Parish or a substantial number of Parishioners.

Grants/Donations cannot be made to fund political activities.

All proposed grant/donation expenditure must be detailed in the Parish Council's annual budget meeting, to enable calculation of the Council's precept.

The organisation making a grant/donation request should be a non-profit making voluntary organisation where membership is open i.e. no discrimination of membership on grounds of sex, race, religion etc.

The Parish Council will not fund events or activities which can be funded by the relevant participants or which can or will be self-supporting by means of donations, or grants from other organisations etc.

The Parish Council will consider applications for funds in situations:

- where there is no other way of obtaining the relevant funds;
- The funds will enable the relevant group or organisation to access or "unlock" funds or assistance from third parties; and
- Monies have been donated or raised but these are insufficient and funds are needed to bridge the resulting gap.

3.15 Where more applications are submitted than funds available the applications shall be prioritised on the above criteria.

4. The Committee's Guidelines

Within the overall framework of its policies the Committee will consider each application on its merits and may consider the following matters:

4.1 The proposed activity should be of benefit to the parish at large or its inhabitants rather than to a national organisation.

4.2 The longevity of the project/benefit.

4.3 The degree of self-help proposed by the organisation (match funding in money or physical input).

4.4 Any access to other funds and evidence of efforts to secure other funds.

4.5 The range of activities available or to be made available by the project.

4.6 Whether or not the Parish Council has made provision itself for such amenities or activities.

4.7 The degree of fund raising and self-help undertaken by the organisation.

4.8 The ability of the applicant to raise further funds via charges, membership fees, precepts etc.

4.9 The extent to which funds from other external sources are available to applicants and whether attempts have been made to secure these.

4.10 The balances and reserves held by an organisation and the degree to which these might be more than a prudent provision.

4.11 The extent of voluntary labour within the organisation towards the project.

4.12 The expected life of the project or organisation. Equipment can be given on condition that it is returned to the Parish Council if the organisation ceases to exist.

4.13 Any evidence of duplication of services or amenities.

4.14 The Committee can consider further applications in respect of later phases of a project having already had grants awarded earlier. This further grant will be subject to Section 3.10.

4.15 If an invitation is received by an individual councillor to attend a function being held by a grant/donation receiving body, the decision as to whether to attend should be discussed with the chairman. Attendance should only be as an accredited representative of the council to avoid any possibility of an accusation of gaining pecuniary interest.

5. Conditions

5.1 The Parish Council will assess applications with particular reference to the number of Parishioners likely to benefit, or whether any particular category of Parishioners would receive specific benefit (e.g. children, the elderly, persons with any form of disability etc.)

5.2 Where a request for a grant/donation is agreed, the Council shall determine the amount, using the figure stated by the applicant as a guide only.

5.3 The grant/donations shall be used only for the stated purpose otherwise the monies shall be returned to the Council, except where the Council's prior written consent has been given for the funds to be used for another purpose.

5.4 The Council may request that applicants provide written feedback explaining how the grant/donation has benefited their group/organisation. If feedback is required, this will be communicated in the decision letter.

5.6 The Council reserves the right to request repayment of any grant/donation where an applicant does not comply with these conditions.

6. Applications

Applicants should submit their application on the form available on the HWPC website: [Grant/Donation Application Form](#) Applicants are invited to support their application with a letter giving details of the organisation, including membership or user numbers where applicable. The letter should include details of any other sources of funding either applied for or secured. Applicants must also submit an up to date set of accounts with their letter. The application will then be presented to Members for consideration at the next Committee or Full Council Meeting.

7. Additional information

For further information, please contact the Executive Clerk or the Chairman of the Policy Committee.

Amendment Record

- Version 1: Initial Issue as Interim Policy – 24th April 2013
Adopted by Full Council – 24th April 2013
- Version 2: Initial Issue as Interim Policy – 20th March 2017
Adopted by Full Council – 3rd April 2017
- Version 3: Reviewed and updated by Policy Committee – 25th January 2021
Approved by Finance Committee – 15th February 2021

Hartley Wintney Parish Council Draft Social Media Strategy 2021

Drafted by Sarah Dunthorne

Introduction

Hartley Wintney Parish Council (HWPC) strives to safeguard the interests of its community and promote the Parish of Hartley Wintney to the best of its ability.

Community offerings – not Parish Council specific

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Target audiences

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- Local sports clubs
- Existing & potential suppliers
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Why should the target audiences like and interact with HWPC?

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- Works hard to help the community – transport, housing, economy, infrastructure, environment, and any other issues that concern residents.
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The website can support the chosen social media platforms and help them grow by:

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- Local COVID advice and reminders.
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According to the user personas* the audience mainly uses Facebook and Instagram. However, Twitter could be useful too and is suggested as a tertiary platform.

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Why these platforms?

Facebook

- Great for building brand loyalty.
- The default networking site for most UK adults.
- According to Digital Mums 3 out of 5 people in the UK have a Facebook account.

- The audiences use the platform to stay up to date with family, friends and local information.
- Local retailers use the platform to promote themselves to their audience.
- It is a flexible and visual platform, which can be customised.
- Targeted Facebook ads can be a cost-effective form of advertising. Minimum spend £10 per day. (Not recommending at this time).
- It is easy to analyse using Facebook Insights.
- Compare the performance of your Facebook page and posts against peers.

Instagram

- Great for boosting brand visibility. With over **one billion** active monthly users and more 500 million active daily users there are some fantastic opportunities.
- Opportunities for better engagement.
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- The younger generation uses Instagram so this could be a great way to engage with them.
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- Conversational and real-time – great for building brand, loyalty and relationships.
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- Some of the village retailers and organisations (e.g. St John's Church) use the platform to promote themselves so it would be useful to interact with them occasionally so they see you and can support you.
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Well maintained social media channels can instil trust and loyalty.

Tactics for using Facebook and Instagram

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These metrics measure how many people are exposed to the social media marketing. They are key in ascertaining whether HWPC's profile has been raised.

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If we can grow followers this shows we are increasing brand awareness.

Policy Review

This policy will be reviewed annually by Full Council.

Amendment Record

Version 1: Initial Issue – 1st March 2021

DRAFT

Hartley Wintney Parish Council Draft Social Media Strategy 2021

Drafted by Sarah Dunthorne

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Policy Review

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Amendment Record

Version 1: Initial Issue – 1st March 2021

DRAFT

We recommend that each Committee has 6 members and with members assign themselves to no more than 3 separate Committees (other than Chairman)

COUNCILLORS	FULL COUNCIL	E & A	PLANNING	FINANCE*	POLICY	STAFFING
S AIRTON	YES	YES (CH)		YES		
J ALWIS	YES				YES	
S CRAIG	YES		YES	YES	YES (CH)	
R DODDS	YES				YES	
S ELBORN	YES	YES	YES	YES		
C FARRANCE	YES (CH)	YES	YES	YES	YES	YES (CH)
P GEE	YES	YES		YES (CH)		YES
DE HARVEY	YES		YES (CH)	YES		YES
B MOSS	YES	YES			YES	YES
R ROBERTSON	YES	YES	YES			YES
F SUTTON	YES	YES				YES
I WILSON	YES	YES	YES			

* Members on Finance Committee are made up of Chairman of all Standing Committees.

STAND IN MEMBERSHIP - Members of Committees who are called upon should the meeting not be quorate but retain full voting rights.

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R DODDS	YES	YES	YES	YES		YES
S ELBORN	YES				YES	YES
C FARRANCE	YES (CH)					
P GEE	YES		YES		YES	
DE HARVEY	YES	YES			YES	
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R ROBERTSON	YES			YES	YES	
F SUTTON	YES		YES	YES	YES	
I WILSON	YES			YES	YES	YES

Current Parish Council Representatives

Civil and Military Aviation Liaison

Elvetham Charities

Traffic Partnership (Highways and Transport)

Housing Matters

Hart District Assc. of Parish & Town Councils

Hazeley Heath Management Committee

Local Business Liaison

Press and Media

Older Persons Wellbeing

St Mary's Church

Victoria Hall Charity Committee

Youth Liaison

St Mary's Sports Field Working Party

Conservation Area Review Working Party

Community Bus Working Party

Shadow Steering Group

D HARVEY

R ROBERTSON

EXECUTIVE CLERK

R ROBERTSON

C FARRANCE & D HARVEY

S AIRTON + 1 POST VACANT

C FARRANCE & DEPUTY CLERK (SCO?)

EXECUTIVE CLERK & SCO

1 POST VACANT

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F SUTTON & DEPUTY CLERK

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