

Council Meeting 11th October 2021 7.00pm Roy Underdown Pavilion

Item number	Lead	Timing
1. Welcome Apologies for absence Expressions of interest Approve the minutes of 13 th September 2021	Chair	5
2. Public participation. Community Issues		15
3. Grantham Avenue Parking Petition	Chair	10
Programme Review	Various	30
4. Project Update – decisions Velux windows – Roy Underdown Pavilion Expressions of Interest for enabling works Allotment Footpath Review – feedback from allotment holders Digital transformance - 365 migration Review of the Village Newsletter		
Performance Information	Clerk	5
5. Monthly update Committees, Groups and Administration		
6. Terms of reference for Community Safety Working Group.	Cllr Palmer	10
7. Personnel Working Group	Cllr Cohen	10
Proper Officer Appraisal and Performance Management Change to contract hours – Project Manager Accounts Assistant Role Profile		



Training Budget

Other work streams/projects	Clerk	10
8. Assets update		
• Purchase of planters and plants		
• Cleaning costs for the pavilions		
• Remote access to CCTV		
Financial, Risk and Governance	Clerk	20
9. AGAR - conclusion of audit		
10. Payments and Bank reconciliation for September		
11. Confirmation of precept and loan statement		
12. Monthly reports		
13. Delegated decisions from Council and Committees since 02.07.2021 meeting		
14. Accidents and incidents		
Finish time		8.55pm

Signed: *Amanda Jobling*

Date: 10th October 2021

Clerk and Proper Officer



Council Meeting 13^h September 2021 Minutes

Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton SO31 4JE

Present

Members: Cllr Cohen, Cllr Cross, Cllr Dann, Cllr Hand, Cllr Jones, Cllr Lehenis, Cllr Nicholson, Cllr Rolfe, Cllr Ryan, Cllr Thompson and Cllr Underdown

Staff: Clerk, Project Manager and Communications Lead

Minute references will be 13092021+agenda item number

Item number

1. Welcome

Apologies for absence

Cllr Palmer

Expressions of interest

None

Approve the minutes of 14.06.2021

Proposed: Cllr Underdown

Seconded: Cllr Nicholson

and the minutes were agreed.

2. Public participation.

None

Community Issues

3. Grant Applications

Mercury Residents Association – Day of Action for a grant of £157.00 for public liability insurance to support them in their work on the day and throughout the year.

Proposed: Cllr Hand

Seconded: Cllr Underdown

and all agreed that the Council in accordance with its powers under section 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure to award a grant of grant for £157.00 to Mercury Area Residents Association for the purchase of Public Liability insurance.

4. Community Safety and Crime Reduction Working Group including representatives.

Agreed to set up a Community Safety and Crime Reduction Group and invite it to submit terms of reference following its first

Council Meeting 13^h September 2021 Minutes

Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton SO31 4JE

meeting. Agreed the following would join the group: Cllrs Nicholson, Cross and Dann.

5. Youth Drop In – venue

It was agreed to offer the Roy Underdown Pavilion as an alternative venue to the Mercury Hub in Hamble.

6. Project Prioritisation for 2021

The summary of the spreadsheet using the high priority filter and within six months produced a spreadsheet that was agreed as the basis of the first programme of work. The spreadsheet would come back each meeting and in January the other projects would be considered for inclusion. Until then no further projects were to be added.

Proposed: Cllr Underdown Seconded: Cllr Cohen
and all agreed the priority list attached to the minutes.

7. Feedback on Operation Aquatic and anti- social behaviour in Hamble

PC James Phillipson-Masters unable to attend the next meeting. Clerk due to attend a multi-agency meeting on 15th September to review this year's approach and feedback. Councillors felt that there have been improvements across the village with a more visible Police presence and a reduction in anti-social behaviour including those related to vehicles. Councillors and parishioners welcome it.

Committees, Groups and Administration

8. IT Cloudy proposal

Agree the package of measures around the licensing, consultancy and training elements of the quote with the purchase of further equipment deferred until January.

Proposed: Cllr Underdown Seconded: Cllr Cohen
and all agreed the package set out in quote 1468 in the agenda pack. At project plan to follow and a further discussion on how

Council Meeting 13^h September 2021 Minutes

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best to use the meeting equipment when the software for meetings has bedded in.

9. Recommendations from Committees and Working Groups

Asset Management Committee

To approve the purchase and delivery of 16 heavy-duty cast-iron Baltimore benches from Townscape at a cost of £27,434.40 + £5,486.88 totalling £32,921.28. Further delegation up to the sum of £5,000 is requested for funding the ground works. The cost of the works will be refunded by Eastleigh Borough Council via developer's contributions.

Proposed: Cllr Thompson Seconded: Cllr Underdown
and all agreed the purchase of the seats on the terms set out.

- Allotment Working Group

Confirmation of representatives as Fred Wales, Margaret Tuley and Nicki Winstanley.

Criteria for reviewing the closure of the footpath to include:

Complaints from the public about closure – establish through newsletter plus

snap survey of allotment holders – What has site security been like this summer?

Do they support the long term closure of the path to the public?

- Waste and Recycling Working Group

A grant for Hampshire County Council Waste Reduction Grant Has been submitted for water refill points at Mount Pleasant, RUP and the Foreshore. Progress has also made with the bin audit and looking at using QR codes on bins to report issues with bins.

Council Meeting 13^h September 2021 Minutes

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Agree the half day closure on the 10/12 and from midday 24/12 to 4/01. And to agree an allowance of £40.00 per member of staff for the Xmas lunch.

Proposed: Cllr Hand
and all agreed

Seconded: Cllr Ryan

The issue of the BP grant programme and the Christmas Briefing was raised and the Clerk agreed to follow up with them.

Financial, Risk and Governance

12. Fees and Charges – Charges for 2022 Foreshore Parking Permits

Proposed: Cllr Leheins Seconded: Cllr Dann and was
agreed an increase of £15.00 for 2022 permits

Propose: Cllr Underdown Seconded: Cllr Cohen and also
agreed to peg our hourly car park charges in line with EBC's
charges in The Square.

13. Payments and Bank reconciliation for June, July and August Receive and approve each of the reconciliations and payment lists

Proposed Cllr Rolfe Seconded Cllr Ryan
and all agreed the payment lists and reconciliation statements.

14. Performance Information

Some work has come together already – thanks to Claire for her contribution that Council welcomed. More to do on other activities. Have people any suggestions?
A further project was identified for the new financial year to appoint a new auditor as previously agreed.

Council Meeting 13^h September 2021 Minutes

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Council were also notified that further information was requested from the Auditor and that the detail figures were to be resubmitted.

Proposed: Cllr Cross Seconded: Cllr Rolfe and all
agreed to note the requirement of further detailed information on
the AGAR form to be submitted.

- | | |
|--|------------------|
| 15. Accidents and incidents | Note the report |
| 16. Delegated decisions from
Council and Committees
since 02.07.2021 meeting | Note the report. |

End of meeting 21.08

Agenda item 3

Grantham Avenue Parking

We the undersigned are campaigning against the continued abuse of parking private and commercial vehicles of none residents in Grantham Avenue, and very often for several days and nights at a time.

It's frustrating when the residents of Grantham Avenue can't park and elderly residents' visitors such as family, friends & daily carers can't access our premises. There is at present a lull in daytime parking due to the local Co-op closure but weekends and all-night parking of none resident is still a huge problem.

NAME	DOOR No	POST CODE	SIGNATURE
S. HAYES	14	SO31 4JY	S. Hayes
D. JENKINS	12	SO31 4JY	D. Jenkins
V Jenkins	"	" "	V Jenkins
S. CLEWER	3	SO31 4JX	S. Clewer
R SEABOURNE	3	SO31 4JX	R Seabourne
A. Dunn	10	SO31 4JY	A. Dunn
N Harris	8	SO31 4JY	N. Harris
L Dawson	2	SO31 4JY	L Dawson
J Bean	16	SO31 4JY	J Bean
J Fox	18	SO31 4JY	J Fox
B. MAIDMENT	20	SO31 4JY	B. Maidment
P. HOOPER	24	SO31 4JY	P. Hooper
G. DEASEY	22	SO31 4JY	G. Deasey
P. Wright	26	SO31 4JY	P. Wright
J. Swain	28	SO31 4JY	J. Swain
G.M. BOWLES	30	SO31 4JY	G.M. Bowles
D. JENSEN	32	SO31 4JY	D. Jensen
P. B. HARRIS	34	" "	P. B. Harris
R. A. DIXEY	48	" "	R. A. Dixey
J. A. BROWN	48	" "	J. A. Brown
J. Samways	27A	" "	J. Samways
M. Charnell	36	SO31 4JY	M. Charnell

NAME	DOOR N° & POST CODE	SIGNATURE
AD	42 5031 43Y	AD
E L L	44 5031 43Y	E L L
EILEEN CREEN	46. " "	E P G. B.
V. Bishop	50 " "	
Sawwoodward	52, 5031- 3JY.	Sawwoodward
A P Peckham	41 - 5031 43X	A P PECKHAM -
J. Elant	39, 5031 4JX	Jelant
S. WYETH	35 5031 4JX	S. WYETH
M. Enbb	31A 5031 43X	M. Enbb
M Doyle.	21A 5031 43X	M Doyle.
B Rawley	23 5031 43X	B. Rawley.
E. Brethelle	19 GRANTHAM AV 5031 4JX	E. Brethelle
C. Collier.	19A Grantham Ave	C. Collier.
N HARRISON.	17. GRANTHAM AVE.	N Harrison.
E white	15 Grantham Ave	E White
M white	15 Grantham Ave	M white
R Collins	11 Grantham Ave	R Collins
J WOODHOUSE	1 GRANTHAM AVE	J Woodhouse.
S Jones	5 GRANTHAM AVENUE	S Jones
T. ELSA	2 " "	T. ELSA
J. DAVIES	9 GRANTHAM AVENUE	J. DAVIES

Agenda item 4

Expressions of interest sought for Groundworks Contract at Hamble Foreshore

Hamble Parish Council are seeking expressions of interest to remove the existing concrete benches and replace with new seating. The site is the Southern Quay at Hamble Foreshore. The Foreshore is popular with residents and visitors alike and completing the works to a high standard and to a fixed timetable (before 31st Jan 2022) are essential elements of the contract.

We are looking for expressions of interest, from skilled groundworks specialists to quote for the following work:

- Provide a safe and secure working environment and compound which still enables public access to the Foreshore
 - Removing 16 concrete bench seats and disposing of them in a legal and environmentally sound fashion
 - Removing, cleaning and storing pavements to allow for the bench removal
 - Each new bench will occupy the space freed up by the removal of the existing benches.
 - Preparation of a concrete pad and fixing for the new seating (16 x Baltimore heavy duty cast iron seats) and replacement of the removed pavements to provide a neat and complete finish
 - Liaison with the supplier for delivery and installation of the new bench seats. Ability to store the new bench seats, which are due to arrive at end of November, until they are installed would be an advantage.
 - Ensuring that grass is cut back and areas reseeded where needed.
 - Site reinstated in a clean and clear condition.
 - Site visits can be arranged.
-
- To be completed no later than January 31st 2022.

As a public space work is expected to be on a full time basis once started – until completion. Copies of all relevant licenses to be provided including; Work in Progress (WIP), Waste Carrier Licence and Public Liability. The site is next to water and tenders should ensure that their working practices reflect this minimise risks to themselves, the public and the marine environment.

Two references must be supplied. These will be followed up along with financial checks.

Contract payments will be made in the following tranches:

30% on issue of contract,
50% on start on site and
20% satisfactory completion of the contract.

Site visits can be arranged.

Expressions of interest must be received by 17.00hrs on Thursday 14th October. These can be either by email or in paper form.

All tenders (and copies of relevant licences) must be delivered in a pre-supplied envelop to the Parish Office, 2 High Street, Hamble Southampton SO31 4JS no later than 17.00hrs on Thursday 28th October. Tenders should include a final price, including VAT and a method statement including the quality of the finish. Contracts will be assessed on the following basis:

40% value for money

30% demonstrating competence in the running of the contract and the quality of finish

20% demonstrating delivery by the agreed date

10% Added value that you can bring to the scheme over and above that set out in the specification.

The successful Contractor will be notified early no later than the November 12th 2022 and a JCT Minor Works Contract issued for completion.

IT Cloudy Proposal

Please find below the results from the IT Cloudy Proposal survey:

What features of the IT Cloudy Teams presentation do you think will particularly benefit you?

- Use of the decisions software
- Don't know
- The integration of the various features
- still unsure, most benefit seems to be council and office staff.
- To help the office and other staff to be more efficient.
- Increased levels of communication including all of the team. Hopefully forms too.
- An integrated system, resulting in efficiency gains and a better flow of information which will be of benefit to HPC and residents.
- 1st phase: Better email with full MS 365 functionality for Councillors with online MS Office (inc Teams and chat); 2nd/3rd phase - Decisions software for voting and extended the 'digital engagement' with the community via Hybrid meetings to allow public attendance to Council/Committee meetings via Teams.
- Communication with the council and its parish
- on-line team resources
- Easier access to emails and documents.
- The use of decisions software and also shared access to public and councillors for key material and information
- Not sure

Do you foresee any obstacles that might stop you from using Office 365 and Microsoft Teams in the way that IT Cloudy demonstrated? i.e., insufficient hardware, training requirements

- Concerned that I will have limited time to implement the system fully alongside other daily duties.
- Not sure
- None
- training on use
- I do not have up to date equipment to use at meetings.
- Hoping that it will become the new normal
- Possibly out of date software on personal devices, integration with android systems on tablets and phones.



- Too much change too quickly - agree on a phased approach - and very good to see 'change journey acknowledged early on. Allowing enough time for training and checking members (and staff) have the right hardware to use the MS Office 365 platforms easily (without incurring additional/significant costs). If/when we implement Hybrid meetings to allow public participation - ensuring we can test and pilot these meetings (and eliminate any pitfalls) before rolling out to public meetings. This might also be implemented in a phased approach.
- Unsure prob training and customer support
- conflicts with other systems I use for other activities. Lack of dedicated hardware if required.
- Interaction with apple hardware/software. Currently have failed to integrate mail etc. Drives me mad.
- With training and familiarity I hope to be able to use and benefit from the upgrades.
- I don't use much Microsoft stuff and prefer Mac, so can't really comment.

What would success look like for you in terms of the new IT system? What would need to be achieved by the Council as a result of the IT Cloudy systems for you to consider the project a success?

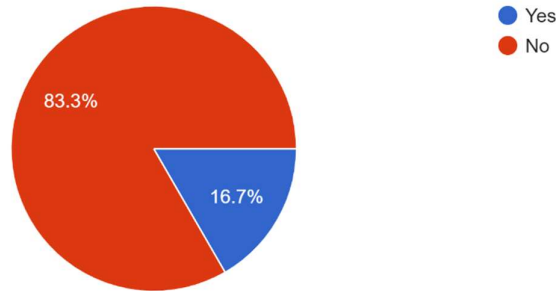
- Streamlined IT systems with greater access to information by Councillors and public (the later by the website)
- Not sure
- More public participation
- reduce the number and quantity of form filling needed
- Better use of time for employees.
- Live streaming of meetings. Increased and fast communication with all of the team.
- Rapid uptake by users. Ease of use. The council will need to demonstrate efficiency gains within the office processes and significant benefits for users and public.
- In Summary - Smoother working and document collaboration for Councillors and Staff.
 - 1) Easier access to find documents and minutes.
 - 2) All members and staff feel 'satisfied' with the changes and find the new platform will make 'council' work easier.
 - 3) Public/community find it easier to join Council and Committee public sessions via any Hybrid/Broadcast set up - thus helping to give the public access to these sessions. And HPC is given positive feedback (direct or informal on social media) for this new approach.
- More input on what the parishioners would like to see
- efficiency of operations, reliable access to information, flexible working, digital engagement with parishioners.
- Easier access to info and more streamlined office support which in the longer term should release resources. Also greater clarity and management info.
- To greatly increase our efficiency in the way we work on a day to day basis, manage our public meetings and make information available to the public.



- To replace the emails with a more effective mode of communication. Continue with the paperless principle established during Covid lockdown, indeed one of the very few beneficial impacts of Covid.

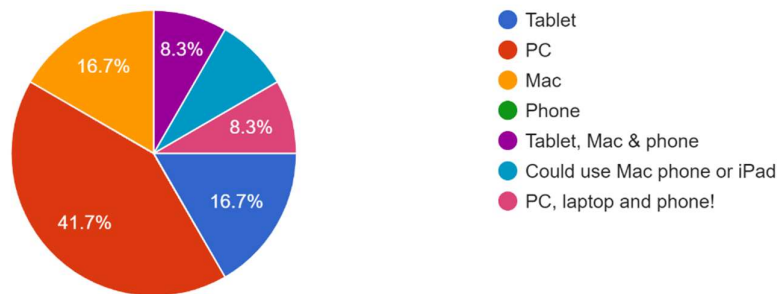
Do you think you will need new a new device to successfully access Office 365 applications?

12 responses



What IT hardware will you be using to access the Office 365 software?

12 responses



Do you have any further comments regarding the IT Cloudy proposal?

- No
- there could be a long period during which the switch could seem like a mistake before using the whole system becomes clearer and benefits start appearing, this period of change will hopefully be recognised to allow those with less IT skills to develop and to see the hoped for benefits
- We should go in small stages and use what is useful to us, not everything at once. To ensure important things are not lost such as details/information of meetings etc, particularly for those in our community that do not have access to IT. A low priority should be broadcastings meetings given the experience of HCC and the very few that use it, we have better means to involve the public in meetings.
- I am standing by - and hopeful!



- I would like to be able to use the software on Android tablet and phone.
- Will look forward to seeing how the implementation programme evolves and how the phases will be 'staged' - including the change journey and helping ensure we have a smooth adoption.
- I would still like to see it in operation at another nearby Parish Council, or find out a Council that uses it and chat to them about the for s and against s
- Keep it simple, make small sure steps with clear measurable targets for each step. Spend as little as required to make the next step. get foundations in first.
- Need to ensure integration of hardware and software and ensure that duplicate records are not being kept
- Seems very complicated, and somewhat suggesting we will have no choice but to be subservient, and it must be remembered this system is here to serve us. A distinct danger of the tail wagging the dog, I fear.





Quote

Quote Number: 1468


Payment Terms:
Expiration Date: 05/06/2021

Quote Prepared For

Amanda Jobling
Hamble-le-Rice Parish Council
Hamble Village Memorial Hall
2 High Street Hamble-le-ric
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United Kingdom
Phone:
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Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
Monthly Items						
1)	5	Microsoft 365 Business Premium 	£15.10	£2.27	£12.8350	£64.18
		Best for businesses and councils that need everything included in Business Standard plus advanced cyberthreat protection and device management.				
		- Email, Calendar and Contacts				
		- Cloud Storage (OneDrive\SharePoint)				
		- Microsoft Office Applications				
		- Microsoft Web Applications (Planner, Bookings, OneNote, Lists, Forms and more)				
		For more information visit https://bit.ly/3mWRT5L				
		x4 office staff				
		15% discount applied for attending virtual summit				
2)	5	Microsoft Defender For Endpoint	£3.90		£3.90	£19.50
		Microsoft Defender Advanced Threat Protection				
3)	3	Microsoft 365 Business Basic	£3.80	£0.57	£3.23	£9.69
		Email address, Cloud Storage & Web Applications				
		- Email, Calendar and Contacts				
		- Cloud Storage (OneDrive\SharePoint)				
		- Microsoft Web Applications (Planner, Bookings, OneNote, Lists, Forms and more)				
		For more information visit https://bit.ly/3mWRT5L				
		x3 Ground Staff				

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
15% discount for year one applied for attending virtual summit						
4)	12	Microsoft 365 Business Basic (Councillor) Councillor Email address, Cloud Storage & Web Applications 	£3.80	£0.57	£3.23	£38.76
<ul style="list-style-type: none"> - Email, Calendar and Contacts - Cloud Storage (OneDrive\SharePoint) - Microsoft Web Applications (Planner, Bookings, OneNote, Lists, Forms and more) <p>For more information visit https://bit.ly/3mWRT5L</p>						
15% discount applied for attending virtual summit						
5)	9	Datasafe Cloud 	£4.20		£4.20	£37.80
<ul style="list-style-type: none"> - Microsoft Exchange, OneDrive, SharePoint, Calendar and Contacts backed up 3X a day - Data encryption both at rest and in transit - Data controls and monitoring tools, including audit logs, uptime and availability SLAs <p>x5 staff x4 SharePoint Libraries</p>						
6)	1	Cloudy Council Learning and Development Service Access to a range of council specific support content designed to improve your staff and councillors adoption of Microsoft 365.	£7.99	£7.99	£0.00	£0.00
<ul style="list-style-type: none"> - Access to hundreds of learning and development videos on 365 products - Access to free monthly training session, provide by Cloudy Training Consultant - Access to exclusive monthly newsletter - Access to Clerks forum group - Access to Cloudy video library 						
7)	4	CloudyIT End User Support Standard End User Support: 8am - 5.30pm Monday - Friday (Excluding Bank Holiday)	£20.00		£20.00	£80.00
<ul style="list-style-type: none"> - Access to CloudyIT support desk via email, phone, support tool - Includes onsite support (should the issue not be resolved remotely) - For more information, including our standard SLA please view terms and conditions 						
8)	3	CloudyIT End User Support (non office based staff) Standard End User Support: 8am - 5.30pm Monday - Friday (Excluding Bank Holiday)	£10.00		£10.00	£30.00
<ul style="list-style-type: none"> - Access to CloudyIT support desk via email, phone, support 						

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Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
		tool - Includes onsite support (should issue not be resolved remotely) - For more information, including our standard SLA please view terms and conditions For x3 Ground Staff				
9)	1	Agenda Management from Decisions Summit 50% Discount off RRP Small council: (1-25, including councillors and staff) - Decisions Agenda Managment - Prepare & collaborate by attaching documents to be presented in the meeting - Capturing notes and comments from the team - Record action items and decisions during the meeting - Keep track of time, take meeting minutes and assign tasks quickly and easily 50% year one discount applied for attending virtual summit	£140.00	£70.00	£70.00	£70.00
					Monthly Total	£349.93
One-Time Items						
10)	1	Data architecture / scoping Data architecture / scoping	£195.00		£195.00	£195.00
11)	1.5	E-mail and Data Migration E-mail and Data Migration	£450.00		£450.00	£675.00
12)	0.5	Device Configuration and Setup Device configuration and Azure join of computers / laptops x4 devices	£450.00		£450.00	£225.00
13)	1	Staff Training x1 staff training session	£225.00		£225.00	£225.00
14)	1	SharePoint / Teams Configuration Setup of Teams and SharePoint libraries, as agreed within Architecture stage. Migration of data to correct channels and SharePoint Libraries.	£450.00		£450.00	£450.00
15)	1	Councillor Training 2 x councillor training session 100% discount applied for attending virtual summit	£390.00	£390.00	£0.00	£0.00
16)	1	Staff - Decisions Installation & Training - Installation and staff training - Basic customisation	£295.00		£295.00	£295.00

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Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
17)	2	Councillor - Decisions Installation & Training - Councillor Training 2 x sessions Will be included as part of the councillor training - 100% discount applied for attending virtual summit	£195.00	£195.00	£0.00	£0.00
18)	1	Service Review Service review to develop applications that will bring you greater efficiencies	£150.00		£150.00	£150.00
19)	1	5 Hours Pre-Paid Support 5 Hours Pre-Paid Support Expires after 2 years	£250.00		£250.00	£250.00
					One-Time Total	£2,465.00
					Subtotal	£2,814.93
					Total Taxes	£517.99
					Total	£3,332.91

Authorizing Signature _____

Date _____

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Quote

Quote Number: 1841

Payment Terms:
Expiration Date: 10/23/2021

Quote Prepared For

Amanda Jobling
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Hamble Village Memorial Hall
2 High Street Hamble-le-ric
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Quote Prepared By

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Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
Monthly Items					
1)	1	Virtual Machine RBS Rialtas licences x4 users	£120.00	£120.00	£120.00
Monthly Total					£120.00
One-Time Items					
2)	1	Setup and Configuration (2-5 users) Setup and Configuration Setup of VPN / RDP Setup of firewall Setup of RBS on virtual server	£250.00	£250.00	£250.00
One-Time Total					£250.00
Subtotal					£370.00
Total Taxes					£74.00
Total					£444.00

Authorizing Signature _____

Date _____

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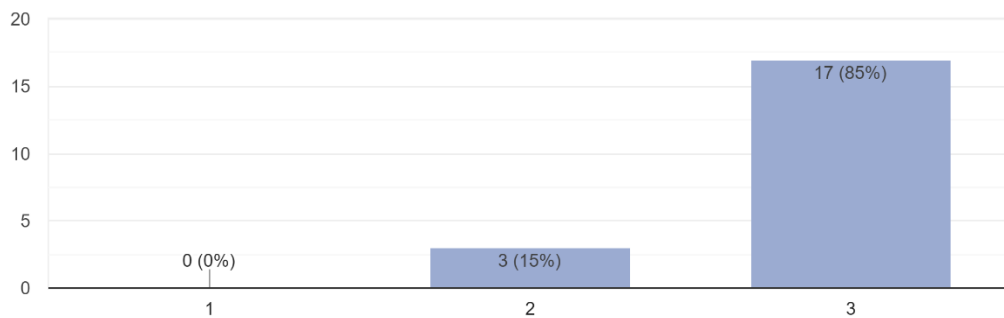
Allotment Holder Survey

One of the matters under consideration by the Allotment Working Group is the pathway running through the allotments which is currently closed. Allotment holders have been consulted on the matter.

Please find below the results from this consultation with allotment holders:

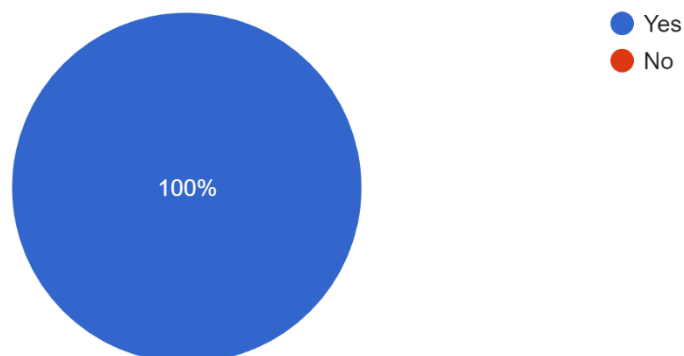
How do you feel that site security has improved since the temporary path closure? (where 1 is no improvement, and 3 is significant improvement)

20 responses



Do you support the permanent closure of the path to the public?

20 responses



Project Initiation Document	
Project Objectives: Digital transformation	
Problem to be solved (or opportunity): Standardise access, storage and operating systems using existing software. The provider will link to other software suppliers and will	
Project Deliverables: Staff and councillors meeting basic ICT standards and trained to use the 365 suite business basics. Key staff to be competent at using premier business suite and to use applications to improve service delivery and accountability. Example include the use of forms to provide work flow and management information on key aspects of the council's business Use Decisions software to meet governance standards and produce information and decisions in a clear and timely way. Decide on how the use of meeting equipment will be used to promote community engagement in the business of the Council.	Scope (inside/outside): Initially the current supply of equipment will remain outside of the scope except the supply of members equipment. Contract will continue with Carrera although there will need to be a cost apportionment reflecting the removal of the license from Carrera to IT Cloudy.
Assumptions: That all staff and councillors will be equipped to benefit from the changes. Training will be taken up by both groups.	Key Stakeholders: Carrera, IT Cloudy, Staff and Councillors

Project Sponsor: Personnel Working	Project Manager: Clerk
Team Members: Projects Manager Operations Manager Personnel Lead	

<p>Key Milestones:</p> <p>Project inception meeting</p> <p>Contact other Council contacts who have made the switch</p> <p>Meeting with IT cloudy to review all aspects of the project</p> <p>Review architecture of filing and agree permission policy for files and folders</p> <p>Create, issue and review a survey of staff and councillors to understand concerns and needs to ensure the project is successful.</p> <p>Commence a small PR campaign to promote the benefits of the change and to create buy-in.</p> <p>Identify training dates and ensure all relevant people have had the training</p> <p>Agree a date for migration of data</p> <p>Ensure new equipment is available and set up.</p> <p>Identify a meeting – Planning in November for the use of the decisions software and Full Council in December.</p> <p>Agree a policy for the use of the virtual meeting equipment and arrange to have both sets installed to assess HPC's requirements.</p> <p>Hold a mock meeting to check how technology operates. Focus on Working Groups?</p>	<p>Date:</p> <p>21.09.21</p> <p>WC 20.09.21</p> <p>23.09.21</p> <p>WC 27.10.21 and complete by 8.10.21</p> <p>1.10.21</p> <p>8.10.21</p> <p>Staff day – 18.10.21</p> <p>WC 11.10.21</p>
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Risks:

People are resistant to using technology or struggle to complete training

Data is lost in transition

Days are lost due to transition and tech issues

That the two suppliers cannot work together

Insufficient time to complete transition with other day to day activities

Training fatigue especially for councillors given the other training requirements

Budget, Resources or Constraints:

EMR £10,000 allocated for the project

Project Approval Date: 13.09.2021

Signed:

Footpath through the Allotment – Report on Closure

The footpath has been closed for some time now and a decision will have to be made as to whether it should be closed on a permanent basis or whether it should be re-opened.

To help facilitate this a short Survey is being sent out to all current allotment holders seeking their views on the level of vandalism and anti-social behavior, whether the gate being closed has an impact on their access to the plots and whether they feel it should be opened or remain closed. This survey will be sent via e-mail or by post as required. The deadline for responses will be 1st October.

The second phase will be to give Hamble residents the opportunity to have their say – there will be information posted on the Hamble website, the Facebook page and also in the October edition of the Newsletter. The deadline for comment will be the end of October.

All information will be collected and presented by the 2nd week in November and a final decision voted on at the December Council meeting.

Newsletter Review Survey

In June 2020, we introduced a new-look newsletter which moved away from the traditional magazine format, focusing instead on community news articles and events. The reasons for changing format included a lack of advertisers to fill all the available space (a typical edition would have 34 pages), the costs involved in producing and printing the magazine (which were rarely offset in their entirety by advertising revenue), and a general refocus on community news rather than advertising.

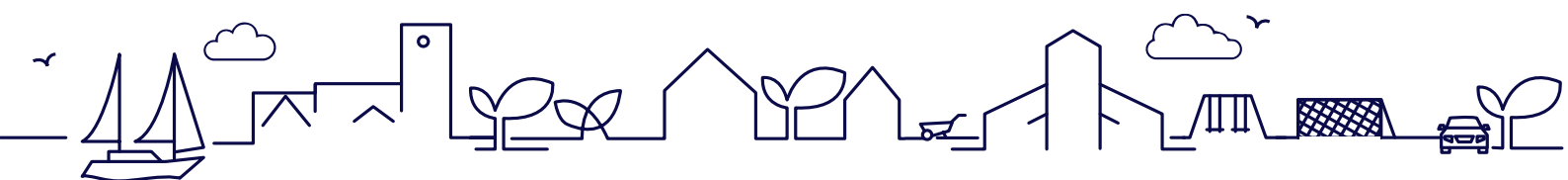
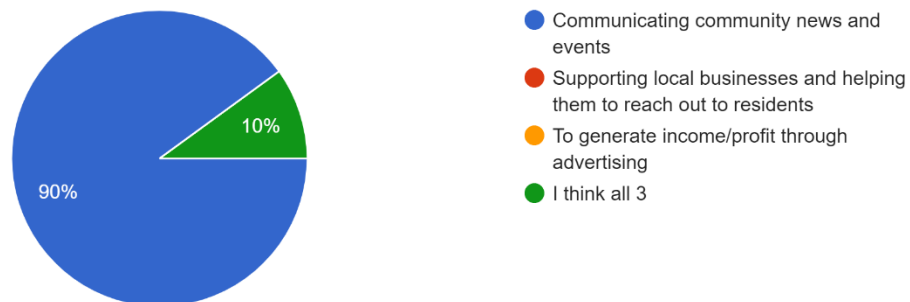
We committed to reviewing this new format after a year, although this review was postponed due to a short newsletter hiatus towards the end of 2020. Instead, we decided to review the format once 10 editions had been published, which will be the case in November.

We will be asking residents for their feedback on the new magazine format, but in the first instance, we have gathered feedback from members and staff.

Please find below the results from this internal survey:

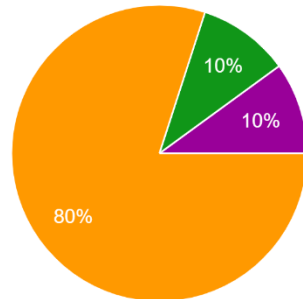
What do you think should be the main function/focus of the newsletter?

10 responses



What percentage of newsletter content would you like to see allocated to local businesses as advertising space?

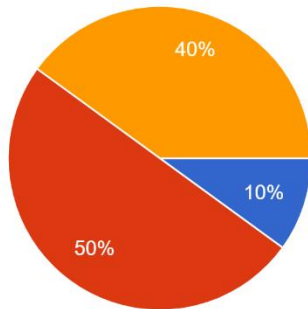
10 responses



- None
- Less than 10% (around 1 page in total)
- 10% - 25% (up to 2 pages in total)
- 25% - 50% (2 - 4 pages)
- 50%+

Which of the following statements do you agree with most strongly:

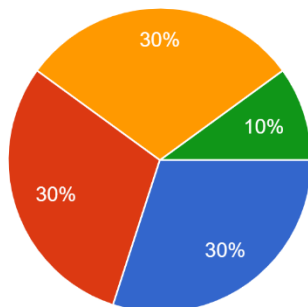
10 responses



- The newsletter should generate a profit which can be invested into community activities
- The newsletter should be a cost-neutral activity (i.e., where advertising income equals production/distribution costs)
- It is acceptable for the newsletter to be produced at a loss, as the cost is necessary to communicate important matters to the local community

The approximate costs associated with each edition of the newsletter are currently as follows: £180 for collation of content/graphic design; £485... to see the newsletters distributed in the future?

10 responses

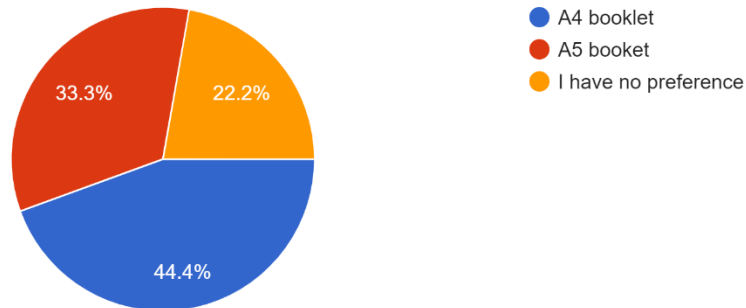


- Distribution to continue as it is now (in hard copy, to individual residents), with no changes
- Distribution to continue as it is now, but with residents able to sign up for an emailed copy too with a view to phas...
- Distribution to key points around the village rather than house-to-house, fr...
- This issue links with the environmental objectives. Currently think we require...



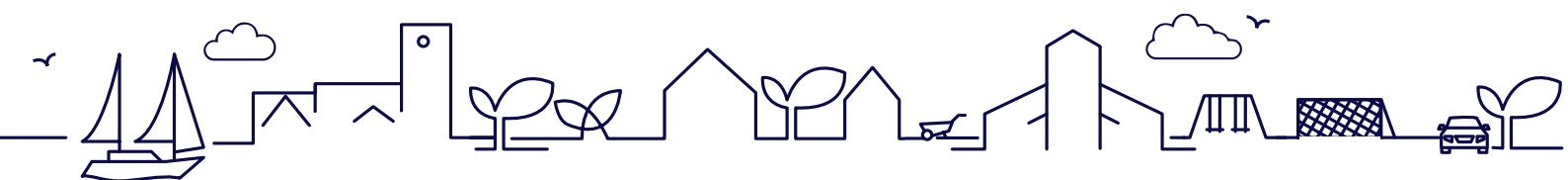
Do you have a preference as to the newsletter size?

9 responses



Are there any elements of the old-style magazine which you would like to see re-introduced to the newsletter? Please state below:

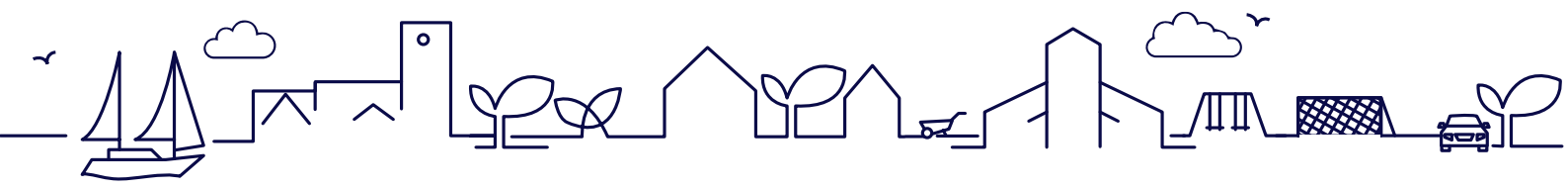
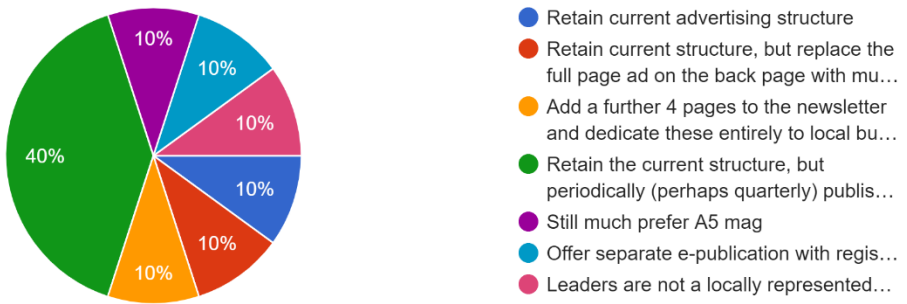
- Hamble history / from the archive (nice to have if content)
- More detail in articles about local organisations
- Short local history and/or environmental articles
- Hamble history / from the archives (MN test)
- No strong views either way
- none
- Not that I can think of
- Perhaps the A5 format
- No
- All of them i also emailed Claire re website days past in Hamble etc



What questions do you think we should be asking residents in respect of this newsletter review?

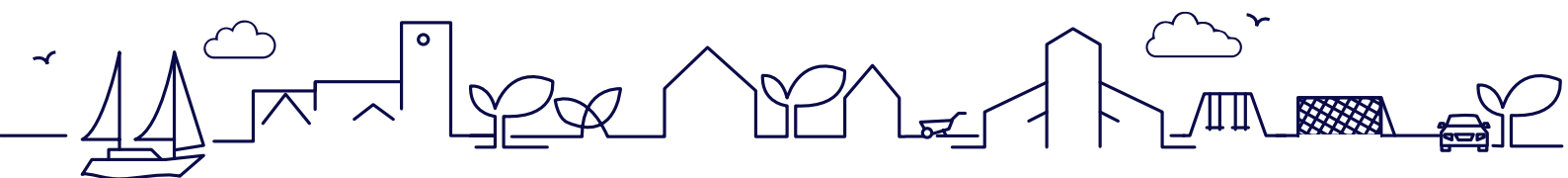
- Their preference of size between A5 (magazine) or A4 (newsheet)
- Do they read it or not?
- All 6 questions above (Q2 could be omitted advertising %-); Q4 - keep if we can be transparent as to production costs + Q12 (Other comment...) Suggestion 2 addition - 'news channels' and print vs digital preference: Q: How do you access Parish Council news and community information? [tick all that apply] - I read the Parish Council newsletter regularly - I visit the Parish Council website - I visit the Parish Council Social media Facebook page - I visit Hamble social media groups - I check the notice boards - Other... : Do you have a preference to the newsletter's format and distribution? - Printed copy - delivered to my door - PDF digital copy - accessed via social media - PDF digital copy - emailed - (option to sign up to email-subscription) - I have no preference Other...
- Whats missing from The newsletter they would like to see
- Would you prefer the old-style magazine or the current newsletter or another format
- Format, content, delivery method, how to fund
- How useful do you find the newsletter, What other information would you like to see
- Do you read it? Why?
- We need to look forward not back and be careful that we do not get a campaign from the no change brigade. Should ask what additional info they would like and also question on frequency. Think we already have enough feedback on change of format
- Their impression

The newsletter currently supports 1 x full page advert (which is regularly booked by Leaders), and multiple banner adverts, which are placed along the... proceed in relation to the advertising structure?
10 responses



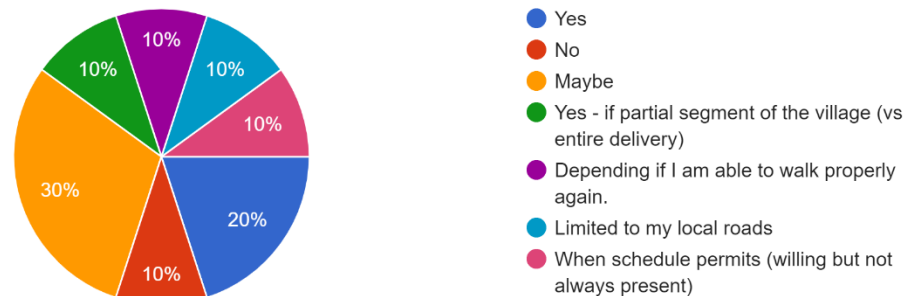
The Council is committed to reducing its environmental impact, and printing/distributing 2,500 hard-copy newsletters every month is not aligned with this commitment. How would you suggest we balance the need to effectively communicate with all local residents with our environmental objectives?

- While sustainability is important to me and HPC, values - I believe the printed newsletter is a vital channel to the community informed and engaged
- Encouraging more residents to read online
- For now - with our current demographic of blended ages, I believe keeping the printed newsletter is a useful channel for residents. However, looking to phase to pick up points' + targeted delivery + e-version in future may help to reduce our environment impact. Alternatively - we may need to consider quarterly print/deliver model +as long as regular updates to the community are shared via frequent social media posts and digital newsletter.
- Social media regularly posting contents of magazine
- Ask which households would like to opt out of a paper copy and just receive it by email
- Slowly move to on line, but careful not to disadvantage those with no online access. Advertise where hard copy can be picked up rather than deliver. Maybe have a list of those who cant access on line or pick up (elderly, housebound etc) so would still need hard copy delivered. However a valuable service should not be jeopardised on environmental grounds! Some things just need to continue.
- There will always be some services that need to be provided that will be not fully align with every other service or commitment. the gap between these needs to be considered and reduced if possible
- promote "e" version, support paper copy either by collection and/or subscription (perhaps with associated cost)
- See answer to earlier question
- By non means everyone watches Facebook for their news, so the hard copy for now at least should remain IMHO, but subject to say an annual or bi-annual review, and as the remains of local access online develop.



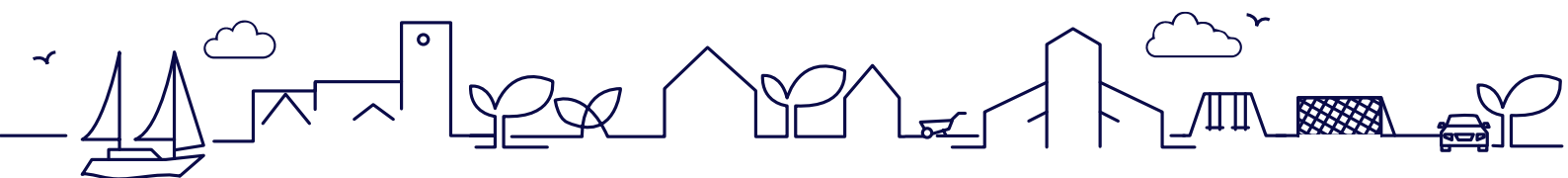
Would you be prepared to commit to delivering newsletters to vulnerable people or key locations within the village every month?

10 responses



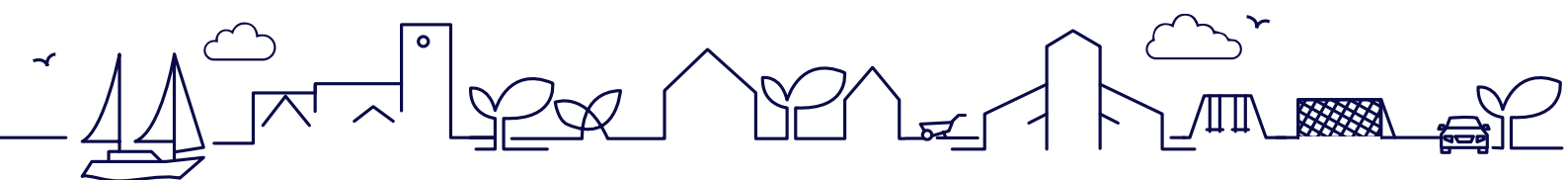
How would you suggest we gather feedback on the newsletter from residents representing all groups within the village? (e.g., younger people, older residents, business owners). Potential methods include social media, a tear-off slip in the November newsletter, a manned stand in the Square where people could be invited to give feedback.

- Social media / Tear off slip / Manned stand in the Square or Mercury hub if permitted.
- Perhaps a mixture of all 3 although not sure how many people would be in the Square during the Winter months
- Social media push the Online Survey Form Tear off slip (or whole page?) in Nov newsletter + QR code to shortcut access to this Online Great idea on manned stand - would Mercury allow a few days when we could host a stand/desk
- Coop outside maybe good survey point and social media
- Must be a variety to target the different groups. A tear-off slip would be suitable for many parishioners but would unlikely get the information required from businesses. It must be remembered at least 10% of people do not have IT/computer/internet and some of our older residents that enjoy the magazine/newsletter are unable to get out of their homes.
- tear off slip & social media
- feedback needs to come from a variety of ages, groups etc. from the village otherwise we will just end up catering for those that shout the loudest.
- ask schools to do an edition as they think it should be ... request feedback from readers and seek support of village traders in getting feedback.
- Social media, tear off slip/insert in November newsletter, agenda item on Council mtg
- All three suggested methods, and perhaps door knocking as the next magazine is delivered, perhaps even a random proportion be knocked.



Do you have any other comments regarding the newsletter, or any suggestions as to what else we should consider as part of this review exercise?

- I personally enjoy the A4 format as it stand
- It is very much a Hamble thing and should continue in some form
- None at this time
- Perhaps look at what other council's producing Happy to help ! X
- From this survey it appears a decision has been made to retain the newsletter, this was not the original proposal, which was to review it with the old style magazine and ask parishioners preferences or if there was another better style to share Hamble news. The newsletter should be about local community news and not general articles such as about astronomy.
- Compared to some other parish magazines/newsletters ours has always been much more professionally produced and of consistent high quality. It remains so today and we should strive to continue this.
- no
- I think it would be fantastic if we could make it attractive to the young people in the village.
- It is a significant improvement and we should resist going backwards



PERFORMANCE INFORMATION 2021/22

Activity/Month	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	
Number of visitors to office	Nil	nil	nil	54	60		54						
Number of calls to HPC		September total is cumulative for the year						1276					
Number of calls out of HPC		September total is cumulative for the year						872					
Number of emails to office								This data is still pending from supplier					
Financials													
Balance in bank end month end	£182,989.76	£173,442.18	£146,368.50	£112,307.49	£81,142.63	£9,380.44							
Income per month £	£123,235.00	£853.00	£10,612.00	£3,300.00	£4,888.00	£123,836.00							
Number of purchase invoices entered on the system	45	50	74	74	45	72							
Expenditure per month £	£31,248.00	£17,504.00	£25,775.00	£76,267.00	£54,793.00	£54,084.00							
Meetings													
Number of Council meetings by month							14						
Bookings													
Number of bookings - RUP				1	1		2	3		1			
Number of bookings - DDF				5	1		1			1			
Number of football games played	15	11	5	NA		29	31						
Number of bookings/events - Foreshore					1	1	1						
Allotments - (total 40)													
Number allocated						39	35						
Under Offer						1	2						
Improvement Action pending						6	3						
relinquishing						1	0						
Further inspection						2	2						
No response						2							
Number on waiting list						30	24						
Dinghy Storage Park - (spaces 200)													
Let						200	200						
Waiting List						38	40						
Action Pending						0							
Cemetery													
Ashes Internments						2							
Burials						1	1						
Number of planned inspections													
Unsafe Memorials						8							
Action to remedy Unsafe memorials						1	1						
Exclusive Right of Burials						2							
Grounds team - hours spent													
ASB						23							
Repairs						10.5							
fly tipping						2							
graffiti						4							
Accidents/injuries						1							
H&S checks						20							
Waste management						93							

Agenda item 5

Activity/Month	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Communications											
Nos of social media posts		15	27	29	20	20					
No of social media messages		3	13	2	7	15					
No of website posts		3	4	7	2	5					
No of advertisers per newsletter		0	1	5	5	4					
Income per newsletter		0	250	550	550	350					
Hours worked		30	32	29	28	27					
Numbers of council meetings during the month		1	2	3	4	1					
% of Councillors attending meetings											
Hours spent in meetings/training		1	3	3.5	6	5					
Hours spent on social media		2	3	3	2	2					
Hours spent on graphic design		7	7	6	2	2					
Hours spent on policies/proposals/plans/documents etc		0	2	4	2	3					
Hours spent on the newsletter		17	8	8	8	8					
Hours spent on administration (i.e., email correspondence, general queries)		3	9	4.5	8	7					
Graphic Design:	Wheel of Services Dog Mes Postcard Map of Parish Mission Statement Committees Document	Crime Postcard Site Specific Logos Committees Document	Foreshore and Bottle Bank Signs Hamble Mealf Illustration Parish Office opening hours document Business card designs Police Team Surgery posters	Social media best practice infographic	Municipal Year document changes						
Meetings:	Hupo Fox Training (12/5) Comms WG Mtg (13/5)	Attendance at Council Mtg (14/6) Attendance at Comms WG Mtg (15/6)	Attendance at Staff Mtg (13/7) Teams Meeting re Projects (30/7) Comms WG Mtg (30/7)	Attendance at Staff Mtg, Qtrly Review Mtg, Am Attendance at Recycling WG Mtg (12/8) Attendance at Recycling WG Mtg (27/8) Comms WG Projects Mtg (17/8)	Cloudy IT Mtg (6/9) Council Mtg (13/9) Comms Group Mtg (14/9)						
General Tasks of Note:		PDF Audit	Newsletter printing cost comparison WeHamble review Media Enquiry (Echo, HampshireLive)	Called all Useful Numbers to confirm Prepped social media training Project Plan preparation and amends Maikchmp Quick Guide Maikchmp Training	Leaders reconciliation Social Media Training (7/9) IT Cloudy Questionnaire Alignment Questionnaire Newsletter Questionnaire						
Policies:			Social Media policy		Press & Media Policy						

Agenda item 6

HAMBLE PARISH COUNCIL COMMUNITY SAFETY AND CRIME REDUCTION WORKING GROUP TERMS OF REFERENCE.

INTRODUCTION

The Community Safety and Crime Reduction Working Group (CSCRWGWG) has been established by the Council in order to facilitate a close working relationship between Community Stakeholders in an effort to oversee a co-ordinated response to Crime within the Peninsula.

The Working Group will meet not less than every two months and will report back to Council regularly. Small Task and Finish groups may be used to focus on specific tasks if appropriate and could include community representatives.

CSCRWG will set out its priorities and a work plan for the year with specific projects with targets that are manageable and deliverable.

CSCRWG will be the Project Board for all workstreams within its remit.

The group will also review projects on completion and make recommendations for change to improve practice and learning across the council.

MEMBERSHIP

Members and Chairman of the CSCRWG will be appointed by the Council at its Annual Council Meeting. Additional councillors with relevant professional experience may be co-opted as needed and elements of work will be subject to either a short term task and finish group that will look at a specific issues. This could include for example the designation of Neighbour Watch areas.

Membership is 4 members.

Where appropriate the contribution of expert witnesses or services will be sought by the Working Group on an ad hoc basis.

The Chairman of the Council is an ex officio member but may also be a member in his or her own right.

A quorum of three members is required but as a Working Group it will have not decision making powers – but will make recommendations to Council as needed.

CONFIDENTIALITY

All members must preserve confidentiality and be aware that information could be shared that is sensitive and personal in nature.

DELEGATED POWERS

None

REMIT OF THE WORKING GROUP

CSCRWG will:

- Identify projects and deliver them either directly, through partners or via Task and Finish groups.
- Ensure that priorities are clear and supported by Project Documentation where appropriate
- Ensure that projects are delivered on time and to budget
- Seek information on key council activities and review performance information on them.
- Ensure that projects commissioned by the Council give regard to crime and crime prevention as part of their remit. On completion check that measures have been taken as expected.
- Bring Stakeholders together in an effort to tackle Crime and to then oversee the maintenance of key partnerships
- Act as a point of information for the Community on issues relating to Crime within the Parish

WAYS OF WORKING

The Working Group will produce an annual work plan for consideration by Council. Based on this a programme of meetings will be agreed to deliver the work programme. The Council will identify opportunities for working groups and task and finish groups as appropriate. It will undertake matters or work referred from other Working Groups or council. Will produce regular updates to Council on progress with the delivery of the work programme.

RECORDING OF DECISIONS.

All meetings will have proper minutes taken and other records kept, as required.

Agenda item 7

Hamble Parish Council
Personnel Working Group

Recommendations from the Personnel Working Group

1. That the Councils Standing Orders be revised to include the following statement (addition in italics):
16. PROPER OFFICER
a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent. *Where no other member of staff is available then Vice Chair will carry out the role of the Proper Officer. In the case of a prolonged absence a locum officer will be sought.*
2. To approve the new appraisal and performance management policy for staff
3. To approve the change in working hours for the Project Manager. The substantive hours at appointment were 15 hours per week but these were increased to 25 hours up to the end of September. It is proposed that the post is now based on 20 hours per week.
4. Approve the role profile for the Accounts Assistant.
5. To remove £5,000 from the Valuation Earmarked Reserve (£11,000) reducing it to £6,000 and using the budget to cover training expenditure for staff and members.

Further item for council to approve
The Smaller Councils pay award has been approved as follows
(taken from the SLCC website):

Local Government 2021/22 Pay

The National Employers have now met and have made an improved and final pay offer to the NJC unions as follows:

- **An increase of 2.75 per cent on NJC scale point 1**
- **An increase of 1.75 per cent on NJC scale point 2 and above**

- **Both of the above to apply from 1st April 2021**

The previous offer made was 1.5% for all.

The other elements of the claim were on:

- A national minimum agreement on homeworking for all councils. They rejected this but have proposed further talks on hybrid working.
- An agreement on best practice national programme of mental health support for all Council staff. Further discussions will be held on providing a framework agreement.
- A review of the Green Book provisions for maternity/paternity/adoption leave/shared parental arrangements. The Government will be issuing its response to its consultation on the potential reform of the statutory provisions for maternity, parental and family leave and pay before the end of this year. Therefore, they intend that the NJC waits to see what the Government brings forward before embarking on a review of its own.

The Unions response is expected and we will continue to keep you advised of developments.

Given this

6. To note the national pay award and approve the change to the staffing budget and the backdate of payments to the 1st April 2021 for payment in the October pay cycle.

Hamble Parish Council
Appraisal and Performance Review Policy

Staff are the councils most valued asset. Investing in their performance and development ensures not just a happy and motivated staff but also a framework within which the Council can achieve its strategic objectives and manage change. Appraisals and performance review throughout the year ensures that staff understand what is wanted from them and by when, the standard of the work they need to provide and the behaviour expected of them, in the conduct of their daily work.

General principles

Hamble Parish Council is fully committed to supporting and encouraging individual performance and potential, and will provide the necessary feedback, support, and training.

Appraisals/staff support meetings (1 to 1's) are an opportunity to seek and receive responsive and balanced feedback on their work performance for the Parish Council.

Staff are appraised annually, with an informal review after 6 months and monthly 1 to 1 meetings. The development plan should be discussed to establish progress and to support staff in meeting their targets and objectives.

The Staff Performance Appraisal is designed to motivate and develop staff around targets and behaviours through the use of training and development. A similar framework will also be used as the basis for probationary reviews.

The Chair of Council plus another Councillor will undertake the Clerk's appraisal. Councillors involved in appraisals should have a full understanding of the role and undertake training in the conduct of appraisal. Council should agree targets for the Clerk and for all staff ahead of the appraisal process.

Appraisals will be carried out by the line manager. The document when completed will be signed by both parties. A summary of the appraisals will be reported to the Personnel Working Group

Performance Feedback should be based on evidence collected throughout the course of the year and should be designed to recognise

good performance and assist in identifying clear and achievable targets that are deliverable and supported by training and development opportunities.

Development could include a range of measures including training, on line resources, work shadowing, job placements, networking, professional qualifications, coaching and mentoring.

It is the Parish Council's goal to support staff and to ensure that a fair and open Appraisal process is at the heart of this policy.

Purpose

To ensure that staff are supported in their work and feel fully supported and valued.

A framework within which a clear and consistent assessment of overall performance and future potential can be carried out.

The forum within which staff can express their views with a two-way conversation and agree their performance against stated standards.

A formal process for staff to receive guidance so that they can work at their full potential in a safe environment.

The process within which a development plan is established and agreed.

With a clear vision of the way forward, including changes to their objectives in their job description.

The Interview

At least one hour should be set aside for the staff performance interview. The venue should be mutually agreed and should be in a comfortable informal atmosphere, free from interruptions.

Structure of the review

The appraisal will include an assessment of two key areas. They include targets (or goals) and behaviours (or skills) needed to deliver the job. Performance will be graded and development identified accordingly to support continual development.

Process will include the following:

Section A - Personnel details

Section B - Annual Performance Plan Review

The objectives (goals) and indicators used need to be **S.M.A.R.T.**

S - Clearly specify the task to be done, when it must be completed, who is to accomplish it, and how much is to be accomplished.

M - Use multiple measures if possible, for example, quantity, quality, time frame and cost. Ask questions such as: How much? How many? How will I know when it is accomplished?

A - Ensure there is a reasonable path to achievement and an excellent chance that objectives will be accomplished.

R - Goals should be aligned with the organization's overall mission or strategy. Goals measure outcomes, not activities.

T - Set a clear period for achieving performance objectives/goals. In most cases, objectives must be completed by the end of the performance review period.

In addition to these goals the appraisal will set out performance standards that state how well they must do it. Listed below are some principles of writing good standards that can be used effectively to evaluate employee performance:

Quality: addresses how well the work is performed and/or how accurate or how effective the final product is. Quality refers to accuracy, appearance, usefulness or effectiveness.

Quantity: addresses how much work is produced. A quantity measure can be expressed as an error rate, such as number or percentage of errors allowed per unit of work or as a general result to be achieved. When a quality or quantity standard is set, the criteria for *Exceeds Standards* should be high enough to be challenging, but not so high that it is unattainable.

Timeliness: addresses how quickly, when or by what date the work must be produced. Timeliness standards should be set realistically.

Cost-effectiveness: addresses dollar savings to the organization or working within a budget. Cost-effectiveness standards may include such aspects of performance as maintaining or reducing unit costs, reducing the time it takes to produce a product or service or reducing waste.

Manner: addresses the way or style in which a task is performed or produced.

Section C – Assessment level

Performance against agreed goals will be as follows:

Outstanding - Objectives exceeded and competencies more than fully demonstrated

Standard - Objectives met and competencies fully demonstrated at required levels

Less than standard performance with some development needs - Most objectives met but development required to fully meet all objectives)

Unsatisfactory performance - Performance unacceptable; objectives not met and competencies not demonstrated

Section D – Behaviours (Skills)

These are based on

Customer service orientation

Teamwork

Problem solving initiative

Leadership

Observing work hours/using leave

Section E - Overall Performance Rating

This is a combination of the rating in C and the ratings of the skills

Section F - Summary/Development Plan

This will record:

Performance Strengths, Areas for development and a plan with timescales for development

Section G - Record of meetings/discussions

This would include a record of the following meetings; initial planning meeting, mid-year review, end year review and at least two additional meetings.

It also provides for signature that the employee had undertaken the review process (but did not necessarily agree with the outcome) and additional comments by the manager/reviewer.

This section would be maintained by the line manager and attached to the end year review review, after completion.

The appraiser should initially ask the employee to go through the self-assessment form to encourage discussion on their strengths and weaknesses and any issues or incidents that have or may occur in their job role.

Guidance for Appraisers

The staff member should be given adequate notice of an appraisal interview. The line manager will distribute the self-assessment forms to the employee two weeks before their interview to gather details on their strengths and weaknesses, and what they see as barriers to effective performance. These forms will ask for any improvement plans, development and training they think they need.

The Appraiser should be clear on what is included in the employee's job description, and any previous appraisals and trainings completed.

Prior to the appraisal, the appraiser should look at objectives set at any previous appraisals, and the employee should consider any points they want to bring up.

Be prepared to refer to a list of agreed objectives and notes on performance throughout the year.

Use positive feedback, beginning with praise for specific achievements.

Invite self-appraisal, this is to see how things look from the employees' point of view, and to let them do the talking. This enables them to get things off their chest. Use open questions.

Encourage analysis of performance. Performance should be analysed jointly and objectively, why things went well or badly, and what can be done to improve or change?

Feedback on performance should be immediate and should not be delayed the purpose of the formal interview is to reflect on experiences and look ahead. Any specific complaints/criticisms for employer/employee should be dealt with separately during the year by using the agreed grievance procedure within the Hamble Parish Council.

Agree measurable objectives and a plan of action the aim is to end the review meeting on a positive note.

After the interview

The Appraiser is responsible for ensuring that the correct documents are filed in the personnel records of the employee. The employee will receive a copy.

In the event of the employee having issues with the written appraisal, the employee can discuss the matter with the appraiser, and if a resolution is not forthcoming the employee can request a discussion on the areas of concern with the appraisal trained counsellor. The employee may request a full council if concerns are not resolved.

Timescales

September – Council reviews its projects and priorities for the next year

October – Personnel WG identifies an organisational Performance Plan with targets and recommends to Council

November – Chair + one other Councillor undertakes Clerk's appraisal

December – All other staff appraisals take place reflecting the goals set to the Clerk.

January – Any budget related issues are built into budget for sign off in January meeting. A summary of the appraisals is fed back to the Personnel Working Group

February – Staff notified of any pay awards with effective from April 1st.

May – Clerks mid year review

June – staff's mid year review

JOB PROFILE - Accounts Assistant

Hamble Parish Council is a small but busy Parish Council. It manages a range of facilities, services and leases, as well as acting as a point of contact to the community. It does business in person at the parish office, through the web and over the phone. The Council provides car parking, play areas, sports fields and pavilion, allotments, a dinghy park and manages significant areas of open spaces in the village.

The postholder will be responsible to the Responsible Financial Officer and Clerk for the administrative and bookkeeping support from the Councils accounts system. The role will also include sending and paying invoices, liaising with payroll and pension providers, chasing late payments and reconciling company accounts. In addition, you will collect and collate performance information for committees and public meetings.

Reporting to: Parish Clerk
Pay: Pay grade LC2 (18 -23)

Hours: 37 hours per week
Location: Hamble Parish Office/ Remote working

JOB PURPOSE

To provide administrative, bookkeeping support and to maintain systems and files that support good governance and audit as well as performance management.

MAIN DUTIES/ACCOUNTABILITIES

General duties

1. Undertake administrative tasks such as correspondence, filing and printing.
2. Deal with members of the public over the phone and in person when the Operations Manager is unavailable.
3. Collect and collate monthly performance data.
4. Support and provide advice and information to councillors as needed.

Financial and accounts

5. Maintain accurate and detailed customer records and create new customer accounts including those linked to the allotment (and potentially cemetery) software.
6. Maintain the sales and purchase ledgers
7. Complete weekly, monthly and year end bank reconciliations and produce accounts information for the Clerk and elected councillors

8. Ensure that purchase invoices and statements are accurate and undertake checks to prevent fraudulent payments.
9. Provide information to for online payments to by the Clerk and Chair.
10. Assist with budget monitoring and setting annual budgets including the precept.
11. Apply the credit policy in relation to bad debt provision.
12. Retain and store correspondence, invoices, payroll information etc in accordance with the Council's retention policy and HMRC's guidelines
13. Receive and bank cash. Ensure that payments through the cash book are receipted and recorded in the accounts
14. Assist in making quarterly VAT returns
15. Make journals as needed
16. Assist each month in preparing and recording payroll information and making payments to the council's pension provider. Assist in auto enrolment as needed.
17. Assist the Clerk in the end of year preparation, closure of accounts, system of audit and governance.
18. Ensure that purchases and sales are recorded in the asset registered as required.
19. Ensure that the council follows its Financial Regulations and the Transparency code. This will include the publishing of information.

SUPERVISION AND WORK PLANNING

The postholder reports to the Clerk and works closely with staff and elected members to deliver work priorities.

The postholder will work largely autonomously working to Council's policy and procedure.

CONTACTS

Building good rapport with clients, colleagues and elected councillors.

Work with Rialtas Business Solutions and the Councils IT supplier to ensure that the councils' financial systems are robust and minimise the risk of illegal activity, fraud and theft.

PERSON SPECIFICATION - KNOWLEDGE, EXPERIENCE AND TRAINING

Essential Skills

1. Excellent organisational and time management skills to ensure that the office can operate smoothly.
2. Solid low-level accountancy and basic bookkeeping skills
3. Previous experience of working in accounts or a financial environment
4. Good working knowledge of accounting routines and month end reconciliations
5. Experience of producing project plans and forecasting

6. Computer literacy and a working knowledge of accounting packages and other relevant applications such as spreadsheets
7. Solid understanding of financial systems and processes.
8. Strong analytical skills to evaluate financial data and make recommendations
9. Ability to function well in a team and provide support to other as needed.

Desirable skills

Knowledge of local government finance and accountancy

Knowledge of Omega

Education and training requirements

Level 2 certificate in Bookkeeping or a level 2 certificate in Manual and computerised Bookkeeping and/or

Professional qualification in ACCA or CIMA

Agenda item 8

Hamble Parish Council
Council Meeting 11/10/21
Item 8. Report on Assets

Cleaning costs for the pavilions

With ten regular teams playing football over the weekend and using the changing rooms we need to reintroduce a weekly cleaning regime. Our cleaning supplier's quote is attached.

Planters and bulb planting

The Council is undertaking more planting of traditional plants and bulbs across the village. To date there has been no established budget for this. This report recommends from April 2022 we establish a budget for this activity. A budget of £5,000 is proposed for this activity

In addition to bulb planting the grounds team want to enhance the Foreshore through the provision of all year planters with 4 located across the northern and southern quay.

The cost of the proposed planters are $£336.88 \times 4 = £1,347.52$. The cost of this should be included in the S106 funding request to EBC.

In addition to the cost of the planters the initial planting will cost a further £700 in this year which again will be included in the request to EBC. Planting will include a mix of ivy, dianthus, wallflower, viola, pansy, primrose and daffodils. This will need to be refreshed in the spring with further expenditure in 2022/23.

Further planters could be purchased in the next financial year and a total provision of £6,000 is recommended.

Remote access to CCTV

Cllr Thompson requested that we investigate whether remote access to the RUP CCTV system is possible. The quote for the works is attached. Council are asked to confirm if they wish to pursue this and who would like access?

Recommendation:

1. To reintroduce a regular weekly clean of the pavilion changing rooms at the cost outlined in the attached quote from Domestic Darlings dated 4th October 2021.
2. To agree the purchase of planters and planting for the Foreshore to be funded via the S106 funding
3. Establish a budget for 2022/23 of £6000 to cover the purchase of more planters and to enable the annual purchase of bulbs.
4. Approve remote access to the RUP CCTV system at a cost of XYZ

Trade Price List







2021

self-watering planters

by amberol









Tiered Planters

Name	Product Code	Product	Dimensions mm	Black	Standard Colour	Catalogue Page
 Floral Fountain Planter	FF-2P	with 2 tiers*	base dia. 800	\$356.00	\$374.00	15
 Circular Precinct Planter	CFS-3P	With 3 tiers*	base dia. 1000	\$611.25	\$639.75	15
 Precinct Fountain Planter	MSP-3P	With 3 tiers*	base length 1040	\$668.00	\$697.70	15
 Octagonal Fountain Planter	OCT-3P	With 3 tiers*	base length 1200	\$723.00	\$760.00	15
 Beehive Planter	BHV-5P BHV-6P BEE-5P	With 5 tiers* With 6 tiers* With 5 tiers*	base dia. 1400 base dia. 1400 base dia. 1250	\$677.75 \$728.25 \$618.00	\$721.00 \$769.25 \$643.75	15 15 15
 Giant Precinct Planter	GPP-5P GPP-4P	With 5 tiers* With 4 tiers*	base dia. 1500 base dia. 1500	\$1,520.00 \$1,384.00	\$1,581.00 \$1,444.00	15 15

* Price includes 1 year warranty on the planter. However, with our 5-year warranty on the planter, we are offering you a number of advantages.

NEW Tiered Planters

Name	Product Code	Product	Dimensions mm	Black	Standard Colour	Catalogue Page
 Floral Fountain Planter	FF-2TUH	with 2 tiers*	base dia. 800	\$343.75	\$359.00	4
 Circular Precinct Planter	CFS-2TUH CFS-3TUH	With 2 tiers* With 3 tiers*	base dia. 1000 base dia. 1000	\$530.00 \$586.50	\$558.00 \$615.00	4
 Precinct Fountain Planter	MSP-3TUH	With 3 tiers*	base length 1040	\$643.00	\$673.00	5
 Octagonal Fountain Planter	OCT-3TUH	With 3 tiers*	base length 1200	\$698.50	\$735.00	5
 Amphora Precinct Planter	AVP-2P	With 2 tiers*	base dia. 800	\$354.50	\$372.25	4
 Celebration Tiered Planter	CTP-3P	With 3 tiers*	base dia. 1250	\$565.00	\$593.00	4

* Price includes 1 year warranty on the planter. However, with our 5-year warranty on the planter, we are offering you a number of advantages.

Large Floor Standing Planters

Name	Product Code	Product	Dimensions mm	Black	Standard Colour	Catalogue Page
Barrel Planter	A	BRL-OP	diameter 630	£91.25	£91.25	10&13
	B	BRL-IP	diameter 860	£187.25	£187.25	10&13
	C	BRL-HP	diameter 860	£107.00	£107.00	10&13
	D	BRL-2T	diameter 860	£356.50	£356.50	13
Cup and Saucer Planter	CFS-OP		diameter 1000	£298.50	£312.25	10
Amphora Precinct Planter	AVP-OP		diameter 800	£172.50	£181.00	10
Octagonal Planter	OCT-OP		length 1200	£402.75	£427.50	10
Metre Square Planter	MSP-OP		length 1040	£300.50	£320.75	10
Promenade Planter	PRM-OP		length 1500	£406.50	£427.00	11
Big Flower Pot Planter	BFP-OP		diameter 800	£178.25	£189.50	11
Giant Precinct Planter	GPP-OP		diameter 1500	£519.25	£545.70	11
	GPP-1PL	insert liner		£164.25	£172.50	22
Oval Planter	OVL-OP		length 1200	£298.50	£312.75	11
	OVL-OPPL	insert liner (pair)		£115.25	£122.75	22
Quarto Planters	QRT-OP		length 950	£110.75	£115.75	11
Petal Planters	PP-OP		length 1250	£117.00	£122.00	11
Stone Trough	TRO-IP		length 1060		£213.75	13
Parade Planter	PDE-OP		length 1200	£320.00	£335.00	8

Barrier Baskets & Window Boxes

Name	Product Code	Product	Dimensions mm	Black	Standard Colour	Catalogue Page
Full Barrier Basket and Balcony Planter	BBU-OP	with brackets	length 900	£117.00	£122.75	17
	BBU-OPPL	insert liners (pair*)		£38.50	£40.00	22
	BBU-IP	with brackets	length 1290	£128.50	£134.50	17
	BBU-1PL	insert liners (pair*)		£41.00	£43.00	22
	BPU-1P	with brackets	length 900	£117.00	£122.75	17
	BPU-1PL	insert liners (pair*)		£38.50	£40.00	22
Beecham Barrier Basket	NBB-OP	with brackets	length 1100	£108.50	£113.75	17
	NBB-OPPL	insert liners (pair*)		£40.00	£41.75	22
	HBB-OP	with brackets	length 720	£100.50	£105.50	17
	HBB-OPPL	insert liners (pair*)		£33.25	£34.75	22
	HBB-1P	with brackets	length 1000	£115.00	£120.25	17
	HBB-1PL	insert liners (pair*)		£36.00	£37.25	22
Half Barrier Basket	HBB-2P	with brackets	length 1270	£128.50	£134.50	17
	HBB-2PL	insert liners (pair*)		£38.50	£40.00	22
	HBB-3P	with brackets	length 1500	£156.00	£163.75	17
	HBB-3PL	insert liners (pair*)		£41.00	£43.00	22
	WBX-OP	with brackets	length 720	£100.50	£105.50	17
	WBX-OPPL	insert liners (pair*)		£33.25	£34.75	22
Wall and Window Box	WBX-1P	with brackets	length 1000	£115.00	£120.25	17
	WBX-1PL	insert liners (pair*)		£36.00	£37.25	22
	WBX-2P	with brackets	length 1270	£128.50	£134.50	17
	WBX-2PL	insert liners (pair*)		£38.50	£40.00	22
	WBX-3P	with brackets	length 1500	£156.00	£163.75	17
	WBX-3PL	insert liners (pair*)		£41.00	£43.00	22
Town Entry Planter	TEP-1P	with brackets	length 1000	£141.50	£149.25	13&17
	TEP-1PL	insert liners (pair*)		£36.00	£37.25	22
	TEP-2P	with brackets	length 1270	£155.00	£163.00	13&17
	TEP-2PL	insert liners (pair*)		£38.50	£40.00	22
	TEP-3P	with brackets	length 1500	£181.75	£190.75	13&17
	TEP-3PL	insert liners (pair*)		£41.00	£43.00	22

NEW Half Barrier Basket, Wall and Window Box
with new secure easy fix fastening

Regency Half Barrier Basket	RHB-1P	with brackets	length 1000	£120.00	£126.00	17
	RHB-1PL	insert liners (pair*)		£36.80	£37.80	22
	RWB-1P	with brackets	length 1000	£120.00	£126.00	17
	RWB-1PL	insert liners (pair*)		£36.80	£37.80	22

Hanging Baskets

Name	Product Code	Product	Dimensions mm	Black	Standard Colour	Catalogue Page
Conventional Hanging Basket	CHB-1P	with chains	diameter 470	£38.25	£40.25	19
Cup and Saucer Hanging Basket	CAS-0P CAS-1P	with chains with chains	diameter 410 diameter 530	£27.25 £48.75	£28.50 £51.25	19 19
Imperial Hanging Basket	IMP-0P IMP-0P (chains)	with chains	diameter 500 diameter 500	£54.25 £46.75	£57.25 £49.00	13&19 13&19
Amberl Wicker Hanging Basket	WKR-0P	with chains	diameter 440		£39.25	13&19

Hanging Brackets

Please note that banding or jubilee clips are not included for fixing brackets to posts.

BR-BUD-BRW	Budget wall fix	£15.25	23
BR-BUD-BRP	Budget post fix	£14.25	23
BR-CAS-BRW	Ornate wall fix	£32.00	23
BR-CAS-BRP	Ornate post fix	£31.00	23
BR-IMP-W	Imperial wall fix	£34.75	23
BR-IMP-P	Imperial post fix	£33.75	23

Up-the-Pole Baskets

Name	Product Code	Product	Dimensions mm	Black	Standard Colour	Catalogue Page
Up-the-Pole Basket	CUH-1P CUH-2P CUH-3P		diameter 470 diameter 590 diameter 800	£48.50 £54.75 £98.00	£50.50 £57.50 £102.50	21 21 21
New Shape Up-the-Pole Basket	TUH-1P TUH-2P TUH-3P		diameter 500 diameter 650 diameter 820	£40.25 £50.50 £90.75	£41.75 £53.00 £95.25	21 21 21
Half Unit Up-the-Pole Basket	UTP-1P UTP-1PL	insert liner	diameter 590	£29.50	£31.00	21
Please note that banding or jubilee clips are not included for fixing brackets to posts.	BR-UTP-1BR	scroll bracket		£15.81	£16.75	22
	BR-CNS-BR	post bracket*		£20.15	£50.00	23
	UTP-2P	insert liner	diameter 800	£47.50	£50.00	21
	UTP-2PL	scroll bracket		£22.75	£23.75	22
Cup and Saucer Up-the-Pole Basket	BR-UTP-2BR	scroll bracket		£11.50		23
	CNS-1P CNS-1PL	insert liner	diameter 650	£39.25 £19.00	£40.75 £20.00	21 22
	BR-CNS-BR	post bracket*		£20.15		23

How to Order
You need to place your order in writing stating the product code and name, the colour you would like and quantity.

E-mail
You may e-mail your order to sales@amberol.co.uk

Post
Please send your order to Amberl Ltd, The Plantation, King Street, Alfreton, Derbyshire DE55 7TT

Telephone Enquiries
You may phone our enquiry line Monday to Friday, 9am to 5pm on 01773 830930

www.amberol.co.uk

For further information please visit amberol.co.uk or contact us on 01773 830930.

Amberl Ltd
The Plantation,
King Street,
Alfreton,
Derbyshire
DE55 7TT



Prices shown are exclusive of VAT.
All products are subject to VAT at the current rate.

All our Self-watering Planters are supplied with capillary action wicks and matting as standard ensuring optimal dispersion of water and nutrients and no loss of compost.

If you cannot see what you're looking, please do not hesitate to contact us on 01773 830930 and speak to a member of our Customer Services Team.

Carriage is paid on orders for Self-watering Planters (except Beehive Planters) with an order value of £3750.00 excluding VAT, to UK mainland. For orders under this value carriage is charged at cost.

Edition: 21/1
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Quotation

4th October 2021

Customer Name: **Hamble Parish Council**

Address:

Commercial Cleaning

Job List

Changing Rooms

Pavilion – Roy Underdown

Changing Room

- Remove cobwebs
- Clean tiles and shower area
- Empty and clean bins
- Hoover floor area and mop

Total price per changing room	£15.00
+ VAT @ 20%	£3.60
Total	£18.00

Pavilion – Mount Pleasant

Changing Room

- Remove cobwebs
- Clean tiles and shower area
- Clean toilet
- Empty and clean bins
- Hoover floor area and mop

Total price per changing room	£30.00
+ VAT @ 20%	£6.00
Total	£36.00

Sue Meheux

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e sue@domesticdarlings.co.uk

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Agenda item 9

Hamble-le-Rice Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2021

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

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Hamble-le-Rice Parish Council for the year ended 31 March 2021 has been completed and the accounts have been published.	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. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Hamble-le-Rice Parish Council on application to:	
(a) <u>A Jobling, Parish Clerk</u> <u>PARISH COUNCIL OFFICE</u> <u>2 HIGH STREET</u> <u>HAMBLE SO31 4JE</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>TUE TO FRIDAY 10AM - NOON</u> <u>AND 2PM TO 4PM</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £ <u>1</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>S Stent</u> <u>Accounts</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>30 SEPT 2021</u>	(e) Insert the date of placing of the notice

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Hamble le Rice

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 2021, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

14/06/2021

and recorded as minute reference:

14.06.2021.11

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

Chairman

Clerk

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

Section 2 – Accounting Statements 2020/21 for

Hamble le Rice

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	285,387 285	306,694 307	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	235,987 236	242,271 242	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	125,778 126	99,798 100	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	203,214 203	198,734 199	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
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	137,244 137	116,588 117	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	306,694 307	333,441 333	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	310,874 311	337,246 337	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	1,359,642 1,360	1,363,487 1,363	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, as a body corporate, 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 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

14/06/2021.

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

14.06.2021

as recorded in minute reference:

1406202111

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2020/21

In respect of **HAMBLE-LE-RICE PARISH COUNCIL – HA0123**

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 2021; 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 2020/21

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.

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

The AGAR was not fully or accurately completed before submission for review. The AGAR had to be sent back for amendment.

3 External auditor certificate 2020/21

We 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 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

28/09/2021

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

Agenda item 10

Agenda item 11

Amanda Jobling
Parish Clerk
Hamble-Le-Rice Parish Council
Memorial Hall
Hamble-Le-Rice
Southampton
Hampshire
SO31 4JE

Our Ref: RM/Other Loans
Your Ref: L5386
Contact: Rebecca Moore
Direct Dial: 02380 688282
Email: rebecca.moore@eastleigh.gov.uk

30/09/2021

Dear Amanda

Temporary Loan L5386

Please find below details of your loan with the Borough Council.

Opening balance as 01/04/21	£120,138.28
Sub Total:	£120,138.28
Interest at 0.50% from 01/04/21 to 30/09/21	£301.17
Total Interest:	£301.17
	<hr/>
Total:	£120,439.45

Your new balance is £120,439.45 as at 1st October 2021.

*The council policy is to provide interest at 0.75% below the Bank of England Base Rate. As this would currently provide a zero percent interest rate, the Council has opted to pay interest at 0.5% until the base rate exceeds 1.25%, at which point the rate will revert to 0.75% below the base rate.

Yours sincerely



Rebecca Moore
Case Management Officer
Support Services

Agenda item 12

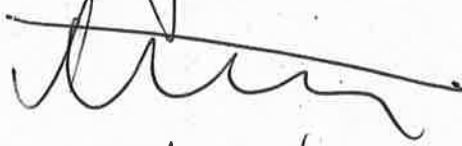
Delegated Decision - Planning Committee 27 September 2021

For application H/21/91232 the Planning Committee were not quorate as two Councillors had declared interests. Given that the decision was dealt with under the delegated powers of the Clerk and the Chair of Council. The decision was to oppose the application.

Signed:

A handwritten signature in black ink, appearing to be 'GHC', written over a horizontal line.

Signed:

A handwritten signature in black ink, appearing to be 'M...', written over a horizontal line.

Dated:

28 / 09 / 2021