

Council Meeting Agenda

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

Monday, 12 April 2021– 7pm virtual meeting

This meeting is open to members of the public.

If you wish to join us contact the Clerk at Parish Office via clerk@hamblepc.org.uk or follow the link at the end of the Agenda

Minute reference for the meeting will follow the following format 12.04.2021 +item number.

1. Welcome
 - a. Apologies for absence
 - b. Declaration of interest and approved dispensations
 - c. Approve minutes of the Council meeting of Monday, 08 March 2021

2. Public Session

Community

3. Grant applications from Church and CAB - attached
4. Football Tournament Hamble Club Football Club - Attached
5. Allotments – pathway, RA and rat treatment cessation
6. Donkey Derby Field allocations
7. Report from Councillor Andy Thompson regarding the Foreshore and Beach Hut Café
8. Cessation of the Hamble River Valley Forum
9. Delegated decisions and Internal Updates

- a. Planning decisions – F/2189855, NC2189938 and T2189931 and River Rat Street Trading Application
- b. Appointment of Recruitment specialists and changes to terms of recruitment for Parish Warden, Resources Manager and Operations Manager.
- c. Changes to Meeting Regulations and the Annual Parish Meeting
- d. Reopening of RUP and other bookings
- e. IT Cloudy and Decision Software
- f. Slipway clearance

Financial, governance and risk

10. Interim Audit Report
11. Assets Register – Circulated
12. List of payments and reconciliation for Feb and March 2021
13. End of Year Accounts 2020/21 Information
14. Incidents and accidents – MUGA and Roy Underdown Pavilion

Exempt

15. Incidents and accidents – Insurance claim
16. Amendment to Personnel Report from meeting 8th March 2021

Join Zoom Meeting

<https://us02web.zoom.us/j/87616765211?pwd=di9iR2ticldkVTRsb1pDYIBRcWtrQT09>

Meeting ID: 876 1676 5211

Passcode: 055595

Dated: 07 April 2021

Signed: Amanda Jobling, Clerk,

Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton
SO31 4JE. 023 8045 3422.

Council Meeting

Minutes 8th March 2021

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

Lastly it was agreed that the Head Groundsman would be replaced with a Team leader (Grounds), that the organisational chart would show the external communications role linked into the organisation and that the Parish Warden post would remain as “warden” not “ranger” given the other roles carried out by EBC will the title ranger.

Propose Cllr Ian Underdown

Seconded Cllr Hand

Agreed to approve:

The resignation of Jack Emerson Heaney from 13.02.2021 and Jeanette Symes 28.02.2021

Option 3 and its associated costs (with the changes listed above) and their associated costs and to authorise the start of the recruitment process.

To appoint HALC or another consultant to provide recruitment services to the Council at a cost of no more than £900 per post (with a discount for multiple posts) and to commence recruitment as soon as possible.

5. Allocation of Developers Contributions – EBC

This item prompted a discussion about bins and rubbish management more generally and that the audit was needed to inform EBC. Council welcomed the support from EBC for the projects identified for developers' contributions from the Area Committee (EBC)

6. Update on Policing – Use of Roy Underdown Pavilion, Meeting with Chief Inspector Cator and the Foreshore Multi Agency Plan.

Unanimously agreed to approve:

The Partnership Plan circulated prior to the meeting

Welcome the commitment to engagement with communities and partners

Approve the use of RUP for Police drop ins until further notice.

Risk, Finance and Governance

7. Financial transactions – these could not be approved as the work the accounts would not be started until 9th and 10th March. Information will be circulated as soon as it is available.

Signed

Name

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Date

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To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following item(s) of business on the grounds that it is/they are likely to involve the disclosure of exempt information as defined in paragraphs 1, 2, 3 of Part 1 of Schedule 12A of the Act.

The Schedule 12A categories have been amended and are now subject to the public interest test, in accordance with the Freedom of Information Act 2000. This came into effect on 1st March 2006.

It is considered that the following items are exempt from disclosure and that the public interest in not disclosing the information outweighs the public interest in disclosing the information.

12. Staffing update

The report provided a breakdown of costs linked to item 4. There was no discussion on the figures.

13. Property Transaction
Propose Cllr Hand

Seconded Cllr Underdown

And the terms of the lease were agreed for engrossing.

Signed

Name

Date

GRANT APPLICATION FORM

Deadline 31st March and 30th September each year
Please refer to Grants Procedure Notes before completing this form.



Name of organisation making the application: St Andrew's Church Hamble	
Name of person to whom correspondence should be addressed: Rev Graham Whiting Position within the organisation?	Address for correspondence: The Vicarage, High Street Hamble Post Code: SO31 4JF
Email: grahamwhiting@yahoo.com	Daytime telephone number: 02380452148
Details of organisation and its aims or activities St Andrew's Church serves the parish of Hamble through its service to the community in terms of pastoral care and social and fellowship events.	
Amount of grant requested £ 500	Total cost of project or item £ 500
Details of staff employed: Volunteers	Salaries: Not applicable. £ £
How many are: Committee/Board Employees Members/Users Volunteers Church Council 12 .. Electoral Roll 76	
What is the Grant for and who will benefit? (Give details of the specific project or item to be funded) To pay for two lawnmowers and a strimmer so we can maintain the churchyard to a high standard; mainly to cut the grass.	
How will the people of Hamble benefit from the grant? The churchyard is a highly visible part of the village conservation area. People like to see it well maintained and looking neat and tidy.	
Have you applied to any other body for a grant towards this project? (If yes, please give details) No.	

Amounts already donated or granted by other bodies? None.		
How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc) we raise income from giving, fund raising events and fees for services.		
What age groups do you cater for? All Ages.	Total Membership: How many Hamble parishioners belong to the organisation?	Are you a registered charity, if yes please provide your number? The Church is an exempted charity.

Cash in hand available £	Annual Income £
Total amount raised last financial year by fundraising? (other than grant applications) £ 511	Level of reserves: Unallocated £ Allocated £

Is anyone in your organisation (Senior staff/ Trustees/Directors) related to any councillor or employee of Hamble le Rice Parish Council?
No / ~~Yes~~ If yes, please provide name(s) and state relationship

I declare that any grant awarded will be used solely for the purposes outlined in this application. I understand if the grant is not used for the specified purpose Hamble le Rice Parish Council reserve the right to reclaim the grant funds.

I will ensure a report detailing the disbursement of the grant funds will be send to Hamble le Rice Parish Council within 12 months of the awarding of any successful grant funding.

Signature of Responsible Adult (eg Chairman, President, Leader) Graham Whiting.	For Parish Council of Hamble-le-Rice use only
Date:	

- You must attach the following to your application:**
- Copy of last year's audited accounts
 - Estimate or costings for project or item(s) to be financed by the grant
 - Minutes of your last AGM
 - Current Constitution or Rules.
 - Equality Policy

ST. ANDREW'S CHURCH

The Priory Church of St. Andrew the Apostle,

Hamble-le-Rice

Agenda for the Annual Parochial Church Meeting

to be held on Sunday, October 25th 2020

at 11:15 am in the Church

1. Opening Prayers
2. Apologies for absence
3. Approval of the accuracy of the record of the APCM held on April 7th 2019
(attached)
4. Election of Churchwardens (2)
5. Election of PCC members (1)
6. Deanery Synod - election of representative (3)
7. Appointment of Sidespersons
8. Appointment of Independent Auditor
9. Consideration of the Annual Report and Accounts for 2019 *(attached)*
10. Any other business
11. Closing prayers

The Priory Church of St. Andrew the Apostle.
Minutes of the Annual Parochial Church Meeting

Held on 7th April 2019

Present: Fr. Graham Whiting (in the chair)
Helen Griffiths (PCC Vice Chairman)
Joan Glue (PCC Secretary)
And others as listed on final page

Apologies: Grant Hearn, Diane Gilman, Jackie and Nigel Bevis, Heather and Ray Brown, David Winsler.

1. Approval of Minutes of 15th April 2018 Minutes:
Apart from the removal of a note that Holly Waghorn had asked a question which she thought was inaccurate, the minutes were agreed as an exact record of the meeting.
2. Election of Churchwardens:
Kay Baker and Colin Glue were elected unopposed. Fr. Graham then gave them a vote of thanks for their work.
3. Election of Lay Members of the PCC.
There were three vacancies and only two names proposed. These were Annette de Bary and Jenny Fuller. Both were elected unopposed. Fr. Graham thanked all PCC members for their work.
4. Appointment of Sides Persons:
The existing sides people were prepared to continue in the work. We do need more sidespeople so the churchwardens will actively seek others for this role. Judy Waghorn asked that the people who stand at the chancel step to help others up and down could receive their communion at the end rather than at the beginning so that they are immediately available to help people. Fr. Graham thanked all the sidespeople for their work.
5. Election of Independent Accounts Examiner:
Richard Brewin was re-elected unanimously.

6. Annual Reports:

Fr. Graham asked to take the church accounts first.

Nick Buxton mentioned that no request had made for him to submit a ladies breakfast report. Action: Joan for next year.

Report of the Accounts: Charles spoke to the Accounts and answered some questions to clarity.

The acceptance of the accounts were proposed by Heather Smith and seconded by Helen Griffiths These were then accepted unanimously.

Vicar's Report, Churchwardens' report and Electoral Roll officer's reports were all accepted with no questions.

Churchyard Report:

Questions were raised about vandalism which has taken place in the lych gate. Fr. Graham explained that at present there are no plans for repairing this gate as without the opening gate to hide them it is cutting down on the people using it as a place to take or deal in drugs and abandon beer cans and bottles.

The damaged tomb is still awaiting the arrival of stone from Portland for the repair to be carried out.

All other reports:

All accepted with no questions.

7. General Questions and Issues raised:

- Edward Giles asked why there is no report included from the Friends of St. Andrews Group, feeling that it would be good to know how much money is raised for the church maintenance and repair and of the state of their investments.

A discussion ensued with Bert Allwood saying that the Friends are Separate from the Church and so this information is not to do with the church reports. There was general disagreement and so discussion about this continued and it was pointed out that this subject is raised year after year.

Edward asked how one can join the friends and Barbara asked that if we had an emergency how long would it take for the Friends to produce the money and asking for more transparency. Bert said he would go back to the Friends committee and ask both about a report and about how one can become a member of the Friends.

Fr, Graham concluded by saying that generally people want more transparency about the Friends.

Brian Knapp asked what is happening about insulation for the North side of the church. Colin reported that they are finding great difficulty in getting the builder recommended by the architect to get in contact and arrange a quote and time when this can be carried out. He is trying to speak to the builder to ask for more information about the necessary work so that we might approach other diocesan recommended builders.

- Nick Buxton raised a question about the heating being on too much. This will be investigated.
- Judy Waghorn asked if we could have a report from the PCC next year.
- Jeff Law said that the Tuesday Lunch Club keeps the funds needed to run the Priory Centre going and without their income the Priory Centre Accounts would be in debit.
- Helen Griffiths said that this annual report reflects the work of the parish in Hamble. It's been a good year and we have things to celebrate. She also thanked Fr. Graham for all his work and pastoral support.

The Meeting finished with prayers led by Fr. Graham..

APM list of attendees 2019.

Fr. Graham
Joan Glue
Bert Allwood
Ian Stephens
Pat Stephens
Judy Waghorn
Heather Smith
Terry Smith
Jenny Fuller
Kay Sparshott
Barbara Haines-Ray
Pat Gillman
Roy Baker
Kay Baker
Chris Medway
Edward Giles
Carol Thompson
Maureen Schofield
Bill Schofield
Charles Aspinell
Colin Glue
Nick Buxton
Annette de Bary
Jenny Hearn
Liz Jarvis
Diana Richings
Brian Knapp
Jeff Law
Holly Waghorn
Helen Griffiths

ST. ANDREW'S CHURCH
The Priory Church of St. Andrew the Apostle, Hamble-le-Rice
Annual Report and Accounts
for year ending December 2019

Contents

Minutes held on April 7th 2019 of the AGM

Vicar's Report on the work of the Church and PCC over the last year.

Electoral Roll Officer's Report

Fabric and Premises

Safeguarding

Deanery Synod

Choir and Music Report

New Waves

Financial Report

Father Graham's report on the work of the PCC and Church in 2019

The PCC met six times. The main items discussed are as follows.

Working on a new revised Mission Action Plan. This had to be presented to the diocese by the end of 2019. A sub committee was formed to look at the new plan. In the summer months members of the group went to other Churches in the local area to see what kinds of services they had which had young families present. They formulated a discussion document which was discussed in the summer. The aim was to create a service which would attract more families. The document led to a healthy discussion on what alternatives there might be to our existing pattern. One of the new ideas was to try and use the Priory Centre more for family worship, and in 2020 to have two services on Mothering Sunday and at harvest.

The revised MAP was sent of to the diocese at the end of November and is available for people to see if they want it.

Collaboration with our local parishes was an important part of our MAP and this continued to develop and deepen throughout 2019. We had joint services on Ash Wednesday, an Ascension day service on 30th May, a Summer Songs of Praise on July 14th and an Advent Sunday service, taking place in each of the Churches in the Southern parishes. The three parishes also developed a ministry at the secondary school with the youth worker leading a Bible Study lunchtime class.

We were blessed with the ministry of **Hayley Ritchens** as a Deacon throughout the early part of 2019, and many people went to her Pries ting at Winchester Cathedral on June 29th 2019.

There were a number of Fabric and premises issues throughout the year. This included work on Plane tree work to reduce the crown by 3 metres. A new Church boiler was purchased with help from the friends and the church is grateful for the work of Grant Hearn in securing a good deal. We also had damage to the churchyard fencing and lichgates which was discussed and the repairs are ongoing.

Communication was an important issue and discussions were held at meetings about the effectiveness of the web-site, New Waves and Face Book as means of communicating the churches message to the wider community. We looked at how we can improve these methods of communication.

The PA system has been a problem and Roy Baker worked on it in the year making it work more effectively.

An evening service in July celebrated the lifting of the suspension of presentation, with Fr Graham's status changing from Priest in Charge to that of Vicar of the parish. This was an uplifting milestone in the life of the Parish with representatives of the parish present at the service.

Children's ministry was discussed throughout the year, particularly the need for more help at beacons and the importance of safeguarding issues..

The PCC was also involved in discussions around the various fellowship, social and fundraising events that make up the life of the Church at St Andrews.

I am grateful for all the hard work put in by all the officers of the Church throughout the year in furthering the work of the kingdom at St Andrews Hamble.

Fr Graham

Electoral Roll

Seven people have been removed from the electoral roll during the last year, making a total of 76 on the 1st October 2020.

Pat Stephens. Electoral Roll officer

Fabric and Premises

The main item as far as the building is concerned was the instillation of the new Church boiler. We are grateful for the financial support of the friends who have contributed 60% of the cost, and for the work of Grant Hearn in sorting out the best deal for the Church.

Safeguarding

As far as the church family are concerned we keep updated with safeguarding guidelines and regularly discuss safeguarding generally together with any issues which may arise. On the advice of the Diocesan, members of the PCC have now been DBS checked and this will need to be repeated if any new members are elected at the forthcoming AGM.

Jenny Hearn safeguarding officer

Deanery Synod Report, 2019

The Eastleigh Deanery Synod met twice during 2019. Clergy and lay representatives from all the parishes attend and it is chaired by the Area Dean. Rev Fiona Gibbs (Vicar of St Luke's, Hedge End) had to resign as Area Dean during 2019 for health reasons, and she has now been replaced by Rev Richard Wise, Vicar of Bishopstoke. From St Andrew's, Fr Graham attends, accompanied when possible by our lay representatives, Charles Aspinell and Helen Griffiths.

The main items discussed at these meetings are finance, the Deanery Mission Action plan ("DMap") and sharing of information about cluster and ecumenical activities. In these "pre-Covid" times, parishes across the deanery all managed to pay the full amount of their "mission fund" set by the Diocese – which is unlikely to be the case in 2020 with fund raising activity mostly thwarted by Covid restrictions. Much of the DMap discussions have focused on how our parishes can best be organised to meet the needs of the many new housing developments around Eastleigh. The drive to share more resources by grouping parishes into "clusters" has been positive, with all parishes reporting greater involvement with their neighbouring parishes. Hamble, Bursledon and Netley have been doing well on this front, with our shared services at Ascension, Ash Wednesday, Sea Sunday and Advent Sunday and regular liaisons established between the three vicars.

We are entitled to have up to three Lay Deanery Synod representatives who are elected for a three year term. Both Charles and Helen have come to the end of their terms of office. Whilst they are eligible for re-election, we would welcome nominations of others who are interested in getting involved in the wider activities of the church beyond the parish boundaries.

Helen Griffiths

St. Andrew's Church, Hamble

Choir and Music Report 2019

The choir has continued to support worship every Sunday morning throughout the year, with weekly practices on Thursday evenings apart from a break in June. We also sang at the special services in Holy Week and at Ascension Day, as well as the Sea Sunday celebration and the annual Christmas Carol Service. We sing at weddings when the couple request a choir, and are grateful to those in the congregation who augment the choir on these occasions which bring much needed revenue to the church. It was a privilege to sing at the funerals of Tom Plant and Hilary Hardy, both much loved members of our church family. Helen played at eight funerals during the year, as well as monthly choral evensongs. (Graham Kidd, who had been playing for evensongs for several years, has now moved to Portsmouth and is no longer available.)

We continue to sing a wide repertoire from traditional classic anthems to modern worship songs. We really do try to provide "something for everyone", but our main consideration is to underpin the theme of each service. We always enjoy a challenge and were pleased this year finally to master "The Holy City" which was well received on Palm Sunday and at the Sea Sunday service with congregations from Bursledon and Netley.

The best news of 2019 is that the choir began to grow again! We were delighted to welcome Jenny Fuller as a full time choir member, and to have Chris Medway join us for the Christmas services.

We are fortunate to have Grace Midgley and Charyl Whiting who are able to play on occasions when Helen is away. This has been particularly appreciated during a year when Helen has been battling with several bouts of ill health.

Finally, and most importantly, many thanks to the choir members themselves – not only for their talent and commitment, but also for their good humour and enthusiasm which makes music making together a great pleasure.

Annette de Bary
Choir Leader

"NEW WAVES" (PARISH MAGAZINE) REPORT

"New Waves" was published in four, more or less quarterly editions during 2019. Delivery of the magazine to every home in the village, was free of charge and continues as an important part of our outreach activities.

A total income of £2,199.45 was generated from advertising and the weekly Cake Raffle.

The total expenditure required to produce "New Waves", which included printing the magazines in colour, postage and distribution costs was £4,154.96.

Invoices to advertisers and any other communications were sent by email, if at all possible, to save on costs.

A few additional advertisers would help to off-set the production costs.

The majority of advertisers have supplied advertisements in colour, but there are still some who have yet to forward colour advertisements.

9,000 magazines are produced annually with a net cost per magazine of 22p.

Thank you to all who help in any way to produce the magazine:

- those who provide articles, reports or other items of interest to be published; Diana Richings for the administrative and proofreading support and Jenny Fuller for taking on the advertising. Thanks also to the advertisers for their continued support.
- Pat Stephens and team for the organisation of the cake raffles, which play a very important part in raising income to help cover the costs of producing New Waves, and to all who bake the cakes or donate alternative prizes.
- Pat Gillman and her dedicated team of "bundlers" who organise distribution.
- finally, and very importantly, all the distributors who deliver "New Waves" door to door.

Liz Jarvis

Accounting Policies

The Financial Statements have been prepared in accordance with the Church Accounting regulations 2006 together with applicable accounting standards. In preparing the financial statements and annual report the PCC follows best practice as laid down in the Charities Act 2011 and the Statement of Recognised Practice (SORP) associated with the Act.

As the income of the PCC is below the threshold of £250,000 set out in SI 1995: No 2696 (appendix 4.3) The Charities Act 2011 (£65,602.14), and the PCC has the right to use Receipts and Payments Accounting; thus the Financial Statements have been prepared on this basis, and Assets and Liabilities valued under the historical cost Convention (except for the Valuation of Investment assets, which are shown at current market value).

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law.

They do not include the accounts of Church Groups that owe their main affiliation to another body or those that are informal gatherings of church members.

Receipts and Payments Account (R&PA)

Receipts and Payments Accounts recognise cashflows in and out of the bank account and only include balances actually received or paid in the period which have not hit the Bank account at year end. Therefore there are no inclusion of expected balances, known balances (not paid or received) or Provisions for items not recognised due to the event not yet taking place.

The Receipts and Payments account is therefore a reconciliation of Actual Cashflows to and From the Bank Account as at 31/12/19.

Funds.

Unrestricted (General) Funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for the application of the general purposes of the PCC. These include Funds designated for a specific purpose by the PCC as unrestricted.

Restricted Funds represent donations or grants received or invited by the PCC for a specific purpose. The funds may only be expended for that purpose with any balance remaining unspent carried forward to the following year as a balance on the fund. At the purpose end, remaining balances are absorbed into General funds only at the agreement of the donating party or where the balance is insignificant.

Statement of Assets and Liabilities

This schedule is the equivalent of a balance sheet in accruals accounts. It reconciles Assets held (Cash) and Liabilities that are to be Paid (Cash)

Assets:

Non Monetary Assets

Inventory assets i.e furnishings, fitting and equipment including Assets used for general parochial use as well as administrative use are vested in the Vicar and Church Wardens as Custodian Trustees. An inventory is kept and remains the property of the Custodian Trustees.

Monetary Assets

The PCC holds no Investments as at 31/12/2019, and therefore has no Investment returns owing. No Gift Aid has yet been claimed/verified for tax year 2018/19 amounting to approximately £6,000. There are currently NO long term Liabilities potentially owing by the PCC.

Liabilities:

Monetary Liabilities

The PCC owed (through unrepresented cheques) a grand total of £1,027.24 as at 31st December 2019.

Other owing balances related to :

	£
Churchyard	85.00
Charitable Giving	167.52
Lottery Fees	20.00
Fees to Diocese	440.00
Flowers & Altar	239.44
Vicar Expenses	75.28

There were no other outstanding liabilities exceeding £500 that the PCC was aware of at the date of drafting the accounts.

Note 2: Magazine (Advertising):

Advertising income from New Waves has decreased again this year as advertisers have limited budgets. Our rates are still VERY good value for money and advertisers are still willing to continue placing with us.

Historically the Magazine has been run as a loss leader to promote the church in the community and as a key source of outreach. The magazine shift to colour has been well received by both advertisers and readers and will continue in this format.

The Editor has continued to produce a quality product despite now located in Cheshire, for which the PCC is very grateful.

	Last Year (2018)	This Year
Advertising	£1,932.00	£1,541.00
Cake Raffle/Donation	£623.80	£658.45
Printing Cost	(£4,023.34)	(£4,154.96)
Net Income/(Cost)	(£1,467.54)	(£1,955.51)
Average Printing cost per Ed	(£1,005.84)	(£1,038.74)
Annual Copies	9000	9000
Net Income/Cost per Copy	(£0.18)	(£0.22)
Net Income/Cost per edition	(£366.89)	(£488.88)

The Treasurer would like to point out here that the net cost of the magazine is reliant on an area of high variability in the cake raffles held on Sundays which has greatly helped subsidise the costs.

Note 3: Weddings & Funerals

The income for 2019 for Weddings & Funerals was £7,846.65 from which fees are paid for services provided by the arranged organist, choir and vergers (and the church is grateful for the choir's and vergers' donation to Church Funds). Also fees are payable to the Diocese from this income. This year we paid to the Diocese £3,288.00. We also paid £860 to the organist for those occasions.

Note 4: Diocesan Parish Share:

The portion of the 2019 Diocesan share allocated through the Eastleigh Deanery to Hamble Parish was £42,789.05 which was paid in full.

Although the Diocese would want a flat payment of £3,566.59 pcm to cover these payments and their own cashflow requirements, this has always been deemed too risky by the PCC, due to cashflow implications, as the PCC's accounts are reliant on Seasonal trends.

Indeed the Diocese has suggested payment over 10 months which equates to £4,278.91

The 2020 Parish Share is £44,531.13

A monthly Standing Order of £1,000 is set up with the balance outstanding paid each quarter.

Note 5: Organ

The organ costs comprise two six monthly maintenance visits (£315) plus an annual fee for music copyright to CCLI (£347)

Note 6: Sundry

There were no items of Sundry Income or Expenditure.

Note 7: Charity/Appeals

During the year St Andrews held many events in aid of good causes in our local community, through registered Charities.

Two Saints	£ 521.10
Christian Aid	£ 320.60
Childrens Society	£ 167.52
DEC	£ 128.00
Mission to Seafarers	£ 157.10
Ordinants	£ 121.25

Note 8: Friends of Saint Andrew

The PCC has replaced the Gas Boiler as the previous boiler was old, breaking down, inefficient and the quarterly costs were high. After much research a new boiler was purchased for £8,318.16 and installed in January 2019. This has been financed by a 24 month interest free loan from broker, Macquarie. The PCC is extremely grateful to the Friends of St Andrew who have agreed to contribute significantly and have paid all this years monthly payments, the VAT and will pay the first 5 payments in 2020. It would have been very difficult to have achieved this without their valued assistance.

INDEPENDENT EXAMINER'S REPORT ON THE ENCLOSED ACCOUNTS

Report to the members of the PCC of St. Andrews Church, Hamble on the Accounts for the year ended 31st December 2019, set out on in the following pages.
Respective responsibilities of the trustees and examiner

The charity's trustees are satisfied that the audit requirement of section 144(2) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the governing documents or constitution of the Charity for the conducting of an audit.

As a consequence, the trustees have elected that the financial statements be subject to an independent examination.

Having satisfied myself that the Charity is not subject to audit under company law and is eligible for an independent examination, it is my responsibility to:

Examine the accounts under section 145 of the Act

to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act, and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

I conducted my examination in accordance with the General Directions given by the Charity Commissioners for England & Wales in relation to the conducting of an independent examination, referred to above. An independent examination includes a review of accounting records kept by the Charity and of the accounting systems employed by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from the trustees concerning such matters.

The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities legislation and that the financial statements comply with the SORP, on a test basis, of evidence relative to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express and audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statements below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtained written assurances from the trustees of all material matters.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, that the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (In accordance with section 130 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: RICHARD T. BROWN

Signed:



Address: 32, PARKES STREET

Dated:

19th Feb 2020

METHUENBURGH

LIMBURY AV 4 35X

Annual Budget - By Combined Account Code (Actual YTD Month 1)

Note: Summary of income and expenditure for 2021/22

	<u>2019-20 LAST YEAR</u>		<u>2020-21 CURRENT YEAR</u>				<u>2021-22 NEXT YEAR</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure									
4280 S137 Grants	4,500	2,650	4,500	0	0	0	0	0	0
Overhead Expenditure	4,500	2,650	4,500	0	0	0	0	0	0
Total Budget Income	0	0	0	0	0	0	0	0	0
Expenditure	4,500	2,650	4,500	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(4,500)	(2,650)	(4,500)	0	0		0		

GRANT APPLICATION FORM

Deadline 31st March and 30th September each year

Please refer to Grants Procedure Notes before completing this form.



Name of organisation making the application: Citizens Advice Eastleigh	
Name of person to whom correspondence should be addressed: Annabella Crawford Position within the organisation? Chief Officer	Address for correspondence: 101 Leigh Road Eastleigh Hampshire SO50 9DR
Email: ceo@citizensadviceeastleigh.org.uk Daytime telephone number: 02380 642699	

<p>Details of organisation and its aims or activities</p> <p>Citizens Advice Eastleigh is an independent charity providing free, impartial and confidential advice to people in the Eastleigh Borough area. We offer advice face-to-face and over the telephone, and offer access to accurate and up-to-date information on-line. We give advice on a wide range of issues including welfare benefits, debt, employment rights, housing, homelessness and consumer rights. Our goal is to help everyone find a way forward, whatever problems they face. We value diversity, promote equality, and challenge discrimination.</p> <p>Citizens Advice Eastleigh aims to ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities or of the services available to them, or through an inability to express their needs effectively. We also use the experiences of our clients to influence how local and national policies and procedures are developed and implemented, and campaign for positive change.</p>
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Amount of grant requested £850	Total cost of project or item: £1,760
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<p>Details of staff employed:</p> <p>Estimation of costings: Paid staff member – £750 (including on costs e.g. NI, pension etc.) Travel – £200 Training - £150 Supervision/Quality Assurance – £360 Materials - £200 Equipment - £100</p>	<p>Salaries:</p> <p>Salary information is confidential, but top-line information is available if requested.</p>
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How many are:	Committee/Board	Employees	Members/Users	Volunteers
	4	12	approx. 3,000 clients	36

<p>What is the Grant for and who will benefit? (Give details of the specific project or item to be funded):</p> <p>In March 2020 our service transformed overnight as lockdowns prevented us from seeing people face-to-face. This was a transformation made possible by our dedicated team of paid staff and volunteers, who were able to swiftly move to provide our services from their own homes.</p> <p>We were saddened to not be able to provide our vital services at our various venues, and in Hamble, once lockdowns lifted, provided 2 sessions a month rather than the scheduled 1 so that</p>

we could ensure that those that needed face to face support were able to receive it, and to catch-up with demand – this has been the busiest outreach venue by far this year.

To overcome the shortfall in visits from us during the pandemic, we propose to offer 2 sessions a month over 2021-22, to address any back-log of cases in the area and then evaluate to see if this frequency is suitable in the future. The costings on page 1 are drawn up accordingly.

In terms of who will benefit, a local drop-in offers easier access to the free, personalised and confidential information and advice on offer from us, and general promotion of our wider services (e.g. Website, telephone advice line, debt support, Pensionwise, Macmillan etc). The residents of Hamble benefit as the outreach advice session will be in the centre of their community at an easily accessible venue. While our digital channels are ever-popular, we acknowledge that some clients prefer to get help from us in person.

Access to good quality advice brings significant benefits, not only with regards the initial presenting issue but it also has a positive benefit on wider issues, such as health and wellbeing. 83% of clients report that our service is easy for them to access, and nearly 95% would recommend us to a friend. These figures are for Citizens Advice Eastleigh over the last 12 months and are higher than the national service as a whole.

Have you applied to any other body for a grant towards this project? (If yes, please give details)

No

Amounts already donated or granted by other bodies?

None for this project. For our core service:

Eastleigh Borough Council - £193,526, provides our core grant and we have a contract from the Money Advice Service to provide debt advice (restricted funds approx. £50,000) and a grant from the DWP to provide the Help to Claim service (restricted funds approx. £48,000). However, these grants are not for the provision of outreach in Hamble.

We also receive much smaller grants and donations from other sources – these are not for specific services, but donations to CitA Eastleigh as an organisation. We are entirely reliant on grants and donations.

How else do you raise income? (Give details of subscriptions, fund-raising, contributions “in kind” etc)

Apply for small grants, donations, partnership agreements for shared projects.

What age groups do you cater for?

Anyone 18+

Total Membership:
4 Board members,
12 employees, 36
volunteers and
approx. 3,000
clients

How many Hamble
parishioners belong
to the organisation?

In 20-21 97 clients
from Hamble were
helped by our
service across our
various channels

Are you a registered charity, if yes
please provide your number?

Yes - 1113797


	with 200 issues.	
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Cash in hand available £145,000	Annual Income £307,000 estimated for the current financial year.
Total amount raised last financial year by fundraising? (other than grant applications) £450	Level of reserves: Our policy is to have £65,000 allocated as reserves, this policy is under review. Unallocated £0 Allocated £0

Is anyone in your organisation (Senior staff/ Trustees/Directors) related to any councillor or employee of Hamble le Rice Parish Council? No

I declare that any grant awarded will be used solely for the purposes outlined in this application. I understand if the grant is not used for the specified purpose Hamble le Rice Parish Council reserve the right to reclaim the grant funds.

I will ensure a report detailing the disbursement of the grant funds will be send to Hamble le Rice Parish Council within 12 months of the awarding of any successful grant funding.

Signature of Responsible Adult (eg Chairman, President, Leader)  Date: 30.3.2021	For Parish Council of Hamble-le-Rice use only
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You must attach the following to your application:

- Copy of last year's audited accounts
- Estimate or costings for project or item(s) to be financed by the grant
- Minutes of your last AGM
- Current Constitution or Rules.
- Equality Policy

Citizens Advice Eastleigh Equality and Diversity Policy for volunteers

Version Control

Issue No.	Date	Issued by	Changes
1.0	April 2020	A Crawford	Annual review. Reviewed by sub-committee in April 2020, adopted by the Board in May 2020

1. Introduction

1.1 Citizens Advice Eastleigh is committed to providing a supportive and inclusive culture for:

- all those who need our services
- our volunteers
- our staff and
- other stakeholders.

We recognise the positive value of diversity, promoting equality and fairness, and challenging discrimination.

We welcome our legal duties not to discriminate as a service provider and an employer. We aim to go beyond the narrow scope of legislative compliance and follow best practice, making equality, diversity and inclusion a fundamental part of all our activities.

We recognise people with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions, and we wish to encourage and harness these differences to make our services more relevant and accessible .

1.2 Citizens Advice Eastleigh will not discriminate or tolerate discriminatory behaviour on the grounds of race, colour, sex, gender identity (transgender), disability, nationality, national or ethnic origin, religion or belief, marital / partnership or family status, caring responsibilities, sexual orientation, age, those identifying as non-binary, social class, educational background, employment status, working pattern, trade union membership or any other factor.

2. Scope

2.1 This policy relates to the work undertaken by Citizens Advice Eastleigh involving volunteers, including: meeting clients' needs, service delivery, working with and supporting volunteers and staff, suppliers, supporters and other associated third parties.

3. Legal obligations

3.1 Volunteers do not fall within the scope of the legislation listed below. However, this list serves to illustrate to volunteers the framework within which the local Citizens Advice operates and that we are committed to providing our services in a way which is non-discriminatory and which values diversity.

3.2 The Equality Act 2010 harmonises and strengthens and replaces most previous equality legislation. The following legislation is still relevant:

- The Human Rights Act 1998.
- The Work and Families Act 2006.
- Employment Equal Treatment Framework Directive 2000 (as amended).

3.3 The Gender Recognition Act 2004 gives people who have changed their gender from the one they were assigned at birth, full recognition in their acquired sex in law for all purposes. A person's transgender status cannot lawfully be disclosed except in specific circumstances which are set out in s22(4) of this Act and Gender Recognition (Disclosure of Information) No. 2 Order.

3.4 When carrying out monitoring in accordance with this policy, we will comply with the General Data Protection Regulation (GDPR) and Data Protection Act 2018. In particular, as data controller (the employer in this instance) we will take into account the sensitivity and risk to individuals in respect of the use of their personal data and special category data. In light of the potential risks to individuals, we will consider in detail how we use diversity data, such as transgender status, in compliance with the GDPR and we will ensure that appropriate security controls are in place.

4. Meeting clients' needs

4.1 We are committed to treating all clients equally and fairly and to not discriminating unlawfully against them. We will also, wherever possible, take steps to promote equality of opportunity. We will ensure that clients:

- won't struggle to get help from us.
- will have help to find a way forward, whatever their problem

- are treated fairly, with dignity and respect, and without discrimination
- will get the level of support they need
- know that we'll speak up for them .

4.2 Citizens Advice Eastleigh is committed to meeting the diverse needs of clients. We will take steps to identify the needs of clients in our community and develop policies and procedures accordingly. We aim to ensure that the services we provide are accessible to all. We will take into account, in particular, the needs of disabled clients (including mental health problems) and clients who are unable to communicate effectively in English, including those who are Deaf, who use BSL and who are hard of hearing. We will consider whether particular groups are predominant within our client base and devise appropriate policies / procedures to meet their needs. Such groups include: men and women, those who identify as non-binary or who do not identify to binary genders; carers; older people; members of religious groups; ethnic groups or nationalities and lesbian, gay, bisexual, pansexual and transgender people.

5. Volunteers

5.1 General statement

Volunteers contribute significantly to the diversity of the organisation. They can expect to be treated fairly, with dignity and respect, and without discrimination. They are likewise expected to treat others fairly, with dignity and respect, and without discrimination. Due to the restrictions imposed by employment law, volunteers are not entitled to the same rights and protections as employees.

6. Implementing the policy

6.1 Responsibilities

6.1.1 All staff, managers, volunteers and trustees will be given a copy of an equality and diversity policy as part of their induction.

6.1.2 All volunteers

At all levels of the organisation, including trustees, volunteers are expected to have read and understood this policy, to ensure that they behave in accordance with its principles and requirements, to encourage the same level of behaviour in colleagues and to immediately report any breaches witnessed, whenever it is reasonable for them to do so.

6.1.3 All managers

Managers are responsible for promoting this policy and ensuring it is understood and complied with by all volunteers, dealing with breaches and complaints (whether reported or not) seriously, speedily, sensitively and confidentially and contributing ideas for the

advancement of diversity principles within the organisation. Managers are expected to be proactive in identifying circumstances in which elements of the policy can benefit individual volunteers, and encourage and support volunteers in making use of such benefits.

6.2 Conduct and general standards of behaviour

All volunteers are expected to conduct themselves in a professional and considerate manner at all times. Citizens Advice Eastleigh will not tolerate behaviour such as:

- making threats
- physical violence
- shouting
- swearing at others
- rudeness
- isolating, ignoring or refusing to work with certain people
- telling offensive jokes or name calling
- displaying offensive material such as pornography or sexist / racist cartoons, or the distribution of such material via email / text message or any other format
- any other forms of harassment and victimisation.

Citizens Advice Eastleigh encourages volunteers to resolve misunderstandings and problems informally wherever possible, depending on the circumstances. However, whether dealt with informally or formally, it is important for a volunteer who may have caused offence to understand that it is no defence to say that they did not intend to do so, or to blame individuals for being over sensitive. It is the impact of the behaviour, rather than the intent, that counts, and that should shape the solution found both to the immediate problem and in order to prevent further similar problems in the future.

6.3 Complaints of discrimination

Citizens Advice Eastleigh will treat seriously all complaints of discrimination made by volunteers, and will take action where appropriate.

All complaints by volunteers will be investigated in accordance with the organisation's volunteer complaints procedure and the complainant will be informed of the outcome in line with these procedures.

We will also monitor the number and outcomes of complaints of discrimination made by volunteers.

7. Monitoring

7.1. Citizens Advice Eastleigh will monitor and record diversity information about staff and volunteers, including trustees, on the basis of age, gender, ethnicity and disability.


7.2 Where it is possible to do so, and where doing so will not cause offence or discomfort to those whom it is intended to protect, we will monitor the sexual orientation and religion or belief of staff and volunteers to ensure that they are not being discriminated against in terms of the opportunities or benefits available to them.

We will regard diversity monitoring data as being confidential and appropriately restrict access to this information. Diversity monitoring data will be used exclusively for the purposes of diversity monitoring and will have no bearing on opportunities or benefits.

See BMIS guidance: [Diversity monitoring: how, why and when?](#)

8. Review

8.1 The Trustee Board will have oversight of this policy and will receive regular reports and monitor the effectiveness of this policy at regular intervals in accordance with the requirements of the Leadership Self Assessment, in particular the Equality Standard. Where under-representation of particular groups is identified, the Board will consider appropriate remedial action such as the setting of targets and/or positive action measures provided for in the Equality Act 2010. The Trustee Board should undertake annual reviews of this policy, especially where there are changes in legislation or significant developments in the area of equality, diversity, inclusion or Human Rights.

Minutes of Eastleigh Citizens Advice Bureau Trustee Board Annual General Meeting			
Held at Eastleigh Citizens Advice, 101 Leigh Road, Eastleigh SO50 9DR			
Date of meeting	18 th November 2020	Start time	18.00

Present:	Anne Winstanley (Chair), Brian Venney, Stephen Rosling, Jephthe Dougie, Annabella Crawford (CEO), David Blenkarn, Kevin Glyn-Davies.
In attendance:	Judith Trayhurn (Operations Manager), Sue Cole (Minutes)

1. Apologies

Rebecca Butler, Phil White, Heather Arnold.

2. Minutes of previous meeting held on the 13th November 2019

The minutes were received.

The minutes were accepted and signed as a true record.

3. Matters arising

No matters arising

4. Receive and approve the Annual Accounts (Resolution 1)

The Annual accounts (previously circulated) were received, approved and signed by the Chair (**AW**).

5. Receive and approve the Annual Report (Resolution 2)

The Annual Report (previously circulated) was received and approved.

6. Trustees

Rebecca Butler has stood down and will not be putting herself forward for re-election. Phil White has resigned from the Board of Trustees.

David Blenkarn has completed a 6-year term as 'Treasurer and will undertake the role of Vice Chairman.

Brian Venney will commence the next term as Treasurer.

AC reported there had been contact from someone interested in applying to be on the Board of Trustees. All relevant paperwork has been sent.

7. Appoint the independent examiners

Members of the board agreed that 'Rothmans were re-appointed as independent examiners.

8. A.O.B

Trustee Eligibility - New Trustees will need to be registered

The meeting closed at...6.14pm.....

Signature Chair – Trustee Board

Date

Citizens Advice Eastleigh equality and diversity policy for paid staff

Issue No.	Date	Issued by	Reason for Issue
1.0	Feb 2020	A. Crawford	Feb Board meeting review – agreed to adopt the BMIS update

1. Introduction

1.1 Citizens Advice Eastleigh is committed to providing a supportive and inclusive culture for:

- all those who need our services
- our volunteers
- our staff and
- other stakeholders.

We recognise the positive value of diversity, promoting equality and fairness, and challenging discrimination.

We welcome our legal duties not to discriminate as a service provider and an employer. We aim to go beyond the narrow scope of legislative compliance and follow best practice, making equality, diversity and inclusion a fundamental part of all our activities.

We recognise people with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions, and we wish to encourage and harness these differences to make our services more relevant and accessible .

1.2 Citizens Advice Eastleigh will not discriminate or tolerate discriminatory behaviour on the grounds of race, colour, sex, gender identity (transgender), disability, nationality, national or ethnic origin, religion or belief, marital / partnership or family status, caring responsibilities, sexual orientation, age, those identifying as non-binary, social class, educational background, employment status, working pattern, trade union membership or any other factor.

2. Scope

2.1 This policy relates to all aspects of work undertaken by Citizens Advice Eastleigh including employment and recruitment and selection, meeting clients' needs and service

delivery, working with and supporting volunteers, suppliers, supporters and other associated third parties.

3. Legal obligations

3.1 In valuing diversity, Citizens Advice Eastleigh is committed to go beyond the legal minimum regarding equality.

The Equality Act 2010 harmonises and strengthens and replaces most previous equality legislation. The following legislation is still relevant:

- The Human Rights Act 1998.
- The Work and Families Act 2006.
- Employment Equal Treatment Framework Directive 2000 (as amended).

3.2 The Gender Recognition Act 2004 gives people who have changed their gender from the one they were assigned at birth, full recognition in their acquired sex in law for all purposes. A person's transgender status cannot lawfully be disclosed except in specific circumstances which are set out in s22(4) of this Act and Gender Recognition (Disclosure of Information) No. 2 Order.

3.3 When carrying out monitoring in accordance with this policy, we will comply with the General Data Protection Regulation (GDPR) and Data Protection Act 2018. In particular, as data controller (the employer in this instance) we will take into account the sensitivity and risk to individuals in respect of the use of their personal data and special category data. In light of the potential risks to individuals, we will consider in detail how we use diversity data, such as transgender status, in compliance with the GDPR and we will ensure that appropriate security controls are in place.

4. Meeting clients' needs

4.1 We are committed to treating all clients equally and fairly and to not discriminating unlawfully against them. We will also, wherever possible, take steps to promote equality of opportunity. We will ensure that clients:

- won't struggle to get help from us
- will have help to find a way forward, whatever their problem
- are treated fairly, with dignity and respect, and without discrimination
- will get the level of support they need
- know that we'll speak up for them

4.2 Citizens Advice Eastleigh is committed to meeting the diverse needs of clients. We will take steps to identify the needs of clients in our community and develop policies and procedures accordingly. We aim to ensure that the services we provide are accessible to all. We will take into account, in particular, the needs of disabled clients (including mental health problems) and clients who are unable to communicate effectively in English, including those who are Deaf, who use BSL and who are hard of hearing. We will consider whether particular groups are predominant within our client base and devise appropriate policies / procedures to meet their needs. Such groups include: men and women; those who identify as non-binary or who do not identify to binary genders, carers; older people; members of religious groups; ethnic groups or nationalities and lesbian, gay, bisexual, pansexual and transgender people.

5. Employment (paid staff)

5.1 General statement

As an employer, Citizens Advice Eastleigh will treat all employees and job applicants equally and fairly and not unlawfully discriminate against them. This will, for example, include arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotions and transfers, grievance and disciplinary processes, selections for redundancy, references and any other employment related activities.

5.2 Recruitment and selection

We recognise the benefits of having a diverse workforce and will take steps to ensure that:

- we endeavour to recruit from the widest pool of qualified candidates practicable
- employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit
- where appropriate, positive action measures are taken to attract applicants from all sections of society and especially from those underrepresented in the workforce
- selection criteria and processes do not unlawfully discriminate
- where appropriate and necessary lawful exemption (genuine occupational requirements) will be used to recruit suitable staff to meet the special needs of particular groups
- any third parties acting for Citizens Advice Eastleigh in respect of employment are made aware of the requirements not to discriminate and to act accordingly.

5.3 Training and development

We will ensure that all employees are encouraged to achieve their full potential. Selection for all training and career development opportunities will be purely on the basis of merit. Appraisals of performance will be conducted objectively and on time.

5.4 Meeting individual needs

Citizens Advice Eastleigh will do its utmost to meet the needs of individuals at work, for example:

- Recognising caring and domestic responsibilities.
- Working patterns - wherever possible training courses and meetings will be planned to allow attendance by staff working non-standard hours / working patterns.
- Disability – reasonable adjustments will be made where necessary to remove barriers and enable disabled staff to carry out their roles.
- Religious practices – time off and suitable facilities for prayer will be provided wherever possible. Requests for annual leave to celebrate religious festivals will be accommodated wherever possible.

6. Volunteers

6.1 General statement

Volunteers contribute significantly to the diversity of the organisation. They can expect to be treated fairly, with dignity and respect, and without discrimination. They are likewise expected to treat others fairly, with dignity and respect, and without discrimination. Due to the restrictions imposed by employment law, volunteers are not entitled to the same rights and protections as employees.

7. Implementing the policy

7.1 The Chief Officer is responsible for implementing this equality and diversity policy in Citizens Advice Eastleigh.

7.2 Responsibilities

7.2 All staff, managers, volunteers and trustees will be given a copy of an equality and diversity policy as part of their induction.

7.2.1 All staff

At all levels of the organisation staff are expected to have read and understood this policy, to ensure they behave in accordance with its principles and requirements, to encourage the

same level of behaviour in colleagues and to immediately report any breaches witnessed, whenever it is reasonable for them to do so.

7.2.2 All managers

Managers are responsible for promoting this policy and ensuring it is understood and complied with by all staff in their area, dealing with breaches and complaints (whether reported or not) seriously, speedily, sensitively and confidentially and contributing ideas for the advancement of diversity principles within the organisation. Managers are expected to be proactive in identifying circumstances in which elements of the policy can benefit individual members of staff, and encourage and support staff in making use of such benefits.

7.3 Conduct and general standards of behaviour

All staff are expected to conduct themselves in a professional and considerate manner at all times. Citizens Advice Eastleigh will not tolerate behaviour such as:

- making threats
- physical violence
- shouting
- swearing at others
- persistent rudeness
- isolating, ignoring or refusing to work with certain people
- telling offensive jokes or name calling
- displaying offensive material such as pornography or sexist / racist cartoons, or the distribution of such material via email / text message or any other format.
- any other forms of harassment or victimisation.

The items on the above list of unacceptable behaviours are considered to be disciplinary offences within Citizens Advice Eastleigh and can lead to disciplinary action being taken.

For more details about disciplinary and grievance matters and our model policy, see [Disciplinary and grievances](#).

Citizens Advice Eastleigh does, however, encourage staff to resolve misunderstandings and problems informally wherever possible, depending on the circumstances. However, whether dealt with informally or formally, it is important for staff who may have caused offence to understand that it is no defence to say that they did not intend to do so, or to blame individuals for being over sensitive. It is the impact of the behaviour, rather than the intent, that counts, and that should shape the solution found both to the immediate problem and to take steps to prevent further similar problems in the future.

7.4 Complaints of discrimination

Citizens Advice Eastleigh will treat seriously all complaints of unlawful discrimination on any forbidden grounds made by employees, volunteers, clients or other third parties and will take action where appropriate.

All complaints will be investigated in accordance with the organisation's grievance, complaints or disciplinary procedure, as appropriate and the complainant will be informed of the outcome in line with these procedures.

We will also monitor the number and outcomes of complaints of discrimination made by staff, volunteers, clients and other third parties.

8. Monitoring

8.1. Citizens Advice Eastleigh will monitor and record diversity information about staff and volunteers, including trustees, on the basis of age, gender, ethnicity and disability.

8.2 Where it is possible to do so, and where doing so will not cause offence or discomfort to those whom it is intended to protect, we will monitor the sexual orientation and religion or belief of staff and volunteers to ensure that they are not being discriminated against in terms of the opportunities or benefits available to them.

We will regard diversity monitoring data as being confidential and appropriately restrict access to this information. Diversity monitoring data will be used exclusively for the purposes of diversity monitoring and will have no bearing on opportunities or benefits.

See BMIS guidance: [Diversity monitoring: how, why and when?](#)

9. Review

9.1 The Trustee Board will have oversight of this policy and will receive regular reports and monitor the effectiveness of this policy at regular intervals in accordance with the requirements of the Leadership Self Assessment, in particular the Equality Standard. Where under-representation of particular groups is identified, the Board will consider appropriate remedial action such as the setting of targets and/or positive action measures provided for in the Equality Act 2010. The Trustee Board should undertake annual reviews of this policy, particularly where there are changes in legislation or significant developments in the area of equality, diversity, inclusion or Human Rights.

Eastleigh Citizens Advice Bureau Articles of Association

The Companies Act 2006

Company Limited by Guarantee and not having a Share Capital

Articles of Association of: Eastleigh Citizens Advice Bureau

Interpretation

1. The provisions of the schedule to these Articles shall apply with respect to the interpretation of and definitions of terms used in these Articles.

Objects

- 2.1 The Charity's objects are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in Eastleigh and surrounding areas.

Powers

3. To promote its objects but not for any other purpose the Charity will have the following powers:
 - 3.1 To establish and provide and assist in the provision of Citizens Advice Bureau services and outlets supplying a free, independent, confidential and impartial service of advice, information and counsel for the public.
 - 3.2 To accept (or disclaim) gifts of money and any other property.
 - 3.3 Subject to the restriction in Article 3.4, to raise funds by way of subscription, donation or otherwise.
 - 3.4 To trade in the course of carrying out the objects of the Charity (and in particular to enter into contracts to provide services to or on behalf of other bodies) and to carry on any other trade which is not expected to give rise to taxable profits.
 - 3.5 To incorporate subsidiary companies to carry on any trade.
 - 3.6 To acquire or hire any property of any kind and to maintain and equip it for use.

- 3.7 To let or dispose of any property of any kind but only (where applicable) in accordance with the restrictions imposed by the Charities Act 1993 (or any statutory re-enactment or modification of that Act).
- 3.8 To borrow money.
- 3.9 To give security over the property of the Charity but only (where applicable) in accordance with the restrictions imposed by the Charities Act 1993 (or any statutory re-enactment or modification of that Act).
- 3.10 Subject to Article 4, to employ paid or unpaid agents, staff and advisers and to make all reasonable provision for the payment of pensions and superannuation for staff and their dependants.
- 3.11 To recruit volunteer workers (who shall not be members of the Trustee Board).
- 3.12 To undertake and execute charitable trusts.
- 3.13 To make grants and loans and give credit and take security for such grants, loans or credit and guarantee or give security for the performance of contracts by any person.
- 3.14 To promote or carry out research.
- 3.15 To publish or distribute information.
- 3.16 Alone or with other organisations to seek to influence public opinion and make representations to and seek to influence governmental and other bodies regarding the development and implementation of appropriate policies provided that such activities shall be confined to those which are consistent with the Charity's charitable status.
- 3.17 To hold or assist in holding exhibitions, meetings, lectures and classes.
- 3.18 To establish, support, co-operate with and amalgamate with other charitable bodies.
- 3.19 To invest or deposit funds in any lawful manner whilst having regard to the suitability of investments and the need for diversification.
- 3.20 To insure the property of the Charity against any foreseeable risk and to take out other insurance policies to protect the Charity as the Trustee Board thinks fit.
- 3.21 To provide indemnity insurance to cover the liability of the Trustees or other officers of the Charity which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Charity: provided that any such insurance shall not extend to any claim arising from any act or omission which the Trustees or officers knew to be a breach of trust or breach of duty or which was committed by the

Trustees or officers in reckless disregard to whether it was a breach of trust or breach of duty or not; provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the Trustees or other officers of the Charity.

3.22 To do all such other lawful things which promote or help to promote the objects.

Benefits to members and Trustees

4.1 Subject to the provisions of Articles 4.2 and 4.3, the income and property of the Charity shall be applied solely towards the promotion of its objects set out in these Articles. No part shall be paid or transferred directly or indirectly to members of the Charity for any services given to the Charity with the exception of reasonable travelling and other out of pocket expenses properly incurred in carrying out the duties of any member or officer of the Charity.

4.2 No member of the Trustee Board and no connected person shall acquire any interest in property belonging to the Charity (otherwise than as a Trustee for the Charity) or receive remuneration or be interested in any way (otherwise than as a member of the Trustee Board) in any contract entered into by the Charity provided this does not exclude:

4.2.1 the payment of reasonable out of pocket expenses incurred on behalf of the Charity;

4.2.2 the payment of fees or the giving of other benefits to any company of which a Trustee is also a member holding not more than 1/100th part of the capital;

4.2.3 interest at a reasonable rate on money lent to the Charity;

4.2.4 a reasonable rent or hiring fee for property or equipment let or hired to the Charity; and

4.2.5 reasonable and proper premiums in respect of indemnity insurance effected in accordance with Article 3.21;

4.2.6 payments made pursuant to any indemnity given to Trustees under these Articles; and

4.2.7 reasonable and proper remuneration to any connected person (as defined in Article 4.3) for any services (and goods connected with those services) supplied to the Charity [excluding] the service of acting as Trustee and services performed under a contract of employment with the Charity) provided that:

(a) the procedure described in these Articles concerning Conflicts of Interest must be followed by the relevant Trustee in relation to any decisions regarding such connected person; and

(b) this provision may not apply to more than half of the Trustees in any financial year (and for these purposes such provisions shall be treated as applying to a Trustee if they apply to a person who is a connected person in relation to that Trustee).

4.3 For the purpose of this Article 4, “Trustee” includes any connected person and “connected person” means the spouse, civil partner, child, step-child, parent, grandparent, grandchild, brother, sister or other person in a relationship with a Trustee which may reasonably be regarded as equivalent to such a relationship or any company or business controlled or managed by a Trustee and includes a trustee of any trust the beneficiaries of which include a connected person.

Limited liability

5.1 The liability of the members is limited.

5.2 Every member of the Charity undertakes to contribute such amount as may be required, not exceeding £1, to the Charity’s assets if it should be wound up while they are a member or within one year after they cease to be a member:-

5.2.1 for the payment of the Charity’s debts and liabilities contracted before they ceased to be a member;

5.2.2 for the costs, charges and expenses of winding up; and

5.2.3 for the adjustment among themselves of the rights of persons who have contributed to the Charity’s assets.

Membership

6. In addition to the subscribers to the Memorandum the Charity may admit into membership:

6.1 individuals (over the age of 18 years) who are interested in furthering the work of the Charity and who are not paid or volunteer workers of the Charity; and

6.2 any body corporate or unincorporated association which is interested in furthering the Charity’s work and is admitted to membership by the Trustees (any such body being called in these Articles a “member organisation”).

7. The Trustee Board may establish criteria for membership and make regulations governing the admission of members.
8. Each member organisation shall appoint an individual to represent it and to vote on its behalf at meetings of the Charity; and may appoint someone else (an alternate) to attend any meeting of the Charity if the appointed representative is unable to attend.
9. Each member organisation shall notify the Charity of the name of the representative appointed by it and of any alternate. If the representative or alternate resigns or otherwise leaves the member organisation, he or she shall immediately cease to be the representative of the member organisation. The member organisation may replace the representative appointed by it.
10. The Trustee Board can vote, with good reason, to end the membership of any individual or member organisation. The individual or member organisation can appeal against this, by making representations to the Trustee Board (and may be accompanied by one other person for this purpose) before a final decision is made.
11. The Charity shall maintain a register of members recording the name and address of every member and the representative of every member organisation and the dates on which they became and ceased to be a member or representative.
12. Membership cannot be transferred to anyone else and ceases automatically if the member:
 - 12.1 dies (if an individual) or ceases to exist (if an organisation); or
 - 12.2 fails to attend two successive annual general meetings in person, by its appointed representative (if a member organisation) or by proxy without notifying to the Charity his or her intention to remain a member.
13. No person or organisation may be admitted as a member of the Charity unless their application for membership has been approved by the Trustee Board.

General meetings

Annual general meeting

14. The Charity shall hold an annual general meeting within 18 months of incorporation and afterwards once in each calendar year. Not more than 15 months shall pass between the date of one annual general meeting and the next. It shall be held at such time and place as the Trustees decide.

Other general meetings

15. The Trustees may call a general meeting at any time. The Trustees shall call a general meeting on receiving a requisition to that effect, signed by at least 10% of the members having the right to attend and vote at general meetings. If the Trustees do not call a general meeting having received such a requisition, the requisitionists may call a general meeting in accordance with the Companies Acts.

Length of notice

16. Unless Article 17 applies, general meetings shall be called by at least 14 clear days' written notice.
17. A general meeting may be called by shorter notice if it is so agreed by at least 90% of the members entitled to attend and vote at that meeting.

Contents of notice

18. Every notice calling a general meeting shall specify the place, day and time of the meeting, the address of the Office and the general nature of the business to be transacted. In the case of an annual general meeting, the notice shall in addition specify the meeting as such. If a special resolution is to be proposed, the notice shall contain a statement to that effect. The notice shall inform members of their right to appoint proxies, be accompanied by suitable proxy forms, and state where and by when such forms must be delivered.

Service of notice

19. Notice of general meetings shall be given to every member and to the Trustees, Citizens Advice, any President, and to the auditors of the Charity.

Public notice

20. At least seven clear days' public notice of every annual general meeting shall be given by announcing it in a local newspaper and by placing a clearly visible notice in each bureau or other place of work operated by the Charity and/or in a prominent place in the local area.
21. Anyone over the age of 18 who is interested in furthering the work of the Charity, may attend and (with the consent of the Chair) speak at the annual general meeting but only members of the Charity shall be entitled to vote.

Proceedings at general meetings (including annual general meetings)

22. No business shall be transacted at any general meeting unless a quorum is present. Ten persons entitled to vote upon the business to be transacted, each being a member or a duly authorised representative of a member organisation or a proxy thereof or fifty percent plus one of the total membership, whichever is the lesser, shall be a quorum.
23. If such a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the Trustees may decide and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the members present in person or by proxy shall be a quorum.
24. A representative from Citizens Advice shall be invited to attend general meetings of the Charity and shall have the right to speak but not to vote at such meetings.
25. The President or the Chair of the Trustee Board in that order, shall be the chair of each general meeting. In his or her absence, the Vice Chair of the Trustee Board (if any) shall take the chair, and if none is in attendance the persons present, before any other business is transacted, shall appoint a chair of the meeting.
26. The chair of the meeting may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.
27. A resolution put to the vote of a meeting shall be decided on a show of hands unless before or on the declaration of the result of the show of hands a poll is duly demanded. Subject to the provisions of the Companies Acts, a poll may be demanded:-
 - 27.1 by the chair of the meeting;
 - 27.2 by at least two members or their proxies having the right to vote at the meeting; or
 - 27.3 by any member or members (or their proxies) representing at least 10% of the total voting rights of all the members entitled to vote on the resolution.

28. Unless a poll is duly demanded a declaration by the chair of the meeting that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
29. The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the chair of the meeting and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.
30. A poll shall be taken as the chair of the meeting directs and he or she may appoint scrutineers (who need not be members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
31. A poll demanded on the election of the chair of the meeting or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the chair of the meeting directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.
32. No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case, at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
33. The proceedings at any meeting or on the taking of any poll shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting.

Votes of members

34. On a show of hands every person present and entitled to vote shall have one vote. On a poll every member present in person or by proxy shall have one vote (so a proxy shall have one vote for each member he or she is representing).
35. No member may vote on any matter in which he or she is personally interested, pecuniarily or otherwise, or debate on such a matter without in either case the permission of the majority of the members present in person at the meeting, such permission to be given or withheld without discussion.

- 36. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chair of the meeting whose decision shall be final and binding.
- 37. A vote given or poll demanded by the duly authorised representative of a member organisation shall be valid notwithstanding the previous termination of the authority of the person voting or demanding a poll unless notice of the termination was received by the Charity before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

Proxies

- 38. A proxy shall be in the following form (or in form as near thereto as circumstances allow or in any other form which is usual or which the Board may approve):-

Eastleigh Citizens Advice Bureau

Name of member appointing the proxy:.....

Address:.....

I hereby appoint [*name of proxy*] of [*address of proxy*] as my proxy to vote in my name and on my behalf at the meeting of the Charity to be held on [*date*], and at any adjournment of the meeting.

This form is to be used in respect of the resolutions mentioned below as follows:

Resolution 1:	*for	*against	*abstain	*as the proxy thinks fit
Resolution 2:	*for	*against	*abstain	*as the proxy thinks fit
All other resolutions properly put to the meeting:	*for	*against	*abstain	*as the proxy thinks fit

*Strike out whichever is not desired. If no indication is given, the proxy may vote as he or she thinks fit.

Signed:

Dated:”

39. Proxy appointment forms must be delivered to the Charity in accordance with the provisions of these Articles concerned with delivery of communications to the Charity and shall be so delivered:
- 39.1 at least 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the form proposes to vote;
 - 39.2 in the case of a poll taken more than 48 hours after it is demanded: at least 24 hours before the time appointed for the taking of the poll; or
 - 39.3 in the case of a poll not taken at the meeting but taken within 48 hours after it is demanded: at the meeting at which the poll is demanded, by delivering the form to the chair of the meeting or to the Secretary or to any Trustee;
- and an instrument of proxy which is not so delivered shall be invalid.
40. A vote given or poll demanded by proxy or by the duly authorised representative of a member organisation shall be valid notwithstanding the previous termination of the authority of the person voting or demanding a poll unless notice of the termination was received by the Charity before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

Trustee Board

Appointment, removal and disqualification of Trustees

41. The first Trustees shall be those persons notified to the Registrar of Companies as the first directors of the Charity.
42. The maximum number of Trustees shall be fifteen and the minimum shall be three, being either:
- 42.1 elected at the annual general meeting (there being no more than ten such elected trustees in total), and who shall hold office from the conclusion of that meeting
- or:-**
- 42.2 co-opted by the Trustee Board
- provided that on appointment the total number of co-opted Trustees does not exceed one third of the total number of Trustees.

43. Each appointment of a co-opted Trustee shall be made at a meeting of the Trustee Board and shall take effect immediately unless the appointment is to fill a place which has not yet been vacated in which case the appointment shall run from the date when the post becomes vacant.
44. Other than at the first three annual general meetings following incorporation, all elected Trustees shall retire from office at the third annual general meeting following the annual general meeting at which they were elected but may be re-elected.
45. All co-opted Trustees shall retire from office at the third annual general meeting following the meeting of the Trustee Board at which they were appointed but may then be elected or re-appointed.
46. At each of the first three annual general meetings following incorporation one third of the first Trustees shall retire in rotation but may be re-elected.
47. No person shall be elected or re-elected as a Trustee at any general meeting unless, at least fourteen but not more than thirty-five clear days before the date appointed for the meeting, notice from a member qualified to vote at the meeting has been given to the Charity of the intention to propose that person for election or re-election stating the particulars which would, if he or she were so elected or re-elected, be required to be included in the Charity's Register of Trustees, together with notice signifying that person's willingness to be elected or re-elected.
48. At least seven but not more than twenty-eight clear days before the date appointed for holding a general meeting notice shall be given to all who are entitled to receive notice of the meeting of any person in respect of whom notice has been duly given to the Charity of the intention to propose him or her at the meeting for election or re-election as a Trustee. The notice shall give the particulars of that person which would, if he or she were so elected or re-elected, be required to be included in the Charity's Register of Trustees.
49. The Trustee Board may make regulations concerning the election of Trustees such that it shall not be necessary to vote separately on the election of each Trustee but instead the Trustees may be elected by ballot.
50. Subject to the above Articles, a Trustee who retires at an annual general meeting may, if willing to act, be re-elected. If he or she is not re-elected, he or she shall retain office until the meeting elects someone in his or her place, or if it does not do so, until the end of the meeting.
51. No person may be appointed as a Trustee:
 - 51.1 under the age of 18 years; or

- 51.2 if he or she is a paid or volunteer worker at any bureau operated by the Charity;
- 51.3. unless he or she is a member (or duly appointed representative of a member organisation) of the Charity; or
- 51.4 in circumstances such that, had he or she already been a Trustee, he or she would have been disqualified from acting under the provisions of these Articles.
- 52. The Trustees may appoint a person who is willing to act as a co-opted Trustee, provided that the appointment does not cause the number of Trustees to exceed any number fixed by or in accordance with the Articles as the maximum number of Trustees.
- 53. The remaining members of the Trustee Board may appoint a person willing to act to fill a casual vacancy in the office of an elected member of the Trustee Board until the next annual general meeting. A casual vacancy in the office of a representative member may be filled by the organisation that s/he represented (provided that such person is acceptable to the Trustee Board).
- 54. The office of a Trustee shall be vacated if he or she:
 - 54.1 is disqualified from acting as a member of the Trustee Board by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
 - 54.2 becomes incapable by reason of mental disorder, illness or injury of managing and carrying out her/his own affairs;
 - 54.3 is absent without the permission of the Trustee Board from three consecutive meetings and the Trustee Board resolves that her/his office be vacated;
 - 54.4 notifies to the Trustee Board a wish to resign by giving at least one month's notice in writing to the Charity stating the date on which the resignation is to take effect (but only if at least three members of the Trustee Board will remain in office when the notice of resignation is to take effect);
 - 54.5 ceases to be a member or duly appointed representative of a member organisation of the Charity; or if
 - 54.6 at a meeting of the Trustees at which at least half of the trustees are present, a resolution is passed that he or she be removed from office. Such a resolution shall not be passed unless the Trustee has been given at least 14 clear days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been afforded a reasonable opportunity of being heard by or of making written representations to the Trustees.

Powers of Trustees

55. Subject to the provisions of the Companies Acts and the Articles, the business of the Charity shall be managed by the Trustees who may exercise all the powers of the Charity. No alteration of the Articles shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made. The powers given by this Article shall not be limited by any special power given to the Trustees by the Articles and a meeting of Trustees at which a quorum is present may exercise all powers exercisable by the Trustees.

Regulations

56. The Trustees may make, repeal or alter regulations as to the management of the Charity and its affairs, as to the duties of any officers or employees of the Charity, as to the conduct of business by the Trustees or any committee or at any general meeting and as to any of the matters within the powers or under the control of the Trustees provided that such regulations shall not be inconsistent with the Articles.

Delegation of Trustees' Powers

57. The Trustees may appoint any person to be the agent of the Charity for such purposes and on such conditions as they determine.
58. The Trustees may delegate any of their functions and duties to any committee of individuals comprising at least two Trustees or the implementation of any of their resolutions and day-to-day management of the affairs of the Charity to any person or committee in accordance with the conditions set out in the Articles.

Delegations to committees

59. In the case of delegation of functions and duties to committees:
- 59.1 the resolution making that delegation shall specify those who shall serve or be asked to serve on any committee (although the resolution may allow the committee to make co-options up to a specified number);
- 59.2 the deliberations of any such committee shall be reported regularly to the Trustee Board and any resolution passed or decision taken by any such committee shall be reported forthwith to the Trustees;
- 59.3 all delegations under this Article shall be revocable at any time;

- 59.4 the Trustees may make such regulations and impose such terms and conditions and give such mandates to any such committee as they may from time to time think fit; and
- 59.5 no committee shall incur expenditure on behalf of the Charity except in accordance with a budget which has been approved by the Trustees.
60. The meetings and proceedings of any committee shall be governed by the provisions of the Articles regulating the meetings and proceedings of the Trustees so far as the same are applicable and are not superseded by any regulations made by the Trustees.

Delegations of management powers

61. In the case of delegation of the day-to-day management of the Charity to a chief executive or other manager or managers:
- 61.1 the delegated power shall be to manage the Charity by implementing the policy and strategy adopted and within a budget approved by the Trustees and if applicable to advise the Trustees in relation to such policy, strategy and budget;
- 61.2 the Trustees shall provide the manager with a description of his or her role and the extent of his or her authority; and
- 61.3 the manager shall report regularly to the Trustees on the activities undertaken and (where those activities involve managing the Charity generally) provide them regularly with management accounts sufficient to explain the financial position of the Charity.

Expenses of Trustees

62. The Trustees may be paid all reasonable travelling, hotel, and other expenses properly incurred by them in connection with their attendance at meetings of Trustees or committees of Trustees or general meetings of the Charity or otherwise in connection with the discharge of their duties.

Officers

63. The Trustee Board shall elect from its number a Chair (if none has been appointed by the members of the Charity) and a Treasurer and may elect one of its number to be Vice Chair. The Trustees may remove from that office any person appointed to an

office under this Article. If the Chair is absent from any meeting, the Vice Chair (if any) shall preside. Otherwise the members present shall, before any other business is done, choose one of their number to preside at the meeting.

64. A person shall not hold office as Chair, Vice Chair or Treasurer for more than six consecutive years. After the end of this period, two further years must pass before any former Chair, Vice Chair or Treasurer shall be eligible for re-election to any of those offices.
65. The Trustee Board may appoint and remove a President and any other patrons and honorary officers. All such positions shall be non-voting and unpaid and such persons shall not be Trustees.
66. The Trustee Board may appoint such other paid officers or staff as it considers necessary. The Trustee Board shall appoint and fix the remuneration of such staff as may be necessary to conduct the business of the Charity. Except for the Secretary (who may be a Trustee) such persons shall not be Trustees and will have no right to vote at meetings.

Proceedings of Trustees

67. Subject to the provisions of the Articles, the Trustees may regulate their proceedings as they think fit.
68. A representative from Citizens Advice shall be invited to attend all meetings of the Trustee Board and its sub-committees. Such representative shall have the right to speak but shall not have the right to vote at meetings.
69. The Charity's senior bureau manager shall be entitled to attend all meetings of the Trustee Board and shall have the right to speak but shall not have the right to vote. The Trustee Board may require any such person to withdraw from the meeting.
70. A representative from among the Charity's paid staff and a representative from among the Charity's volunteer workers shall be entitled to attend all meetings of the Trustee Board, and shall have the right to speak but shall not have the right to vote. The Trustee Board may require any such person to withdraw from the meeting.
71. The Trustee Board shall hold at least four meetings in each year. A meeting of the Trustee Board may be called at any time by the Chair or by any three Trustees upon at least seven clear days' notice being given to the other Trustees and to Citizens Advice. A meeting of the Trustee Board may be called by shorter notice if the circumstances require a meeting to be convened urgently. The notice shall specify the date, time and place of the meeting and any special matters to be discussed.
72. The quorum for Trustee Board meetings shall be at least one third of the members of

the Trustee Board, or three members of the Trustee Board, whichever number is greater.

73. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the chair of the meeting shall have a second or casting vote.
74. The continuing Trustees or a sole continuing Trustee may act despite any vacancies in their number but, if there are fewer than three Trustees, they may act for the purpose of increasing the number of Trustees to that number or of summoning a general meeting of the Charity but for no other purpose.
75. All acts done by a meeting of Trustees, or of a committee of Trustees, or by a person acting as a Trustee shall, even if afterwards discovered that there was a defect in the appointment of any Trustee or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a Trustee and had been entitled to vote.
76. A resolution in writing signed by at least seventy five percent of the Trustees or committee members entitled to vote on the matter shall be as valid and effectual as if it had been passed at a meeting of Trustees or (as the case may be) a committee of Trustees duly convened and held and may consist of several documents in the like form each signed by one or more Trustees or (as the case may be) committee members. The date of a written resolution shall be the date on which the last person entitled to vote signs.
77. A resolution which is approved by email in accordance with this Article shall be as valid and effectual as if it had been passed at a Trustees' meeting duly convened and held, provided the following conditions are complied with:
 - 77.1 such a resolution must be approved by email by at least seventy-five percent of the Trustees entitled to vote on the matter;
 - 77.2 approval must be received by such person as the Trustees shall have nominated in advance for that purpose ("the Recipient"), which person may, for the avoidance of doubt, be one of the Trustees;
 - 77.3 approval from a Trustee must be sent from an email address previously notified in writing (not using electronic means) by that Trustee to the Charity as intended for use by that Trustee for the purpose;
 - 77.4 following receipt of sufficient responses on any resolution, the Recipient shall circulate a further email to all of the Trustees confirming whether the resolution has been formally approved by the Trustees in accordance with this Article;
 - 77.5. the date of a resolution shall be the date of the email from the Recipient confirming formal approval.

78. A meeting of the Trustees may be held either in person or by suitable alternative means agreed between the Trustees in which all participants may communicate simultaneously with all other participants.

Conflicts of Interest

79. Whenever a Trustee finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the Trustees unless, or except to the extent that, the other Trustees are or ought reasonably to be aware of it already.
80. Whenever a matter is to be discussed at a meeting or decided in accordance with Articles 76 or 77 and a Trustee has a Conflict of Interest in respect of that matter then, subject to Article 82, he or she must:
- 80.1 remain only for such part of the meeting as in the view of the other Trustees is necessary to inform the debate;
 - 80.2 not be counted in the quorum for that part of the meeting; and
 - 80.3 withdraw during the vote and have no vote on the matter.
81. If any question arises as to whether a Trustee has a Conflict of Interest, the question shall be decided by a majority decision of the other Trustees.

Trustees' power to authorise a Conflict of Interest

82. The Trustees may (subject to such terms as they may impose from time to time, and subject always to their right to vary or terminate such authorisation) authorise, to the fullest extent permitted by law:
- 82.1 any matter which would otherwise result in a Trustee infringing his or her duty to avoid a situation in which he or she has a Conflict of Interest; and
 - 82.2 the manner in which a Conflict of Interest arising out of any Trustee's office, employment or position may be dealt with. For the avoidance of doubt, Trustees may decide that the Trustee with a Conflict of Interest may participate in the meeting, count in the quorum and vote on the matter provided that when deciding to give such authorisation the provisions of Article 80 shall be complied with;
- provided that nothing in this Article 82 shall have the effect of allowing the Trustees to authorise a benefit that is not permitted in accordance with Article 4.

83. If a matter, or office, employment or position, has been authorised by the Trustees in accordance with Article 82 then the Trustee may absent himself or herself from meetings of the Trustees at which anything relating to that matter, or that office, employment or position, will or may be discussed.
84. A Trustee shall not be accountable to the Charity for any benefit which he or she derives from any matter, or from any office, employment or position, which has been authorised by the Trustees in accordance with Article 82 (subject to any limits or conditions to which such approval was subject).
85. When a Trustee has a Conflict of Interest which he or she has declared to the Trustees, he or she shall not be in breach of his or her duties to the Charity by withholding confidential information from the Charity if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her.

Citizens Advice

86. The Charity shall be a member of Citizens Advice and must conform to its membership requirements and to its aims, principles and policies.
87. The Charity and its Trustees shall operate within an equal opportunities framework to achieve its objects and when exercising their powers.

Bank accounts

88. The funds of the Charity, including all donations, contributions and bequests shall be paid into an account operated by the Trustee Board in the name of the Charity at such bank as the Trustee Board shall from time to time decide.

Secretary

89. Any Secretary appointed by the Trustees may be appointed for such term at such remuneration and upon such conditions as they may think fit and may be removed by them.

Minutes

90. The Trustees shall ensure minutes are made in books kept for the purpose or electronically (and may appoint a minutes secretary for this purpose):-
 - 90.1 of all appointments of officers made by the Trustees; and

90.2 of all proceedings at meetings of the Charity and of the Trustees, and of committees of Trustees, including the names of the Trustees present at each such meeting;

and any such minute, if purported to be signed by the chair of the meeting at which the proceedings were held, or by the chair of the next succeeding meeting, shall be sufficient evidence of the proceedings.

Accounts and reports

91. The members may in general meeting impose reasonable restrictions as to the time at which and the manner in which the statutory books and accounting records of the Charity may be inspected by the members; but subject thereto the statutory books and accounting records shall be open to inspection by the members during usual business hours.

Annual Return

92. The Trustee Board shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return which must be sent to the Charity Commission.

Annual Report

93. The Trustee Board shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report which must be sent to the Charity Commission.

Accounts

94. The Trustee Board shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:

94.1 the keeping of accounting records for the Charity;

94. the preparation of annual statements of account for the Charity;

94.3 the auditing or independent examination of the statements of account of the Charity;

94.4 the transmission of the statements of account of the Charity to the Charity Commission.

Communications by and to the Charity

95. The following provisions shall apply to communications by and to the Charity:
- 95.1 a document or information (including any notice) to be given, sent or supplied by or to any person pursuant to the Articles may be given, sent or supplied in hard copy form, in electronic form or (in the case of communications by the Charity) by making it available on a website;
- 95.2 a document or information (including any notice) may only be given, sent or supplied in electronic form where the recipient has agreed (generally or specifically) that the document or information may be sent in that form and has not revoked that agreement; and
- 95.3 a document or information (including any notice) may only be given, sent or supplied by being made available on a website if the recipient has agreed (generally or specifically) that the document or information may be sent or supplied in that manner, or if the recipient is deemed to have agreed in accordance with the Companies Acts.
96. Without prejudice to the provisions of the Companies Acts, any document or information (including any notice) sent to a member pursuant to the Articles may (as appropriate) be sent to the address as shown in the Charity's register of members (or in the case of documents or information sent by electronic means) to an address specified for the purpose by the member.
97. Any document to be served on the Charity or by any member on any officer of the Charity under the Articles may only be served:
- 97.1 in the case of documents in hard copy form, by sending or delivering them to the Office or delivering them personally to the officer in question; and
- 97.2 in the case of documents in electronic form, by sending them by electronic means:
- 97.2.1 to an address notified to the members for that purpose; and
- 97.2.2 from an address previously notified to the Charity by the member (other than by electronic means) for the purpose of sending and receiving documents and information.
98. A member present in person or by proxy at any meeting of the Charity shall be deemed to have received notice of the meeting and, where requisite, of the purpose for which it was called.
99. In relation to documents or information sent or supplied in accordance with the

Articles:

- 99.1 where the document or information is sent or supplied by post, service or delivery shall be deemed to be effected at the expiration of 48 hours after the envelope containing it was posted. In proving such service or delivery it shall be sufficient to prove that such cover was properly addressed and posted;
- 99.2 where the document or information is sent or supplied by electronic means to an address specified for the purpose by the intended recipient, service or delivery shall be deemed to be effected on the same day on which it is sent or supplied. In proving such service it will be sufficient to prove that it was properly addressed;
- 99.3 where the document or information is sent or supplied by means of a website, service or delivery shall be deemed to be effected when:-
- (a) the material is first made available on the website; or
 - (b) (if later) when the recipient received or is deemed to have received notification of the fact that the material was available on the website.
100. Without prejudice to Article 99, if any document or information has been sent or supplied by electronic means and the sender becomes aware of a failure in delivery (and subsequent attempts to send or supply such documents or information by electronic means also result in failure in delivery) the sender shall either:
- 100.1 send or supply a hard copy of such document to the intended recipient; or
- 100.2 (where applicable) give notice to such recipient in hard copy form of the availability of the documents or information on a website in accordance with the Companies Acts.

Indemnity

101. To the extent permitted by the Companies Acts:
- 101.1 without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee of the Charity shall be indemnified out of the assets of the Charity in relation to any liability incurred by him or her in that capacity; and
- 101.2 every other officer of the Charity may be indemnified out of the assets of the Charity in relation to any liability incurred by him or her in that capacity.

Trustees' indemnity insurance

102. The Trustees shall have power to resolve pursuant to Article 3.21 to effect trustees' indemnity insurance, despite their interest in such policy.

Amendment

103. The Articles may be amended in accordance with the Companies Acts and the Charities Act 1993 (or any statutory re-enactment or modification of those Acts) provided that no amendment shall be made which is inconsistent with the written policies of Citizens Advice.

Dissolution

104. If any property remains after the Charity has been wound up or dissolved and all debts and liabilities have been satisfied, it shall not be paid to or distributed among the members of the Charity. It shall instead be given or transferred to some other institution or institutions established for exclusively charitable purposes having similar objects to those of the Charity. The institution or institutions which are to benefit may be chosen by the members of the Charity or, subject to any such resolution of the members, by resolution of the Trustees at or before the time of winding up or dissolution. A copy of the statement of accounts, or account and statement for the final accounting period of the Charity must be sent to the Charity Commission.

Exclusion of model articles

105. The relevant model articles for a company limited by guarantee are hereby excluded.

SCHEDULE

Interpretation

Term	Meaning
“address”	includes a number or address used for the purposes of sending or receiving documents and information by electronic means
“Articles”	these Articles of Association of the Charity
“Citizens Advice”	National Association of Citizens Advice Bureaux (company no. 1436945 and registered charity no. 279057)
“clear days”	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect and for the avoidance of doubt clear days include weekends and public holidays
“Charity”	Eastleigh Citizens Advice Bureau
“Companies Acts”	has the meaning given to it in section 2 of the Companies Act 2006
“Conflict of Interest”	any direct or indirect interest of a Trustee (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of the Charity
“electronic form” and “electronic means”	have the meanings respectively ascribed to them in the Companies Act 2006
“hard copy” and “hard copy form”	have the meanings respectively ascribed to them in the Companies Act 2006
“Memorandum”	the Memorandum of Association of the Charity
“Office”	the registered office of the Charity



“Secretary” any company secretary of the Charity including any joint or assistant company secretary

“Trustee and Trustees” the director and directors as defined in the Companies Acts

Unless the context otherwise requires, words or expressions contained in the Articles bear the same meaning as in the Companies Acts, but excluding any statutory modification not in force when the Articles became binding on the Charity.

HAMBLE-LE-RICE PARISH COUNCIL

PARISH COUNCIL OFFICE
MEMORIAL HALL
HAMBLE-LE-RICE
SOUTHAMPTON S031 4JE

headgroundsman@hamblepc.org.uk

TELEPHONE: 02380 453422

APPLICATION FORM FOR USE OF THE COUNCILS MOUNT PLEASANT RECREATION GROUND AND COLLEGE PLAYING FIELDS

Name of Organisation/Event Host
Hamble Club Youth

Which facility are you wanting to use:

Mount Pleasant

College Playing fields

Type of Event(s) Football Tournament

Organiser/ Responsible person: Steve Harris

Mobile phone number 07872024682

Email or address steve.harris@hcyfc.co.uk

Date(s) required	Set up on the 9th tournament held 10 th /11 th and 17 th /18 th we would require the pavilion inbetween as before so we can store the equipment and also have the freezers on.
What is the event?	Football festival

How many visitors are expected	500 per day which is down by 250 per day on the last as we have said 1 player 1 parent
How many vehicles are expected?	200 per day which will be parked in the school next door
How will the event and use of the Councils facilities be managed?	We will manage the area with regular patrols also we get in additional toilets brought in as the ones on site aren't really good enough. We also get the grass area cleaned and also clean the pavilion on the Monday after getting rid of any rubbish. With regards the football and the spectators we have covid marshals and also have the FA sanction to show that we adhere to all rules and social distancing.
Who will hold the public liability cover for the event? (Please attach a copy of the certificate)	Hamble Club youth have a public liability certificate
What alternative parking solutions have been explored? Please specify	We are using the school as we have every year
How many traders or stall holders will be operating?	None except the club with a cold drinks and BBQ
If food is being sold who is responsible for food hygiene compliance?	Hamble club youth
Times of opening/closing	10-4
How does the event benefit the wider Hamble community?	We have over 500 members in our club that are mainly from the hamble/bursledon area. Also the coop has to increase their staffing levels as they take up to an additional 30% and the chip shop sold out the last tournament of fish so local businesses love the tournament

At least six weeks before the event you should send an event management plan to the Parish Council to include:

First Aid provision

Safeguarding Policy (if children or vulnerable people will be taking part or attending the event)

Provision of extra toilet facilities

Sustainable rubbish separation – recyclable glass, plastic paper & rubbish

Litter pick after the event

Removal of rubbish from the site

Additional Comments

We have held the tournament for 3 yrs and it has always been a success, so much so, we have had local businesses thanking us when we go in and now we have to let them know when it will be held, this so they can rota more staff and also order more stock. We have had a few issues in the past with the amount of fridges or us cutting the grass, however we have always made sure that the council have never had any problems with how we have left things or that they have been out of pocket.

Date 23/3/2021

Signature *Steve Harris*

Council Meeting
12.04.2021
Allotments

A series of decisions are needed in relation to the allotments on Hamble Lane following the survey work carried out last year.

Key issues

Allotment holders have for the last few years experienced damage to their plots and produce. The Survey indicated a strong preference for closing the pathway and staff were asked to investigate further.

The path is not a formal right of way and although there has been established use by a small portion of the community over the years, a consultation via the Newsletter at the end of last year indicated that those opposing its closure was small (1 member of the public and two HPC councillors).

Staff were asked to consider the impact of closing the pathway in relation to health and safety considerations. A risk assessment was circulated to the Asset Management Committee and no comments have been forthcoming.

Contact has been made with HCC regarding the potential for slips, trips and falls as a result of the uneven ground. There has been no formal response to the issue to date.

Closing the pathway to the public would reduce the numbers of casual users using the access routes and reduce further the risks. A reminder to allotment holders will be sent out in an email along with the Risk Assessment advising caution.

Given this it is proposed that the allotment holders are provided with chains and padlocks to secure the accesses for a period not exceeding 6 months with a review at that stage. The review should consider whether there has been a reduction in damage and anti social behaviour at the site and whether further objections have come forward. Signage indicating that the route is closed will be supplied by HPC.

Risk Assessment (RA)

The RA has been updated and will be issued to residents in the absence of any changes required by the AMC.

Pest control

EBC have been in touch to advise that additional regulations have been issued by government over the use of bait poison. Going forward monthly visits would be

needed in order to meet the new requirements. At the moment the visits are every two months.

Given the additional costs involved it is recommended that the pest controller be asked to continue to supervise the site on a monthly basis until the current contract has expired. Clarification on this is being sought.

Should council decide this is the best route forward – Allotment holders will need to be notified and advised that future treatments are unlikely given the changes in rules. A stronger emphasis on keeping the site free from debris and detritus will be needed and allotment holders will need to do more to manage the problem.

Recommendations

To approve the closure of the footway for a trial period of 6 months with a review at the end, assessing whether it has succeeded in reducing the incidence of damage and anti-social behaviour, as well as any further objections that might be forthcoming to the closure.

To cease the pest control contract as soon as the current treatment end and to confirm that no further treatments will take place.

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Council Meeting

12.04.2021

Donkey Derby Field allocations for 2021/22

Due to coronavirus the normal process for allocating days did not take place in December. With the lifting of restrictions organisations are starting to plan events during the year.

Last year we allocated 22days from the 28 days available.

The following requests have been made:

Event	Organisation	Date	Days
X-Yachts Solent Cup	Royal Southern Yacht Club	28-30 May	3
Women's Open Keelboat Champs	Royal Southern Yacht Club	4-6 June	3
J-Cup	Royal Southern Yacht Club	23-27 June	5
Hamble Classics	Royal Southern Yacht Club	9-12 September	3
Christmas Fayre	Royal Southern Yacht Club	6 November	1

At present there have been no requests for markets on the Foreshore although under the EBC High Street initiative an officer at EBC has been assisting in establishing markets in other locations. This could be an option although staffing levels need to return to normal before additional projects can be taken on.

The field has not been cut since autumn time. The grounds staff want to retain an area of natural grassland if possible which would work if partial use of the field was agreed. With the exception of the food markets the field has not been heavily used for other events.

Members are asked to confirm how many days they wish to allocate and any criteria to assist with the allocation of days. The fees and charges for the use of the field remain unchanged.

HAMBLE PARISH COUNCIL
THE BEACH HUT CAFÉ
FORESHORE IMPROVEMENTS AND BIN STORAGE

An informal meeting at The Foreshore was held on Monday March 8th 2021 at 1230 between Mr Richard Beach, owner of The Beach Hut Café, Councillor Andy Thompson, chair of the Assets Management Committee and Richard Clarke, Head of Grounds and Assets.

The following was discussed:

The Foreshore immediately in front of the café

It should be noted that much of the foreshore, southern and northern quays are built on reclaimed land which was reclaimed using rubble from the bombing of Southampton during World War 2. There has always been a problem with rubble appearing through the ground surface. In the past this has been remedied using shingle washed up against the wall of the Northern Quay nearby. However changes in the tidal pattern mean that less shingle is now accumulated for redistribution. This and increased footfall has resulted in large areas of rubble being exposed. There is now a serious trip hazard, and the rough nature of the surface could result in severe injury should a fall occur.



It unclear from legal documents as to who is responsible for this area, The Beach Hut Café, or Hamble Parish Council. Both parties are very concerned about potential injury to the public and subsequent claims for compensation. The question of responsibility will have to be addressed.

It was suggested that the best solution would be to extend the existing sea wall northwards to the corner of the café, and infill behind it. However this will be expensive, may require planning permission and/or concern other bodies such as Natural England. It would be more logical to include this work in any future upgrade of the general area.

Mr Clarke said his team would use shingle cleared for the slipways to cover the rubble as a temporary measure. Shingle cannot be imported from other areas due to environmental restrictions.

Mr Beach said he has designs and quotes to extend the existing decking northwards to the corner of the café. This would be a non-permanent structure which would remove the need to cross the hazardous area to access the café and would provide additional disabled access. HPC could then barrier the area off until a permanent solution is found. The decking could also provide some additional seating, which Mr Beach wants to do given the financial losses incurred during the pandemic. Mr Beach is keen to improve the appearance of the area to provide a better experience for customers, visitors and residents.

Additional decking would result in the existing seat and concrete base adjacent to the east side of the building being removed. This was placed here during the construction of the existing building. Mr Beach said he would provide two new benches either side of the steps to the decking as replacements.



Mr Beach also raised concerns over an area near his wooden benches where water run off had eroded the ground between the seating area and the adjacent slipway.



This had also been reported by Councillor Underdown, and has now been repaired by HPC Grounds Team.

Rubbish Bins

At present the rubbish bins used by the café are located in a small locked compound at the northern end of the quay. The bin lids are secured by a commonly available triangular key and are often used by others to dispose of rubbish. This results in the bins overflowing. Mr Beach is arranging for an additional bin, and it was suggested that the bins are turned round so that they open the other way making access from the public area more difficult.

Ultimately it is suggested that the bins are relocated to the concrete pad to the rear of the lifeboat station.



This would accommodate sufficient bins for HPC and the café; they could be of a more visually attractive design and be more secure. However there may be issues with the proximity to the electricity substation so the provider will have to be consulted. The area presently used for bins could be used for additional seating.

I don't consider providing bins here for The Bugle to be practical due the distance especially when carrying glass bottles, security considerations late at night and the precedent of assisting a private business.

Recommendations

That consideration is given to the proposal to extend the decking area of the café.

The Grounds Team attempt to cover the rubble with shingle as available.

If possible the responsibility for the affected part of the foreshore is established.

The company responsible for the sub station is contacted about repositioning waste bins. If approved, the bins are repositioned to the concrete pad.

HAMBLE RIVER VALLEY FORUM

FINAL REPORT 2021

In the summer of 2012 Bursledon Parish Council approached other estuarine Parish Councils as it saw a need for them to better work together and support one another in improving and protecting the river and its valley. After a few initial meetings the Forum came into existence at its first AGM in June 2013.

The Parish Councils had sought membership of the River Hamble Management Committee on several occasions that was refused because it was said they were presented by Borough Councillors. To give a more effective voice to the estuarine parish councils and the residents who live within their boundaries about matters pertaining to the River Hamble and the river valley the Hamble River Valley Forum (HRVF) was established.

Botley, Bursledon, Curdrige, Hamble-le-Rice and Hound Parish Councils were the founders of the HRVF. As Fareham Borough Council was not parished the Forum co-opted some non-voting members to represent this area or others who had expertise that they could offer to the Forum. Later Whiteley Town Council joined the Forum as it wished to protect the river valley adjacent to its development for its residents to enjoy.

The format of the meetings was to have a public session to enable them to raise matters if they wished for the attention of the Councils on the Forum and to have a speaker from various users or organisations to understand better their use, enjoyment and problems relating to the river and its valley. Forum members attended Harbour Authority meetings and other relevant meetings and reported back to Forum meetings to share the information. There were normally four ordinary meetings and an AGM each year.

The Forum initially focussed more on river matters but soon widened out to the river valley and non-boating users. Protecting the public interests in the river valley was important to the Forum and it raised awareness of items such as protecting the river valley from unsightly and dominant development that could be seen from the water and keeping the balance of interests in the river in check.

The Forum has lobbied and given feedback in association with its member Councils regarding local plans and river management plans to preserve the beauty of the river. Policies such as protecting the 'Blue Areas' (Mooring Restriction Zones) that provide open views across the river and inshore channels for small boat users. It has endeavoured to support the smaller boat users of the river of modest means as well as non-boat users such as walkers and birdwatchers who enjoy the river and its valley.

The Forum formed a Public Rights of Way and Footpaths Working Party in 2015 with a membership of footpath officers from six estuarine parishes, plus Ramblers' representatives and other interested parties on both sides of the river. The Working Party aims were sharing information; developing the network of public rights of way in the Hamble River Valley; improving signposting; producing leaflets to advertise the network; exploring maintenance improvement.

It worked with Natural England regarding its route for the England Coast Path through our area and lobbied for it to go via the A27 road bridge to enable its users to enjoy the river environs, heritage and scenes, as well as provide an alternative route when the Hamble-Warsash Ferry was not operating.

The Forum has supported a number of other local footpath initiatives and local organisations' bids for funding to provide better footpaths. It has also on its own initiative sought to seek an improved footpath network in the north of the river valley in Curbridge and provide a link with the North Whiteley footway/cycleway. This included a meeting with a National Trust manager who was supportive of an off road route across its land.

Throughout its existence the Forum has sought to improve access to the river including its jetties and has worked with the Harbour Masters towards these goals. The Harbour Masters have attended Forum meetings and they are thanked for their close collaboration with the Forum. Pollution issues have been raised and followed up by the Forum. Although it was impossible for the Forum to address the national problem of plastics in the water it brought this to attention of its members and undertook small initiatives to improve the local situation of plastics in the River Hamble.

One of the best and most interesting attributes of its meetings has been the talks that has given the Parish Council's and the public a better understanding of the diverse use of the river and its valley. A range of speakers has delivered excellent presentations about the river and surrounding areas which were very well received. These have included canoeists use of the river, bird aware, managing National Trust land adjoining the river and Harbour Master's river issues.

The other success of the Forum has been those involved meeting together, who would have not normally met, to share a common interest to fulfil the original aim of better working together and supporting one another in improving and protecting the river and its valley. It has also given a voice to local people on matters that they have not been able to pursue through other means.

Due to a boundaries changes in 2019 Hound no longer had any foreshore in the river valley so withdrew from the Forum. Hedge End gain a very small length of river foreshore and because of this wished to be sent HRVF papers and would only attend if a relevant matter was on the agenda.

Due to the coronavirus lockdown HRVF meetings were unable to take place from March 2020, including a special meeting in April 2020 and the AGM in June.

At a special virtual meeting in April 2021 it was decided to dissolve the Forum due to various circumstances that led to insufficient Council representatives being able to attend meetings. Members of the Rights of Ways and Footpaths Working Party wished to continue to meet on an informal basis to share information and to work together in the endeavour to improve the footpath network in the river valley. The Forum's records are being deposited at the Hampshire Record Office.

Finally, the Pilands Wood Community Association must be thanked for its hospitality by providing the Pilands Wood Centre for all the Forum's meetings, as well as everyone who have participated and contributed to the Forum over its years of existence.

Ian Underdown

HRVF Chairman

April 2021

HAMBLE RIVER VALLEY FORUM

Ordinary Meeting
Pilands Wood Centre, Chamberlayne Road, Bursledon, SO31 8DT
on Thursday 30 January 2020 at 19.00
Minutes

1 Chair's Welcome –

1a Present

Cllr Ian Underdown (Chairman) Hamble-le-Rice PC; Cllr Eric Bodger, Curdridge PC; Cllr Hazel Croft Phillips, Whiteley TC; Robert Hughes, Warsash Sailing Club (Co-opted).

Jim Chadwick-Williams, Hamble River Rowing Club; Paul Hobbs Warsash Residents Association; Margaret Holt, Burr ridge Residents Association; Viv Holt Burr ridge Residents Association; Paul Tossell, Public; Aileen Wood HCAF & Scouts

1b Apologies –

Cllr Lynne Newton Curdridge PC; Cllr Sheelagh Cohen, Hamble-Le-Rice PC; Cllr Jane Rich; Diane Andrewes BROWAPG; Jeremy Clark, Solent Protection Society; Eric Reed, BROWAPG.

Harry James-Mills, (Guest Speaker) was unable to attend.

1c Introductions –

Members and public introduced themselves

1d Councillors' Interests: Ian Underdown has a mooring on the river Hamble.

.....

PUBLIC SESSION: 'Paddle Boarding on the Hamble River'

Cllr Underdown asked if any members present had experience of paddle boarding on the River Hamble. Jim Chadwick-Williams gave a brief but informative description about paddle boarding, its growing popularity on the river and the WeSup organisation based at Universal Marina. It was stated that some tension between paddle boarders and other river users. As no guidance was in place, many paddle boarders used the main channel, or ignored all rules resulting in some safety concerns.

Update on Hampshire Countryside Access Forum Aileen Wood gave a brief update on the role of HCAF

The transcript of the update is attached to the end of the minutes

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2 TO AGREE MINUTES OF THURSDAY 28th November 2019 MEETING

Agreed

Proposed Hazel Croft-Phillips

Seconded Ian Underdown

3 TO REPORT ON MATTERS ARISING (not appearing in the agenda)

3.1 England Coast Path update - Cllr Underdown

Calshot to Gosport Section

- CCG1 Calshot to Itchen Bridge and CCG 2 Itchen Bridge to Hamble-Warsash Ferry
- These stretches will take longer to reach approval stage because there were objections; one on each length. These will progress later in the year.
- CCG3 Hamble-Warsash Ferry to Gosport received no objections and has been approved.
- CCG 3 will now move into the establishment phase e.g. signposting, way markers

- Unfortunately the Secretary of State did not support the alternative route via the A27 Bridge at Bursledon.

3.2 Horse & Jockey Jetty – Cllr Underdown

Cllr Underdown, on behalf of river users and Curdrige PC, asked HEP if the Harbour Board would provide public liability insurance for the small public jetty by the Horse & Jockey pub

The Harbour Master agreed to investigate further, but confirmed he had agreed to maintain the jetty but did not wish to take ownership of it.

Noted that the Insurance is complicated – public liability held by Curdrige PC covers most aspects of its use – understood to be on crown land;
It was reported that a board was missing from the jetty.

4 TO CONSIDER REPORTS AND MATTERS ARISING FROM RECENT HARBOUR AUTHORITY MEETINGS

4.1 Harbour Management Committee and Harbour Board

- The Board meeting was largely about finances
- Agreed to apply a flat rate charge for harbour dues in respect of all dry-stack vessel berths
- The Hamble River Authority has won the bid to continue to manage the river from the Crown

4.2 Hamble Estuary Partnerships: 4th December

- Most issues on environmental matters
- Presentations were given a) Solent European Marine Sites Management Group by Solent Forum; b) Bird Aware regarding Strategic Solution to bird disturbance and c) Green Blue: Recreational Boating a joint programmed by RYA and British Marine

5 TO NOTE DATES OF FUTURE HARBOUR AUTHORITY MEETINGS:

- 5.1 Management Committee: 13th March 2020
- 5.2 Board Meetings: 3rd April 2020

6 TO CONSIDER ACTIONS ARISING FROM THE PUBLIC SESSION

Robert Hughes and Viv Holt agreed to contact the Harbour Master about rules for paddle boarders using the river

7 ISSUES BEING RAISED BY SOME MEMBERS REGARDING THE FORUM

- HPC reviewing representatives on other bodies
- Does the constitution reflect what the forum is doing?
- Is it decision making or not?
- Is the geographical representative right?
- Why nominating representative to Forum not knowing what will be doing/work plan?

8 TO CONSIDER TOPICS AND IDEAS FOR FUTURE MEETINGS

- Cllr Hazel Croft-Phillips raised the issue of pollution from car exhausts near the river and the way they parked on the Warsash Hard; noted that the Hard comes under the remit of Highways (above high water mark); or the Harbour Master (below high water mark)

9 COUNCIL'S REPRESENTATIVES ON THE FORUM FOR 2020-2021

- May next election for some parish councils and asked to nominate HRVF representatives

10 DATES OF NEXT MEETINGS: 11th June 2020 AGM & Ordinary Meeting

11 AOB (notified to Chairman)

- HRVF Archives will be passed to Hampshire County Councils Archive

.....
Public Session

No issues raised by the public
.....

Hampshire Countryside Access Forum Report to HRVF

The main aim of the Forum is to provide guidance on and contribute towards improving opportunities to enjoy Hampshire's countryside and coast.

The remit of the Forum is to:

- Fulfil the statutory duty to advise on the improvement of public access to land for the purposes of open-air recreation and the enjoyment of the area, as described in the Countryside and Rights Of Way Act 2000.
- Contribute in an advisory capacity to the development and monitoring of the Countryside Access Plans (Rights of Way Improvement Plans) and contribute to their implementation.
- Promote the appropriate use and enjoyment of the countryside by all.

Geographic Area

- The Forum is a joint Forum with the cities of Portsmouth and Southampton and covers the whole of the administrative area of the county and two cities,
- A Local Access Forum – New Forest Access Forum and South Downs National Park.

Membership

- 10 – 22, balance in representation
- Represent interest **not** organisation; freedom to form own viewpoint
- 1 - 3 year term – HCAF 3 years – Application every 3 years
- *Members with predominantly land-management interests*
 - Land management/ownership; Public land management; Farming;
- *Members with predominantly user interests*
 - Cycling; Horse riding; Carriage driving; Walking; Motor vehicle use
- *Members with other interests of relevance to the Forum*
 - Young people; Countryside education; People with disabilities; Community planning; Volunteering; Nature conservation
- *Local Authorities*
 - Hampshire County Council; Southampton City Council (or Portsmouth City Council)
- Observers – may not take part in discussion unless invited by Chair

Workshop – 3-5 year forward plan – priorities

- Countryside Access Plan - advising on implementation; involvement in developing the strategic network – i.e. deciding on what routes are included, supporting a flexible network
- Improving signage/ensuring it is appropriate – encourage use of images rather than text
- Pooling information already produced by user groups to create a resource pack
- Coming up with a standard presentation for members to give to member organisations on how to use the rights of way network etc.
- Monitoring HCC progress and spending – advise on Countryside budget
- Advising planning authorities – educate planning officers; enforcement/follow up; promoting connectivity of local amenities when new developments are created
- Volunteering – set of clear guidance and requirements from HCC on what they expect of volunteer groups
- More aware of grants for access improvements that HCAF and/or user groups could apply for – explore opportunities to get funding and manage projects to demonstrate good practice
- Better cross working with Highways – raising awareness of connectivity, safe routes between rights of way

Sub-groups

- Coastal Path; Cycling; Engagement; Equestrian; List of Streets; MOD Liaison; Planning

Publications

- Cycling Strategy; Equestrian Strategy

HAMBLE RIVER VALLEY FORUM

Special Meeting at 6.30pm on Thursday April 1st 2021 Virtual Meeting by Zoom due to Coronavirus

MINUTES

1 CHAIR'S WELCOME - APOLOGIES - COUNCILLORS' INTERESTS

The Chairman welcomed everyone present and explained that a special meeting had been arranged for 2nd April last year but due to the coronavirus lock-down it could not go ahead.

Present: Cllr Ian Underdown (Chairman) Hamble-le-Rice PC; Cllr Lynne Newton (Vice Chair), Curdridge PC; Cllr Hazel Croft Phillips, Whiteley TC; Aileen Wood (Minute Secretary) HCAF & Scouts.

Apologies: Cllr Sheelagh Cohen Hamble-le-Rice PC.

Councillors' interests:

Cllr Ian Underdown declared he had a mooring on the river.

2 TO AGREE MINUTES OF THURSDAY 30th JANUARY 2020 MEETING

Proposed Cllr Hazel Croft Phillips **Seconded** Cllr Ian Underdown **Agreed.**

3 TO DISSOLVE THE FORUM DUE TO INSUFFICIENT COUNCIL REPRESENTATIVES BEING ABLE TO ATTEND MEETINGS.

The Chairman explained that last year it had become evident that due to insufficient Council representatives being able to attend meetings and the difficulty of having a quorum for meetings it had been decided that it would be best to dissolve the Forum. This had been decided as elections were pending and it was wished to wind up the Forum in an organised way rather than being in the position of not being able to hold the next Forum AGM due to insufficient elected council representatives being present to continue the Forum

Proposed Cllr Ian Underdown **Seconded** Cllr Lynne Newton

That with regret to dissolve the Hamble River Valley Forum due to insufficient Council representatives being able to attend meetings. All agreed.

In discussions prior to this meeting, members of the Rights of Ways and Footpaths Working Party wished to continue to meet on an informal basis to share information and to work together in the endeavour to improve the footpath network in the river valley. Anyone interested in joining this group to contact Lynne Newton and her contact details are on Curdridge Parish Council's website. A discussion followed that the Forum might start again sometime in the future if circumstances allowed.

4 AOB (notified to Chairman)

A final report of the Hamble River Valley Forum will be sent out to members along with the minutes. Aileen Wood agreed to deposit the Forum's records at Hampshire Record Office. The Chairman thanked everyone involved in the Forum since its formation for their participation and achievements as reflected the final report. Ian Underdown was thanked for his good work as Chairman of the Forum.

Meeting closed 6.50pm

Council meeting 12.04.2021

Delegated decisions

1. Planning and other applications

Application	Nature of works	Decision
F/218955 Land off the B397	Installation of battery standby energy facility	Oppose
NC218993814A CROWSPORT, HAMBLE-LE-RICE, SOUTHAMPTON, SO31	Fell two trees	Concern registered about the loss of trees in Crowsport
T2189931 10 CROWSPORT, HAMBLE-LE-RICE, SOUTHAMPTON, SO31 4HG	1 no. Oak (T1) - Fell.	Oppose
River Rat, High Street, Hamble	Pavement Licence Application	Support
The Bugle, High Street, Hamble	Pavement Licence Application	TBA

2. Appointment of Recruitment specialists and changes to terms of recruitment for Parish Warden, Resources Manager and Operations Manager.

At the meeting on the 8th march 2021 Council delegated authority to the Clerk to appoint and retain the services of a recruitment specialist to provide assistance with the current vacancies. Hampshire Association of Local Councils was appointed following discussion with them and South East Employers. The later failed to submit a quote.

The detail and cost of the service is attached with HALC appointed to offer a fully managed service at the cost of £1440. This includes managing the whole recruitment for the Operations and Resources Manager and with references for the Parish Warden role and contract advice for the Communications Contract.

The timetable for the posts is as follows:

Post	Advert	Closing	Shortlist	Interview	Who
Parish Warden	18.03.21	5.04.21	6.04.21	27.04.21	Andy Thompson, Richard Clarke, Amanda Jobling
Comms	18.03.21	9.04.21	WC 12.04.21	WC 19.04.21	Sharon Hayward, Michelle Nicholson, Amanda Jobling

Resources Manager	29.03.21	19.04.21	29.04.21	13/14.05.21	Simon Hand, Sheelagh Cohen, Andy Thompson Amanda Jobling
Operations Manager	29.03.21	19.04.21	21.04.21	30.04.21	Simon Hand, Sheelagh Thompson, Amanda Jobling

3. Annual Parish Meeting Date.

Government has withdrawn the regulations allowing Council meetings to be held virtually. As a result, from the 5th May all meetings will need to be in a public. As we have elections, we will need to have our Annual Council Meeting on 10th May 2021 in person (venue to be agreed) and the Annual Parish Meeting on Wednesday 19th May in the Hall at the Memorial Hall.

From June the potential for restrictions to be lifted should allow meetings to resume at the Roy Underdown Pavilion.

4. Reopening of RUP and other bookings

Several requests for bookings over the summer and into the autumn have been received. Provisional bookings have been taken but these need to be confirmed. To avoid cancelling bookings, it is recommended that bookings are not confirmed before the decision to lift restrictions which is not before 21st June 2021.

Assuming the road map is followed this will allow for use of the building on previous terms – although it is likely that there will still be some administrative requirements linked to track and trace. Council is asked to confirm they are content with this approach?

5. IT Cloudy and Decisions

Finding software to manage more of our admin processes was a key aim of the resilience survey. A Microsoft partner called IT Cloudy has provided a proposal to audit and reorganise our data storage architecture, to train and then help install a range of Microsoft products available through our current license. The work will enable efficiency gains especially around meetings and their administration. It would also move much of the council work (staff and Members) from Outlook onto Teams with greater use of Microsoft planner and other associated software. Attempts were made to use it last year, but without reorganising our data storage the benefits were limited.

I am awaiting a price for the work which I hope to provide at the meeting.

6. Slipway clearance.

Work to clean the slipway has started with two cleans per month. There has been an increase in the charge going from £500 to £550 per month.



Hello Amanda

Further to our discussions, you advised Hamble Parish Council has decided to undertake a restructure due to individuals leaving, the requirements of the Councils services changing and to give the Clerk role some capacity. New roles of Resources Manager, Operations Manager, Parish Warden and Comms & Social Media support have been created and need recruiting to. You asked me to produce a proposal detailing what support HALC can provide to the recruitment process.

Please find below details of the recruitment services we offer. These range from recruitment administration right through to a fully managed service.

General Advertising

Adverts on the HALC Website – You need to provide the adverts but we can work with you to ensure they are legally compliant and cover all requirements to ensure you attract high calibre candidates.

External adverts – we can advise you on the best places to advertise and ensure the adverts are legally compliant and cover all requirements to ensure you attract high calibre candidates.

It is free to advertise on the HALC website but if you would like help producing the advert this will be £50 per advert.

Recruitment Administration Service

We will place the advert on the HALC website, send out recruitment packs i.e. Job descriptions and person specifications, receive CV's and collate and forward them to you after the closing date. You will need to provide the job descriptions and Person specifications which we can work with you to produce. This would be £120 per day or £60 for a half a day (minimum half day charge) per vacancy for non LCPD members.

Fully managed service

For this service we would

- Draft and agree the job description / person specification and advert on your behalf.
- Help you identify suitable places to advertise
- Manage the recruitment administration for applicants (as outlined above)
- Set up and administer the interview process (you will need to sort the venue/online platform)
- Shortlist with the interview panel, provide shortlist documentation
- Develop a question plan with the panel



- Invite applicants to interview
- Manage the administration afterwards in terms of notifying unsuccessful candidates
- Provide you with a non-NJC standard employment Contract if you would like to use it.

The cost for this would be a standard rate of £1440.

If you would like us to interview (via an online platform) with the panel this would be at an additional fee

I hope this covers everything you wanted. If you opt not to take the fully managed service but would like us to do elements of this then we can work on a day rate basis. The standard day rate for this is £360 per day for non LCPD members.

I hope I have captured all of your requirements and that you are interested in the service that we offer. If you have any questions or would like to discuss this further please do not hesitate to contact me.

Kind regards

Sharon

HR Consultant

Do the Numbers Limited
37 Upper Brownhill Road
Southampton, SO16 5NG
023 8077 2341

22nd March 2021

Amanda Jobling, Clerk
Hamble Le Rice Parish Council
Memorial Hall, 2 High Street
Hamble-le-Rice
Southampton,
SO31 4JE

Dear Amanda,

Subject: Review of matters arising from interim Internal Audit for 31 March 2021

Please find the matters arising following my visit today and remote review earlier in the year.

The staffing of the council office has been significantly impacted by COVID and thus certain transparency and freedom of information disclosures were not up to date at the time of the visit. However all of the documents and information were to hand in the Clerk's files and therefore are a matter of timing as much as of compliance.

Overall I found the records of the council to be in good order and that the visit went well.

Control area	Issue	Recommended Action
Year end reports	The clerk is using external staff to manage the accounts system, who are very familiar with the software.	A year end file based on that completed in 2020 should be compiled, so that all control accounts and reports are validated in advance of completion of the AGAR.
Remote meetings	While the council is still allowed to meet remotely, care should be taken that the agenda allows full public access.	The Zoom code and password should be published so that the public can attend any meeting without needing to contact the clerk. (example here)
Fixed asset register	The asset register used by the council is more of an inventory and appears to include assets which have been replaced. (<i>also raised last year</i>)	The accounting software used by the council now includes a Fixed Asset module which will greatly simplify and then resolve this issue.

Transparency code	Several of the disclosures of both the FOI and Transparency code are incomplete on the council website <i>(also raised last year)</i>	The transparency code requirements are on page 30 here See note above.
Web upload file format	Some recent files had been uploaded to the web in Word rather than PDF format. This increases risk and reduces transparency.	Please could members check the website and notify the officers of any files which need to have their format corrected.

I will return to the office on may 26th to complete my review.
If either you or your councillors have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

Fixed Assets Register - Combined

	Asset	cost location	Location	Description	Supplier	Serial Number	Manufacturer	Purchase Price	Purchase Date	Disposal Date	Assets Register	Annual Physical Check	Insurance 1516	2020 update	scrap value	Annual budget	commentary
Land	L 001	302	Foreshore	Hamble Foreshore		n/a			22/04/1905		£1.00			check date			
Land	L 002	204	Bartletts Field	Bartlett's Field Recreation Ground		n/a			22/04/1905		£1.00						
Land	L 003	305	Westfield Common	Westfield Common Lozenge		n/a			22/04/1905		£1.00						
Land	L 004	105	St Andrews	St Andrew's Cemetery		n/a			02/06/1905		£1.00						
Land	L 005	204	Memorial Hall	Land for car parking at Memorial H		n/a			02/06/1905		£1.00						
Land	L 006	201	Mount Pleasant	Mount Pleasant Recreation Ground		n/a			02/06/1905		£1.00						
Land	L 007	201	Mount Pleasant	Mount Pleasant car park		n/a			02/06/1905		£36,000.00						
Land	L 008	302	Foreshore	Public Hard		n/a			02/06/1905		£4,899.00						
Land	L 009	302	Foreshore	Southampton Water Foreshore		n/a			02/06/1905		£10,000.00						
Land	L 010	302	Foreshore	Foreshore replacement setts south		n/a			01/04/2003		£32,783.00						
Land	L 011	301	Foreshore	Dinghy Park Resurfacing		n/a			01/03/2006		£20,672.00						
Land	L 012	302	Foreshore	Foreshore bollards		n/a			01/11/2004		£3,658.00			AF 4/4/20			
Land	L 013	201	Mount Pleasant	Mount Pleasant Car Park - Flood A		n/a			01/07/2006		£11,323.05						
Land	L 015	305	Westfield Common	Westfield Common	EBC Asset transfer				2010/11		£1.00						
Land	L 016	204	Buffer	Buffer zone	EBC Asset transfer				2010/11		£1.00						
Land	LO17	204	Mercury estate	Open space around estate	EBC Asset transfer				2010/11		£1.00						
Land	LO18	204	Spifire way estate	Open space around estate	EBC Asset transfer				2010/11		£1.00						
Land	LO19	204	Village green	Village green	EBC Asset transfer				2010/11		£1.00						
Land	LO20	204	Donkey derby field	Donkey derby field	EBC Asset transfer				2010/11		£1.00						
Land	LO21	204	Copse lane	copse lane	EBC Asset transfer				2010/11		£1.00						
Land	LO22	204	Avro court	Avro court	EBC Asset transfer				2010/11		£1.00						
Land	LO23	204	Astral Gardens	Astral gardens	EBC Asset transfer				2010/11		£1.00						
Land	LO24	204	Sylvan lane	Sylvan lane	EBC Asset transfer				2010/11		£1.00						
Land	LO25	204	Meadow lane	Meadow lane	EBC Asset transfer				2010/11		£1.00						
Land	LO26	203	HPCF	HPCF		n/a					£1.00						
Plant	P001	202	College P.F.	Soil Spreader	M & S	9466	Sisis	£400.00	22/06/1905	31/03/2021	£400.00		£51,889.06	RC 9/4/20	£25	£0.00	
Plant	P002	201	Mount Pleasant	Leaf Collector	Parker	VTE90360882	Parker	£1,000.00	31/03/2002	31/03/2021	£1,000.00			RC 9/4/20	£40	£0	
Plant	P003	201	Mount Pleasant	Line Marker	Fleet		Fleet	£700.00	31/03/2003	31/03/2023	£700.00			RC 9/4/20	£0	£30.43	
Plant	P004	202	College P.F.	Line Marker	Fleet		Fleet	£700.00	31/03/2003	31/03/2025	£700.00			RC 9/4/20	£0	£35	
Plant	P005	202	College P.F.	Large Cylinder Mower	M & S	FT24729	Dennis	£4,870.00	31/03/2003	31/03/2021	£4,870.00			RC 9/4/20	£350	£0	
Plant	P006	201	Mount Pleasant	Fertilizer Spreader	William Wheatley	2506	C-Dax	£1,206.00	31/03/2003	31/03/2021	£1,206.00			RC 9/4/20	£50	£0	
Plant	P007	202	College P.F.	Cement Mixer	B&Q	136731714B	Belle	£498.00	31/03/2004		£498.00			RC 9/4/20	£5		
Plant	P009	204	Bartletts Field	Pedestrian Brush	William Wheatley	30170 & 30171	Kersten	£2,595.00	31/03/2005		£2,595.00			RC 9/4/20	£50		
Plant	P011																
Plant	P012																
Plant	P015	202	College P.F.	Small Cylinder Mower	M & S	FT17162	Dennis	£3,090.00	11/05/2006	31/03/2021	£3,090.00			RC 9/4/20	£250	£0	
Plant	P016	204	Bartletts Field	Trailer			Rclarke	£400.00	31/07/2006	31/03/2025	£400.00			RC 9/4/20	£0	£20	
Plant	P017	204	Bartletts Field	Spiker	Th White	1991106	Greentek	£3,090.00	19/12/2006	31/03/1930	£3,090.00			RC 9/4/20	£200	£123.60	
Plant	P018	202	College P.F.	Roof ladder	screwfix	TRL245		£220.00	03/01/2007	31/03/2021	£220.00			RC 9/4/20	£50	£0	
Plant	P019	202	College P.F.	TV100 cricket roller (Benford 86084309)				£1,800.00	31/03/2008	31/03/2021	£1,800.00			RC 9/4/20	£100	£0	
Plant	P020	202	College P.F.	Petrol Vacuum		24A202B678	MTF	£900.00	31/03/2008	31/03/2021	£900.00			RC 9/4/20	£5	£0	
Plant	P022	202	College P.F.	Transport Box	SCH		SCH	£800.00	31/03/2008	31/03/1930	£800.00			RC 9/4/20	£50	£40	
Plant	P023	201	Mount Pleasant	Finishing Mower	RAM	200016	Sitrex	£1,195.00	17/06/2008	31/03/2025	£1,195.00			RC 9/4/20	£150	£70.29	
Plant	P024																
Plant	P025																
Plant	P026	202	College P.F.	Chipper	TH White	CS100TMP	Greenmech	£3,520.00	16/09/2010	31/03/2025	£3,520.00			RC 9/4/20	£500	£234.66	
Plant	P027	202	CPF	hedgecutter	udor environmental	424296733	Stihl	£250.00	30/10/2017	30/10/2027	£250.00						
Plant	P028	202	College P.F.	Salt spreader	Snowtec	SP65		£200.00	31/01/2011	31/03/2025	£200.00			RC 9/4/20	£0	£13.33	
Plant	P029	202	CPF	Floor buffer	County supplies	133902593	Numatic	£419.25	30/05/2014	31/03/2025	£419.25			RC 9/4/20	£100	£38.11	
Plant	P032	201	Mount Pleasant	Snow Plough	RAM	15509	Lewis	£914.00	28/02/2011	31/03/1930	£914.00			RC 9/4/20	£150	£45.70	
Plant	P033																
Plant	P034	202	College P.F.	Chainsaw	M & S	JO27920	Tanaka	£354.00	01/08/2012	31/03/2022	£354.00			RC 9/4/20	£0	£35.40	
Plant	P035																
Plant	P036	202	College P.F.	Smartfit Strimmer	M & S	JH1005	Tanaka	£334.00	01/08/2012		£334.00			RC 9/4/20	£0		
Plant	P037	202	College P.F.	mower	Th White	59T00289	pellenc	£1,500.00	23/11/2020	30/11/2030	£1,500.00			RC 1/12/20	£0	£150	
Plant	P038	202	College P.F.	battery	Th White	56T05284	pellenc	£1,425.00	23/11/2020	30/11/2025	£1,425.00			RC 1/12/20	£0	£142.50	
Plant	P039	202	College P.F.	long reach hedge cutter	Th White	525853383	Stihl	£550.00	30/11/2020	30/11/2025	£550.00			RC 1/12/20	£0	£110	
Plant	PO40	202	College P.F.	Tractor mounted brush	RAM	27061	suton	£2,900.00	01/09/2012	31/03/2025	£2,900.00			RC 9/4/20	£100	£223.08	
Plant	PO41	202	CPF	electric hedge cutter	Carters of swanwick	20180400131	Husqvarna	£280.95	12/03/2018	31/03/2025	£280.95			RC 9/4/20	£0	£40.13	
Plant	PO42	202	CPF	electric hedge cutter	Carters of swanwick	20180400130	Husqvarna	£280.95	12/03/2018	31/03/2025	£280.95			RC 9/4/20	£0	£40.13	
Plant	PO43	202	CPF	electric chainsaw	Carters of swanwick	20180800175	Husqvarna	£312.64	12/03/2018	31/03/2025	£312.64			RC 9/4/20	£0	£44.66	
Plant	PO44	202	CPF	electric strimmer	Carters of swanwick	20174100625	Husqvarna	£247.20	12/03/2018	31/03/2025	£247.20			RC 9/4/20	£0	£35.31	
Plant	PO45	202	CPF	electric strimmer	Carters of swanwick	2017100639	Husqvarna	£247.20	12/03/2018	31/03/2025	£247.20			RC 9/4/20	£0	£35.31	
Plant	PO46	202	CPF	electric brush cutter	Carters of swanwick	20174900013	Husqvarna	£259.20	12/03/2018	31/03/2025	£259.20			RC 9/4/20	£0	£37.02	
Plant	PO47	202	CPF	electric brush cutter	Carters of swanwick	20174900011	Husqvarna	£259.20	12/03/2018	31/03/2025	£259.20			RC 9/4/20	£0	£37.02	
Plant	PO48	202	CPF	long reach hedge cutter	Carters of swanwick	20204700607	Husqvarna	£289.40	12/03/2018	31/03/2025	£289.40			RC 9/4/20	£0	£41.28	
Plant	PO49	202	CPF	electric blower	Carters of swanwick	20182710220	Husqvarna	£283.00	12/03/2018	31/03/2025	£283.00			RC 9/4/20	£0	£40.43	
Plant	PO50	202	CPF	mower	Carters of swanwick	8132678	Masport	£442.80	12/03/2018	31/03/2023	£442.80			RC 9/4/20	£35	£88.56	
Plant	PO51	202	CPF	mower	Carters of swanwick	8132668	Masport	£442.80	12/03/2018	31/03/2023	£442.80			RC 9/4/20	£35	£88.56	
Plant	PO52	202	CPF	mower	Carters of swanwick	8132671	Masport	£442.80	12/03/2018	31/03/2023	£442.80			RC 9/4/20	£35	£88.56	
Plant	PO53	202	CPF	BL1200 battery	Carters of swanwick	20174888933	Husqvarna	£178.65	12/03/2018	31/03/2025	£178.65			RC 9/4/20	£0	£25.52	
Plant	PO54	202	CPF	BL1200 battery	Carters of swanwick	20174888778	Husqvarna	£178.65	12/03/2018	31/03/2025	£178.65			RC 9/4/20	£0	£25.52	
Plant	PO55	202	CPF	BL1200 battery	Carters of swanwick	20174888780	Husqvarna	£178.65	12/03/2018	31/03/2025	£178.65			RC 9/4/20	£0	£25.52	
Plant	PO56	202	CPF	Backpack battery	Carters of swanwick	20172306206	Husqvarna	£864.00	12/03/2018	31/03/2025	£864.00			RC 9/4/20	£0	£123.42	
Plant	PO57	202	CPF	QC330 battery charger	Carters of swanwick	20173716184	Husqvarna	£71.24	12/03/2018	31/03/2025	£71.24			RC 9/4/20	£0	£10.18	
Plant	PO58	202	CPF	QC330 battery charger	Carters of swanwick	20173761191	Husqvarna	£71.24	12/03/2018	31/03/2025	£71.24			RC 9/4/20	£0	£10.18	
Plant	PO59	202	CPF	QC330 battery charger	Carters of swanwick	20173716187	Husqvarna	£71.24	12/03/2018	31/03/2025	£71.24			RC 9/4/20	£0	£10.18	
Plant	PO60	202	CPF	QC500 battery charger	Carters of swanwick	20173812427	Husqvarna	£94.80	12/03/2018	31/03/2025	£94.80			RC 9/4/20	£0	£13.54	
Plant	PO61	202	College P.F.	Grinder	Tradepoint	444313 03488476	Ryobi	£120.00	27/11/2020	30/11/2035	£120.00			RC 1/12/20	£0	£7.50	
Plant	PO62																
Plant	PO63	202	CPF	Pallet forks	J Silk Agri	0	J Silk Agri	£151.00	07/11/2017	31/03/1930	£151.00			RC 9/4/20	£0	£10	
Plant	PO64	202	CPF	Brushcutter FS94	Carters of swanwick	41499673300B	Stihl	£354.00	12/03/2020	31/03/2027	£354.00			RC 9/4/20	£25	£50.57	
Vehicle	VO01	202	College P.F.	Tractor													

Vehicle	VO02	202	CPF	F3090 power unit	Carters of swanwick	11218	Kubota	£14,370.00	12/03/2018	31/03/2028	£14,370.00				RC 9/4/20	£2,500					
Vehicle	VO03	202	CPF	602 cutting deck	Carters of swanwick	61301	Kubota	£2,862.00	12/03/2018	31/03/2028	£2,862.00				RC 9/4/20		£2,000	£0			
Computers	C001	110	Parish Office	Chairman's chain of office and badge				£515.00	31/03/1990		£515.00										
Computers	C002	110	Parish Office	Canon Printer/Copier	Canon		Canon	£1,000.00	31/03/2005		£1,000.00										
Computers	C003	110	Parish Office	Dell Dimension GX260	Dell		Dell	£225.00	31/03/2005		£225.00										
Computers	C004	110	Parish Office	Dell Dimension GX260	Dell		Dell	£1,000.00	31/03/2005		£1,000.00										
Computers	C005	110	Parish Office	Dell Laser Printer 3100cn (colour)				£560.00	31/03/2005		£560.00										
Computers	C006	110	Parish Office	Dell 3300MP projector				£715.00	31/03/2005		£715.00										
Computers	C007	110	Parish Office	Monitor	Dell		Dell	£1,250.00	31/03/2005		£1,250.00										
Computers	C008	110	Parish Office	Dell Dimension GX260	Dell		Dell	£1,033.00	31/03/2006		£1,033.00										
Computers	C009	110	Parish Office	Furniture				£3,788.00	31/05/2006		£3,788.00										
Computers	C010	110	Parish Office	Fuji Finepix A340 camera				£103.00	16/08/2006		£103.00										
Computers	C011	110	Parish Office	Fire safe				£411.00	31/12/2006		£411.00										
Computers	C012	110	Parish Office	Portable Induction loop				£375.00	31/05/2007		£375.00										
Computers	C013	110	Parish Office	Coin counter				£320.00	31/01/2008		£320.00										
Computers	C014	302	Foreshore	CCTV Camera & Recorder	SSG		SSG	£2,500.00	30/09/2008		£2,500.00		£5,410.59	AF 4/4/20		£0.00					
Computers	C016	201	Mount Pleasant	CCTV Camera & Recorder	SSG		SSG	£2,500.00	30/09/2008		£2,500.00			CA 30/3/20		£0					
Computers	C017	202	College P.F.	CCTV Camera & Recorder	SSG		SSG	£2,280.00	30/09/2008		£2,280.00			RC 26/3/20		£0					
Computers	CO18	110	Parish Office	laptop	carrera		Asus	£400.00	31/03/2020		£400.00										
Computers	CO19	110	Parish Office	laptop	carrera		lenovo	£400.00	31/03/2020		£400.00										
Computers	CO20	110	Parish Office	laptop	carrera		lenovo	£400.00	31/03/2020		£400.00										
Computers	CO21	110	Parish Office	laptop	carrera		HP envy	£400.00	31/03/2020		£400.00										
Computers	CO22	110	Parish Office	ipad				£350.00	31/03/2020		£350.00										
Computers	CO23	110	Parish Office	ipad				£350.00	31/03/2020		£350.00										
Computers	CO24	110	Parish Office	ipad				£350.00	31/03/2020		£350.00										
Computers	CO25	110	Parish Office	izettle payment machine				£79.00	31/03/2020		£79.00										
Computers	CO26	110	Parish Office	Phone					31/03/2020												
Computers	CO27	110	Parish Office	projector			asus	£400.00	31/03/2020		£400.00										
General	G001	202	College P.F.	Christmas Lights				£1,136.00	07/11/2006	31/03/2022	£1,136.00			£1,591.35	RC 9/4/20		£0				
General	G002	104	Foreshore	Pay and Display Machine	Cale Bripark		Cale Bripark	£3,917.00	31/07/2019	31/03/1930	£3,917.00			£8,646.34	AF 4/4/20		£0.00				
General	G004		Hamble Lane	Road Sign (Welcome to Hamble)	Appletons		Appletons	£1,000.00	16/03/2007	31/03/2021	£1,000.00			£1,060.90	CA 13/4/20		£0.00				
General	G005		Hamble Square	Noticeboard	EBC			£1.00	31/03/2011	31/03/1930	£1.00			£1,060.90	CA 13/4/20		£0.00				
General	G006	302	Foreshore	Replacement setts southern quay				£32,783.00	01/04/2003	31/03/1940	£32,783.00				RC 16/4/20		£0				
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0			
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0			
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0			
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0			
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0			
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0			
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0			
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0			
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0			
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0			
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0			
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0			
General	G009	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0			
General	G010	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0			
General	G011	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0			
General	G012	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0			
General	G013	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2028	£200.00				AF 4/4/20		£0	£10			
General	G014	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2028	£200.00				AF 4/4/20		£0	£10			
General	G015	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2028	£200.00				AF 4/4/20		£0	£10			
General	G016	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2028	£200.00				AF 4/4/20		£0	£10			
General	G017	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2028	£200.00				AF 4/4/20		£0	£10			
General	G018	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2028	£200.00				AF 4/4/20		£0	£10			
General	G019	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2028	£200.00				AF 4/4/20		£0	£10			
General	G020	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2028	£200.00				AF 4/4/20		£0	£10			
General	G021	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2028	£200.00				AF 4/4/20		£0	£10			
General	G022	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2028	£200.00				AF 4/4/20		£0	£10			
General	G023	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2028	£200.00				AF 4/4/20		£0	£10			
General	G024	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86			£15,406.34	AF 4/4/20		£0.00	£10.00			
General	G025	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10			
General	G026	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10			
General	G027	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10			
General	G028	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10			
General	G029	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10			
General	G030	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10			
General	G031	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10			
General	G032	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10			
General	G033	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10			
General	G034	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10			
General	G035	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10			
General	G036	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10			
General	G037a	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10			
General	G037	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10			
General	G038a	302	Foreshore	Metal Bin	Wybone		Wybone														

General	G047a	302	Foreshore	Anchors	BP			£1.00			£1.00					AF 4/4/20	£100		
General	G047	302	Foreshore	Anchors	BP			£1.00			£1.00					AF 4/4/20	£100		
General	G048a	302	Foreshore	Dog Bin	EBC			£1.00		31/03/2021	£1.00					AF 4/4/20	£0		
General	G048	302	Foreshore	Dog Bin	EBC		Earth anchor	£1.00		31/03/2011	31/03/2025	£1.00				AF 4/4/20	£0		
General	G051	302	Foreshore	Lifebuoy holder	Glasdon		Glasdon				31/03/2025					AF 4/4/20	£0		
General	G052	302	Foreshore	Public Art												AF 4/4/20	£0		
General	G053	302	Foreshore	Lifebuoy holder	Glasdon		Glasdon				31/03/2025					AF 4/4/20	£0		
General	G054	302	Foreshore	Lifebuoy holder	Glasdon		Glasdon				31/03/2025					AF 4/4/20	£0		
General	G055	305	Westfield Common	Concrete Bins	EBC		Wybone	£1.00		31/03/2011	31/03/2025	£1.00				CA 2/4/20	£0	£0.25	
General	G057	305	Westfield Common	Concrete Bins	EBC		Wybone	£1.00		31/03/2011	31/03/2025	£1.00				CA 2/4/20	£0	£0.25	
General	G058	305	Westfield Common	Wooden Benches	EBC		Unknown	£1.00		31/03/2011	31/03/2025	£1.00				CA 2/4/20	£0	£0.25	
General	G059	305	Westfield Common	Wooden Benches	EBC		Unknown	£1.00		31/03/2011	31/03/2025	£1.00				CA 2/4/20	£0	£0.25	
General	G060	305	Westfield Common	Wooden Benches	EBC		Unknown	£1.00		31/03/2011	31/03/2025	£1.00				CA 2/4/20	£0	£0.25	
General	G062	204	Hambleside Ct Bus	Southampton Seats	Neptune		Neptune	£200.00		31/03/1998	31/03/2030	£200.00				CA 8/4/20	£0	£6.66	
General	G063	204	Ensign Way Bus	Southampton Seats	Neptune		Neptune	£200.00		31/03/1998	31/03/2030	£200.00				CA 8/4/20	£0	£6.66	
General	G064	204	Coach Rd Junction	Southampton Seats	Neptune		Neptune	£200.00		31/03/1998	31/03/2030	£200.00				CA 8/4/20	£0	£6.66	
General	G066	204	Mercury Memorial	Southampton Seats	Neptune		Neptune	£200.00		31/03/1998	31/03/2030	£200.00				CA 8/4/20	£0	£6.66	
General	G067	204	Satchel Lane	Southampton Seats	Neptune		Neptune	£200.00		31/03/1998	31/03/2030	£200.00				CA 8/4/20	£0	£6.66	
General	G068	204	Crowsport	Southampton Seats	Neptune		Neptune	£200.00		31/03/1998	31/03/2030	£200.00				CA 8/4/20	£0	£6.66	
General	G069	204	School Lane	Southampton Seats	Neptune		Neptune	£200.00		31/03/1998	31/03/2030	£200.00				CA 13/4/20	£0	£6.66	
General	G070	204	Green Lane	Southampton Seats	Neptune		Neptune	£200.00		31/03/1998	31/03/2030	£200.00				CA 13/4/20	£0	£6.66	
General	G071	204	Copse Lane Dentist	Southampton Seats	Neptune		Neptune	£200.00		31/03/1998	31/03/2030	£200.00				CA 8/4/20	£0	£6.66	
General	G072	204	Coach Road	Southampton Seats	Neptune		Neptune	£200.00		31/03/1998	31/03/2030	£200.00				CA 8/4/20	£0	£6.66	
General	G073	204	Beech Gdns	Southampton Seats	Neptune		Neptune	£200.00		31/03/1998	31/03/2030	£200.00				CA 8/4/20	£0	£6.66	
General	G075	204	Sydney Ave	Southampton Seats	Neptune		Neptune	£200.00		31/03/1998	31/03/2030	£200.00				CA 8/4/20	£0	£6.66	
General	G076	204	Lovers Lane	Southampton Seats	Neptune		Neptune	£200.00		31/03/1998	31/03/2030	£200.00				CA 30/3/20	£0	£6.66	
General	G077	204	Hamble Lane	Southampton Seats	Neptune		Neptune	£200.00		31/03/1998	31/03/2030	£200.00				CA 8/4/20	£0	£6.66	
General	G078	204	Windsock Corner	Neptune Bench	Neptune		Neptune	£200.00		31/03/1998	31/03/2030	£200.00				CA 8/4/20	£0	£6.66	
General	G079	204	Broadway	Metal Seat	Wybone		Wybone	£200.00		31/03/1998	31/03/2030	£200.00				CA 8/4/20	£0	£6.66	
General	G080	204	Broadway	Metal Seat	Wybone		Wybone	£200.00		31/03/1998	31/03/2030	£200.00				CA 8/4/20	£0	£6.66	
General	G081	204	Bus Stop opp Vets	Baltimore Seat	Townscape		Townscape	£200.00		31/03/2008	31/03/2030	£200.00				CA 13/4/20	£0	£6.66	
General	G082	201	Mount Pleasant	Height Barrier				£1,000.00		31/03/2005	31/03/2030	£1,000.00				CA 30/3/20	£20	£40	
General	G083	201	Mount Pleasant	Car Park Entrance Sign	Appletons		Appletons	£1,000.00		31/03/2005	31/03/2022	£1,000.00				CA 30/3/20	£0		
General	G084	202	College P.F	Bund Tank				£1.00		31/03/1999	31/03/2024	£1.00				RC 9/4/20	£45	£0.25	
General	G085														£1,060.90				
General	G086	201	Mount Pleasant	Large Plastic Bin	Glasdon		Glasdon	£200.00		31/03/1999	31/03/2026	£200.00				CA 30/3/20	£0	£4	
General	G086a	201	Mount Pleasant	Large Plastic Bin	Glasdon		Glasdon	£200.00		31/03/1999	31/03/2026	£200.00				CA 30/3/20	£0	£4	
General	G086a	201	Mount Pleasant	Large Plastic Bin	Glasdon		Glasdon	£200.00		31/03/1999	31/03/2026	£200.00				CA 30/3/20	£0	£4	
General	G086a	201	Mount Pleasant	Large Plastic Bin	Glasdon		Glasdon	£200.00		31/03/1999	31/03/2026	£200.00				CA 30/3/20	£0	£4	
General	G086a	201	Mount Pleasant	Large Plastic Bin	Glasdon		Glasdon	£200.00		31/03/1999	31/03/2026	£200.00				CA 30/3/20	£0	£4	
General	G087	201	Mount Pleasant	Dog Bin	EBC		Earth anchor	£300.00		14/03/2011	31/03/2026	£300.00				CA 30/3/20	£0	£6	
General	G088	201	Mount Pleasant	Dog Bin	EBC		Earth anchor	£300.00		14/03/2011	31/03/2026	£300.00				CA 30/3/20	£0	£6	
General	G089	201	Mount Pleasant	Dog Bin	EBC		Earth anchor	£300.00		14/03/2011	31/03/2026	£300.00				CA 30/3/20	£0	£6	
General	G090	201	Mount Pleasant	Neptune Bench	Neptune		Neptune	£200.00		31/03/2008	31/03/2030	£200.00				CA 30/3/20	£0	£10	
General	G091	204	Aquila way	Southampton Seats	Neptune		Neptune	£499.00		31/08/2016	31/03/2035	£499.00				CA 2/4/20	£0	£10	
General	G092	204	Aquila way	Bin	Glasdon		Glasdon	£595.00		31/10/2016	31/03/2035	£595.00				CA 2/4/20	£0	£20	
General	G093	202	CPF	Concrete bin	Wybone		Wybone	£268.99		30/04/2016	31/03/2035	£268.99				RC 26/3/20	£0	£12.50	
General	G094	201	Mount Pleasant	Metal Bench	Wickstead		Wickstead	£200.00		31/03/2008	31/03/2030	£200.00				CA 30/3/20	£0	£6.66	
General	G095	201	Mount Pleasant	Metal Bench	Wickstead		Wickstead	£200.00		31/03/2008	31/03/2030	£200.00				CA 30/3/20	£0	£6.66	
General	G096	201	Mount Pleasant	Metal Bench	Wickstead		Wickstead	£200.00		31/03/2008	31/03/2030	£200.00				CA 30/3/20	£0	£6.66	
General	G097	201	Mount Pleasant	Picnic Bench	Wickstead		Wickstead	£200.00		31/03/2008	31/03/2030	£200.00				CA 30/3/20	£0	£6.66	
General	G098	201	Mount Pleasant	Picnic Bench	Wickstead		Wickstead	£200.00		31/03/2008	31/03/2030	£200.00				CA 30/3/20	£0	£6.66	
General	G099	201	Mount Pleasant	Wooden Benches	Playdale		Playdale	£368.00		13/06/2006	31/03/2022	£368.00				CA 30/3/20	£0	£147.20	
General	G100	201	Mount Pleasant	Wooden Benches	Playdale		Playdale	£368.00		13/06/2006	31/03/2022	£368.00				CA 30/3/20	£0	£147.20	
General	G101	201	Mount Pleasant	Wooden Benches	Playdale		Playdale	£368.00		13/06/2006	31/03/2022	£368.00				CA 30/3/20	£0	£147.20	
General	G102	201	Mount Pleasant	Youth Shelter	Wickstead		Wickstead	£2,995.00		31/03/2001	31/03/2030	£2,995.00				CA 30/3/20	£0	£100	
General	G103	201	Mount Pleasant	Youth Shelter	Wickstead		Wickstead	£2,000.00		31/03/2001	31/03/2030	£2,000.00				CA 30/3/20	£0	£66.66	
General	G104	105	Cemetery	Noticeboard				£200.00		31/03/2009	31/03/2025	£200.00			£1,060.90	RC 6/4/20	£0.00	£13.33	
General	G106	204	Avro Court	Plane Statue	EBC		EBC	£1.00		31/03/2011		£1.00				CA 2/4/20	£50		
General	G107	204	Avro Court	Information Board	EBC		EBC	£1.00		31/03/2011	31/03/2025	£1.00				CA 2/4/20	£0		
General	G108	204	Avro Court	Metal Bench	EBC		EBC	£1.00		31/03/2011	31/03/2025	£1.00				CA 2/4/20	£0		
General	G109	204	Avro Court	Metal Bench	EBC		EBC	£1.00		31/03/2011	31/03/2025	£1.00				CA 2/4/20	£0		
General	G110	204	Mercury Estate	Large Plastic Bin	Glasdon		Glasdon	£100.00		31/03/1998	31/03/2030	£100.00				CA 8/4/20	£0	£3.33	
General	G111	204	Mercury Estate	Large Plastic Bin	Glasdon		Glasdon	£100.00		31/03/1998	31/03/2030	£100.00				CA 8/4/20	£0	£3.33	
General	G112	204	Aquila Way	ATA Memorial				£1.00		31/03/2011		£1.00			£12,730.80	CA 2/4/20	£50.00		
General	G113	204	Aquila Way	ATA Notice Board				£1.00		31/03/2011	31/03/2030	£1.00				CA 2/4/20	£0		
General	G114	202	College P.F.	Neptune Bench	Neptune		Neptune	£300.00		31/03/2008	31/03/2030	£300.00				RC 26/3/20	£0	£10	
General	G115	202	College P.F.	Dog Bin	Glasdon		Glasdon	£154.00		27/06/2017	31/03/2025	£154.00				RC 26/3/20	£0	£15.40	
General	G116	202	College P.F.	Height Barrier	Parking Serv.		Parking Serv.	£1,180.00		31/03/2002	31/03/2030	£1,180.00				RC 26/3/20	£25	£39.33	
General	G117	202	College P.F.	Southampton Seats	Neptune		Neptune	£400.00		31/03/2008	31/03/2030	£400.00				RC 26/3/20	£0	£20	
General	G118	202	College P.F.	Southampton Seats	Neptune		Neptune	£400.00		31/03/2008	31/03/2030	£400.00				RC 26/3/20	£0	£20	
General	G119	202	College P.F.	Southampton Seats	Neptune		Neptune	£400.00		31/03/2008	31/03/2030	£400.00				RC 26/3/20	£0	£20	
General	G120	202	College P.F.	Plastic Bin	Glasdon		Glasdon	£200.00		31/03/2008	31/03/2030	£200.00				RC 26/3/20	£0	£10	
General	G104a	105	Cemetery	Wooden Benches							31/03/2030					RC 6/4/20	£0.00		
General	G104a	105	Cemetery	Wooden Benches							31/03/2030					RC 6/4/20	£0.00		
General	G104a	105	Cemetery	round woden bin							31/03/2030					RC 6/4/20	£0.00		
General	G104a	105	Cemetery	round woden bin							31/03/2030					RC 6/4/20	£0.00		
General	G104a	105	Cemetery	square wooden bin	Wybone		Wybone	£270.00		07/06/1999	31/03/2030	£270.00				RC 6/4/20	£0.00	£9	
General	G104a	105	Cemetery	compost bin	Primrose.co.uk		primrose.co.uk	£59.99											

Play Equip	PE034	204	Avro Court	Springer	FRC	Record	£1.00		Mar-25	£1.00				RC 9/4/20	£0			
Play Equip	PE035	204	Avro Court	Multi activity unit	FRC	Record	£1.00		Mar-25	£1.00				RC 9/4/20	£0			
Play Equip	PE036	204	Avro Court	Naughts & Crosses	FRC	Record	£1.00		Mar-25	£1.00				RC 9/4/20	£0			
Play Equip	PE037	204	Avro Court	Mushroom	FRC	Record	£1.00		Mar-25	£1.00				RC 9/4/20	£0			
Play Equip	PE038	201	Mount Pleasant	Skate Ramp	Freestyle	Freestyle	£60,123.00		31/03/2030	£60,123.00		*		RC 9/4/20	£0			
Play Equip	PE039	201	MP	5 a side goals			£500			£500.00				CA 13/4/20	£0			
Play Equip	PE040	201	MP	senior goals	Edwards sports	Edwards sports	£502.00		31/03/2025	£502.00				CA 13/4/20	£0	£20.08		
Play Equip																		
	PE043	202	CPF	9v9 goals	Stadia sports	Stadia sports	£429.00	24/07/2018	31/03/1938	£429.00				RC 9/4/20	£0	£21.45		
Play Equip	PE044	204	Bartletts Field	Viking Swing Special 2.4m	Wicksteed	Wicksteed	£3,954.00	31/01/2019	31/03/2045	£3,954.00				RC 9/4/20	£0	£158.16		
Play Equip	PE045	204	Bartletts Field	Nautical Themed Wizard Multi Play	Wicksteed	Wicksteed	£15,465.00	31/01/2019	31/03/2045	£15,465.00				RC 9/4/20	£0	£618.60		
Play Equip	PE046	204	Bartletts Field	Swirl DDA Roundabout	Wicksteed	Wicksteed	£5,500.00	31/01/2019	31/03/2045	£5,500.00				RC 9/4/20	£0	£220		
Play Equip	PE047	204	Bartletts Field	Rock n Bowl	Wicksteed	Wicksteed	£1,847.00	31/01/2019	31/03/2045	£1,847.00				RC 9/4/20	£0	£73.88		
Play Equip	PE048	204	Bartletts Field	Safety Surfacing - Forest Green	Wicksteed	EcoTumble	£14,092.83	31/01/2019	31/03/2045	£14,092.83				RC 9/4/20	£0	£563.71		
Play Equip	PE049	204	Bartletts Field	Safety Surfacing - Harvest Beige	Wicksteed	EcoTumble	£4,666.50	31/01/2019	31/03/2045	£4,666.50				RC 9/4/20	£0	£186.66		
Play Equip	PE050	204	Bartletts Field	Safety Surfacing - Earth Brown	Wicksteed	EcoTumble	£1,913.27	31/01/2019	31/03/2045	£1,913.27				RC 9/4/20	£0	£76.53		
Play Equip	PE051	204	Bartletts Field	Bow/Bar Top Fencing 1m High	Wicksteed	Wicksteed	£3,420.00	31/01/2019	31/03/2045	£3,420.00				RC 9/4/20	£0	£136.80		
Play Equip	PE052	204	Bartletts Field	Prosafe Gate PPC Yellow 1m High	Wicksteed	Wicksteed	£800.00	31/01/2019	31/03/2045	£800.00				RC 9/4/20	£0	£32		
Play Equip	PE053	204	Bartletts Field	Pedestrian/Vehicle Gate (self close	Wicksteed	Wicksteed	£1,116.00	31/01/2019	31/03/2045	£1,116.00				RC 9/4/20	£0	£44.64		
Play Equip	PE054	204	Bartletts Field	Keystone Metal Seat, Dark Green	Wicksteed	Wicksteed	£612.00	31/01/2019	31/03/2045	£612.00				RC 9/4/20	£0	£24.48		
Play Equip	PE055	204	Bartletts Field	Keystone Metal Litter Bin, Dark Gr	Wicksteed	Wicksteed	£486.00	31/01/2019	31/03/2045	£486.00				RC 9/4/20	£0	£19.44		
Play Equip																		
							£1,244,083.83			£1,363,486.88						£1,473,516.04		

Council Meeting
12.04.2021

Asset Register

The Council has to keep an up to date note of any assets purchased or disposed of that are valued at more than £250. These are recorded in the council's asset register. This helps to show residents how income is spent on capital equipment and it also provides a useful tool to plan a 5 – 10 year renewals programme.

Last year's audit highlighted the need to publish this document as part of the transparency code. We have not done this as the level of detail could make the council vulnerable to thefts etc. In order to comply you will either need to produce a summary version of the spreadsheet or to purchase a software extension that can be provided by the Accounts provider. This option enables all transactions to be reconciled across the accounts and the asset register so that at the year end the value of the assets can automatically come through into the Annual Return. This is a key document that will be signed off in June. A copy of the summary return is attached and the values in box 9 align with the value in the attached pdf of the spreadsheet.

A decision on how we deal with the asset recording can be taken when the Resources Manager Role is filled.

The Council is required to formally adopt the asset register for the year ending 2020/21.

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2021
Hamble-le-Rice Parish Council Current Year

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer Date

I confirm that these accounts are approved by the Council and recorded as council minute reference Dated

Signed on behalf of the above Council (Chair) Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	285,387	306,694	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	235,987	242,271	Total amount of Precept income received in the year
3	Total other receipts	125,778	99,798	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	203,214	198,734	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	137,244	116,588	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	306,694	333,441	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	310,874	337,246	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	1,359,642	1,363,487	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Fixed Assets Register - Combined

	Asset	cost location	Location	Description	Supplier	Serial Number	Manufacturer	Purchase Price	Purchase Date	Disposal Date	Assets Register	Annual Physical Check	Insurance 1516	2020 update	scrap value	Annual budget	commentary
Land	L 001	302	Foreshore	Hamble Foreshore		n/a			22/04/1905		£1.00			check date			
Land	L 002	204	Bartletts Field	Bartlett's Field Recreation Ground		n/a			22/04/1905		£1.00						
Land	L 003	305	Westfield Common	Westfield Common Lozenge		n/a			22/04/1905		£1.00						
Land	L 004	105	St Andrews	St Andrew's Cemetery		n/a			02/06/1905		£1.00						
Land	L 005	204	Memorial Hall	Land for car parking at Memorial H		n/a			02/06/1905		£1.00						
Land	L 006	201	Mount Pleasant	Mount Pleasant Recreation Ground		n/a			02/06/1905		£1.00						
Land	L 007	201	Mount Pleasant	Mount Pleasant car park		n/a			02/06/1905		£36,000.00						
Land	L 008	302	Foreshore	Public Hard		n/a			02/06/1905		£4,899.00						
Land	L 009	302	Foreshore	Southampton Water Foreshore		n/a			02/06/1905		£10,000.00						
Land	L 010	302	Foreshore	Foreshore replacement setts south		n/a			01/04/2003		£32,783.00						
Land	L 011	301	Foreshore	Dinghy Park Resurfacing		n/a			01/03/2006		£20,672.00						
Land	L 012	302	Foreshore	Foreshore bollards		n/a			01/11/2004		£3,658.00			AF 4/4/20			
Land	L 013	201	Mount Pleasant	Mount Pleasant Car Park - Flood A		n/a			01/07/2006		£11,323.05						
Land	L 015	305	Westfield Common	Westfield Common	EBC Asset transfer				2010/11		£1.00						
Land	L 016	204	Buffer	Buffer zone	EBC Asset transfer				2010/11		£1.00						
Land	LO17	204	Mercury estate	Open space around estate	EBC Asset transfer				2010/11		£1.00						
Land	LO18	204	Spifire way estate	Open space around estate	EBC Asset transfer				2010/11		£1.00						
Land	LO19	204	Village green	Village green	EBC Asset transfer				2010/11		£1.00						
Land	LO20	204	Donkey derby field	Donkey derby field	EBC Asset transfer				2010/11		£1.00						
Land	LO21	204	Copse lane	copse lane	EBC Asset transfer				2010/11		£1.00						
Land	LO22	204	Avro court	Avro court	EBC Asset transfer				2010/11		£1.00						
Land	LO23	204	Astral Gardens	Astral gardens	EBC Asset transfer				2010/11		£1.00						
Land	LO24	204	Sylvan lane	Sylvan lane	EBC Asset transfer				2010/11		£1.00						
Land	LO25	204	Meadow lane	Meadow lane	EBC Asset transfer				2010/11		£1.00						
Land	LO26	203	HPCF	HPCF		n/a					£1.00						
Plant	P001	202	College P.F.	Soil Spreader	M & S	9466	Sisis	£400.00	22/06/1905	31/03/2021	£400.00		£51,889.06	RC 9/4/20	£25	£0.00	
Plant	P002	201	Mount Pleasant	Leaf Collector	Parker	VTE90360882	Parker	£1,000.00	31/03/2002	31/03/2021	£1,000.00			RC 9/4/20	£40	£0	
Plant	P003	201	Mount Pleasant	Line Marker	Fleet		Fleet	£700.00	31/03/2003	31/03/2023	£700.00			RC 9/4/20	£0	£30.43	
Plant	P004	202	College P.F.	Line Marker	Fleet		Fleet	£700.00	31/03/2003	31/03/2025	£700.00			RC 9/4/20	£0	£35	
Plant	P005	202	College P.F.	Large Cylinder Mower	M & S	FT24729	Dennis	£4,870.00	31/03/2003	31/03/2021	£4,870.00			RC 9/4/20	£350	£0	
Plant	P006	201	Mount Pleasant	Fertilizer Spreader	William Wheatley	2506	C-Dax	£1,206.00	31/03/2003	31/03/2021	£1,206.00			RC 9/4/20	£50	£0	
Plant	P007	202	College P.F.	Cement Mixer	B&Q	136731714B	Belle	£498.00	31/03/2004		£498.00			RC 9/4/20	£5		
Plant	P009	204	Bartletts Field	Pedestrian Brush	William Wheatley	30170 & 30171	Kersten	£2,595.00	31/03/2005		£2,595.00			RC 9/4/20	£50		
Plant	P011																
Plant	P012																
Plant	P015	202	College P.F.	Small Cylinder Mower	M & S	FT17162	Dennis	£3,090.00	11/05/2006	31/03/2021	£3,090.00			RC 9/4/20	£250	£0	
Plant	P016	204	Bartletts Field	Trailer			Rclarke	£400.00	31/07/2006	31/03/2025	£400.00			RC 9/4/20	£0	£20	
Plant	P017	204	Bartletts Field	Spiker	Th White	1991106	Greentek	£3,090.00	19/12/2006	31/03/1930	£3,090.00			RC 9/4/20	£200	£123.60	
Plant	P018	202	College P.F.	Roof ladder	screwfix	TRL245		£220.00	03/01/2007	31/03/2021	£220.00			RC 9/4/20	£50	£0	
Plant	P019	202	College P.F.	TV100 cricket roller (Benford 86084309)				£1,800.00	31/03/2008	31/03/2021	£1,800.00			RC 9/4/20	£100	£0	
Plant	P020	202	College P.F.	Petrol Vacuum		24A202B678	MTF	£900.00	31/03/2008	31/03/2021	£900.00			RC 9/4/20	£5	£0	
Plant	P022	202	College P.F.	Transport Box	SCH		SCH	£800.00	31/03/2008	31/03/1930	£800.00			RC 9/4/20	£50	£40	
Plant	P023	201	Mount Pleasant	Finishing Mower	RAM	200016	Sitrex	£1,195.00	17/06/2008	31/03/2025	£1,195.00			RC 9/4/20	£150	£70.29	
Plant	P024																
Plant	P025																
Plant	P026	202	College P.F.	Chipper	TH White	CS100TMP	Greenmech	£3,520.00	16/09/2010	31/03/2025	£3,520.00			RC 9/4/20	£500	£234.66	
Plant	P027	202	CPF	hedgecutter	udor environmental	424296733	Stihl	£250.00	30/10/2017	30/10/2027	£250.00						
Plant	P028	202	College P.F.	Salt spreader	Snowtec	SP65		£200.00	31/01/2011	31/03/2025	£200.00			RC 9/4/20	£0	£13.33	
Plant	P029	202	CPF	Floor buffer	County supplies	133902593	Numatic	£419.25	30/05/2014	31/03/2025	£419.25			RC 9/4/20	£100	£38.11	
Plant	P032	201	Mount Pleasant	Snow Plough	RAM	15509	Lewis	£914.00	28/02/2011	31/03/1930	£914.00			RC 9/4/20	£150	£45.70	
Plant	P033																
Plant	P034	202	College P.F.	Chainsaw	M & S	JO27920	Tanaka	£354.00	01/08/2012	31/03/2022	£354.00			RC 9/4/20	£0	£35.40	
Plant	P035																
Plant	P036	202	College P.F.	Smartfit Strimmer	M & S	JH1005	Tanaka	£334.00	01/08/2012		£334.00			RC 9/4/20	£0		
Plant	P037	202	College P.F.	mower	Th White	59T00289	pellenc	£1,500.00	23/11/2020	30/11/2030	£1,500.00			RC 1/12/20	£0	£150	
Plant	P038	202	College P.F.	battery	Th White	56T05284	pellenc	£1,425.00	23/11/2020	30/11/2025	£1,425.00			RC 1/12/20	£0	£142.50	
Plant	P039	202	College P.F.	long reach hedge cutter	Th White	525853383	Stihl	£550.00	30/11/2020	30/11/2025	£550.00			RC 1/12/20	£0	£110	
Plant	PO40	202	College P.F.	Tractor mounted brush	RAM	27061	suton	£2,900.00	01/09/2012	31/03/2025	£2,900.00			RC 9/4/20	£100	£223.08	
Plant	PO41	202	CPF	electric hedge cutter	Carters of swanwick	20180400131	Husqvarna	£280.95	12/03/2018	31/03/2025	£280.95			RC 9/4/20	£0	£40.13	
Plant	PO42	202	CPF	electric hedge cutter	Carters of swanwick	20180400130	Husqvarna	£280.95	12/03/2018	31/03/2025	£280.95			RC 9/4/20	£0	£40.13	
Plant	PO43	202	CPF	electric chainsaw	Carters of swanwick	20180800175	Husqvarna	£312.64	12/03/2018	31/03/2025	£312.64			RC 9/4/20	£0	£44.66	
Plant	PO44	202	CPF	electric strimmer	Carters of swanwick	20174100625	Husqvarna	£247.20	12/03/2018	31/03/2025	£247.20			RC 9/4/20	£0	£35.31	
Plant	PO45	202	CPF	electric strimmer	Carters of swanwick	2017100639	Husqvarna	£247.20	12/03/2018	31/03/2025	£247.20			RC 9/4/20	£0	£35.31	
Plant	PO46	202	CPF	electric brush cutter	Carters of swanwick	20174900013	Husqvarna	£259.20	12/03/2018	31/03/2025	£259.20			RC 9/4/20	£0	£37.02	
Plant	PO47	202	CPF	electric brush cutter	Carters of swanwick	20174900011	Husqvarna	£259.20	12/03/2018	31/03/2025	£259.20			RC 9/4/20	£0	£37.02	
Plant	PO48	202	CPF	long reach hedge cutter	Carters of swanwick	20204700607	Husqvarna	£289.40	12/03/2018	31/03/2025	£289.40			RC 9/4/20	£0	£41.28	
Plant	PO49	202	CPF	electric blower	Carters of swanwick	20182710220	Husqvarna	£283.00	12/03/2018	31/03/2025	£283.00			RC 9/4/20	£0	£40.43	
Plant	PO50	202	CPF	mower	Carters of swanwick	8132678	Masport	£442.80	12/03/2018	31/03/2023	£442.80			RC 9/4/20	£35	£88.56	
Plant	PO51	202	CPF	mower	Carters of swanwick	8132668	Masport	£442.80	12/03/2018	31/03/2023	£442.80			RC 9/4/20	£35	£88.56	
Plant	PO52	202	CPF	mower	Carters of swanwick	8132671	Masport	£442.80	12/03/2018	31/03/2023	£442.80			RC 9/4/20	£35	£88.56	
Plant	PO53	202	CPF	BL1200 battery	Carters of swanwick	20174888933	Husqvarna	£178.65	12/03/2018	31/03/2025	£178.65			RC 9/4/20	£0	£25.52	
Plant	PO54	202	CPF	BL1200 battery	Carters of swanwick	20174888778	Husqvarna	£178.65	12/03/2018	31/03/2025	£178.65			RC 9/4/20	£0	£25.52	
Plant	PO55	202	CPF	BL1200 battery	Carters of swanwick	20174888780	Husqvarna	£178.65	12/03/2018	31/03/2025	£178.65			RC 9/4/20	£0	£25.52	
Plant	PO56	202	CPF	Backpack battery	Carters of swanwick	20172306206	Husqvarna	£864.00	12/03/2018	31/03/2025	£864.00			RC 9/4/20	£0	£123.42	
Plant	PO57	202	CPF	QC330 battery charger	Carters of swanwick	20173716184	Husqvarna	£71.24	12/03/2018	31/03/2025	£71.24			RC 9/4/20	£0	£10.18	
Plant	PO58	202	CPF	QC330 battery charger	Carters of swanwick	20173761191	Husqvarna	£71.24	12/03/2018	31/03/2025	£71.24			RC 9/4/20	£0	£10.18	
Plant	PO59	202	CPF	QC330 battery charger	Carters of swanwick	20173716187	Husqvarna	£71.24	12/03/2018	31/03/2025	£71.24			RC 9/4/20	£0	£10.18	
Plant	PO60	202	CPF	QC500 battery charger	Carters of swanwick	20173812427	Husqvarna	£94.80	12/03/2018	31/03/2025	£94.80			RC 9/4/20	£0	£13.54	
Plant	PO61	202	College P.F.	Grinder	Tradepoint	444313 03488476	Ryobi	£120.00	27/11/2020	30/11/2035	£120.00			RC 1/12/20	£0	£7.50	
Plant	PO62																
Plant	PO63	202	CPF	Pallet forks	J Silk Agri	0	J Silk Agri	£151.00	07/11/2017	31/03/1930	£151.00			RC 9/4/20	£0	£10	
Plant	PO64	202	CPF	Brushcutter FS94	Carters of swanwick	41499673300B	Stihl	£354.00	12/03/2020	31/03/2027	£354.00			RC 9/4/20	£25	£50.57	
Vehicle	VO01	202	College P.F.	Tractor													

Vehicle	VO02	202	CPF	F3090 power unit	Carters of swanwick	11218	Kubota	£14,370.00	12/03/2018	31/03/2028	£14,370.00				RC 9/4/20	£2,500				
Vehicle	VO03	202	CPF	602 cutting deck	Carters of swanwick	61301	Kubota	£2,862.00	12/03/2018	31/03/2028	£2,862.00				RC 9/4/20		£2,000	£0		
Computers	C001	110	Parish Office	Chairman's chain of office and badge				£515.00	31/03/1990		£515.00									
Computers	C002	110	Parish Office	Canon Printer/Copier	Canon		Canon	£1,000.00	31/03/2005		£1,000.00									
Computers	C003	110	Parish Office	Dell Dimension GX260	Dell		Dell	£225.00	31/03/2005		£225.00									
Computers	C004	110	Parish Office	Dell Dimension GX260	Dell		Dell	£1,000.00	31/03/2005		£1,000.00									
Computers	C005	110	Parish Office	Dell Laser Printer 3100cn (colour)				£560.00	31/03/2005		£560.00									
Computers	C006	110	Parish Office	Dell 3300MP projector				£715.00	31/03/2005		£715.00									
Computers	C007	110	Parish Office	Monitor	Dell		Dell	£1,250.00	31/03/2005		£1,250.00									
Computers	C008	110	Parish Office	Dell Dimension GX260	Dell		Dell	£1,033.00	31/03/2006		£1,033.00									
Computers	C009	110	Parish Office	Furniture				£3,788.00	31/05/2006		£3,788.00									
Computers	C010	110	Parish Office	Fuji Finepix A340 camera				£103.00	16/08/2006		£103.00									
Computers	C011	110	Parish Office	Fire safe				£411.00	31/12/2006		£411.00									
Computers	C012	110	Parish Office	Portable Induction loop				£375.00	31/05/2007		£375.00									
Computers	C013	110	Parish Office	Coin counter				£320.00	31/01/2008		£320.00									
Computers	C014	302	Foreshore	CCTV Camera & Recorder	SSG		SSG	£2,500.00	30/09/2008		£2,500.00		£5,410.59	AF 4/4/20		£0.00				
Computers	C016	201	Mount Pleasant	CCTV Camera & Recorder	SSG		SSG	£2,500.00	30/09/2008		£2,500.00			CA 30/3/20		£0				
Computers	C017	202	College P.F.	CCTV Camera & Recorder	SSG		SSG	£2,280.00	30/09/2008		£2,280.00			RC 26/3/20		£0				
Computers	CO18	110	Parish Office	laptop	carrera		Asus	£400.00	31/03/2020		£400.00									
Computers	CO19	110	Parish Office	laptop	carrera		lenovo	£400.00	31/03/2020		£400.00									
Computers	CO20	110	Parish Office	laptop	carrera		lenovo	£400.00	31/03/2020		£400.00									
Computers	CO21	110	Parish Office	laptop	carrera		HP envy	£400.00	31/03/2020		£400.00									
Computers	CO22	110	Parish Office	ipad				£350.00	31/03/2020		£350.00									
Computers	CO23	110	Parish Office	ipad				£350.00	31/03/2020		£350.00									
Computers	CO24	110	Parish Office	ipad				£350.00	31/03/2020		£350.00									
Computers	CO25	110	Parish Office	izettle payment machine				£79.00	31/03/2020		£79.00									
Computers	CO26	110	Parish Office	Phone					31/03/2020											
Computers	CO27	110	Parish Office	projector			asus	£400.00	31/03/2020		£400.00									
General	G001	202	College P.F.	Christmas Lights				£1,136.00	07/11/2006	31/03/2022	£1,136.00			£1,591.35	RC 9/4/20		£0			
General	G002	104	Foreshore	Pay and Display Machine	Cale Bripark		Cale Bripark	£3,917.00	31/07/2019	31/03/1930	£3,917.00			£8,646.34	AF 4/4/20		£0.00			
General	G004		Hamble Lane	Road Sign (Welcome to Hamble)	Appletons		Appletons	£1,000.00	16/03/2007	31/03/2021	£1,000.00			£1,060.90	CA 13/4/20		£0.00			
General	G005		Hamble Square	Noticeboard	EBC			£1.00	31/03/2011	31/03/1930	£1.00			£1,060.90	CA 13/4/20		£0.00			
General	G006	302	Foreshore	Replacement setts southern quay				£32,783.00	01/04/2003	31/03/1940	£32,783.00				RC 16/4/20		£0			
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0		
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0		
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0		
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0		
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0		
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0		
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0		
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0		
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0		
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0		
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0		
General	G008a	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0		
General	G009	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0		
General	G010	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0		
General	G011	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0		
General	G012	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2021	£200.00				AF 4/4/20		£0	£0		
General	G013	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2028	£200.00				AF 4/4/20		£0	£10		
General	G014	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2028	£200.00				AF 4/4/20		£0	£10		
General	G015	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2028	£200.00				AF 4/4/20		£0	£10		
General	G016	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2028	£200.00				AF 4/4/20		£0	£10		
General	G017	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2028	£200.00				AF 4/4/20		£0	£10		
General	G018	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2028	£200.00				AF 4/4/20		£0	£10		
General	G019	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2028	£200.00				AF 4/4/20		£0	£10		
General	G020	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2028	£200.00				AF 4/4/20		£0	£10		
General	G021	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2028	£200.00				AF 4/4/20		£0	£10		
General	G022	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2028	£200.00				AF 4/4/20		£0	£10		
General	G023	302	Foreshore	Southampton Seats	Neptune		Neptune	£200.00	31/03/2008	31/03/2028	£200.00				AF 4/4/20		£0	£10		
General	G024	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86			£15,406.34	AF 4/4/20		£0.00	£10.00		
General	G025	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10		
General	G026	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10		
General	G027	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10		
General	G028	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10		
General	G029	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10		
General	G030	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10		
General	G031	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10		
General	G032	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10		
General	G033	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10		
General	G034	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10		
General	G035	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10		
General	G036	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10		
General	G037a	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10		
General	G037	302	Foreshore	Baltimore Seat	Townscape		Townscape	£192.86	31/03/2008	31/03/2040	£192.86				AF 4/4/20		£0	£10		
General	G038a	302	Foreshore	Metal Bin	Wybone		Wybone	£205.00	31/03/2008	31/03/2025	£205.00				AF 4/4/20		£0	£8.20		
General	G038a	302	Foreshore	Metal Bin	Wybone		Wybone	£205.00	31/03/2008	31/03/2025	£205.00				AF 4/4/20		£0	£8.20		
General	G038a																			

Play Equip	PE034	204	Avro Court	Springer	FRC	Record	£1.00		Mar-25	£1.00				RC 9/4/20	£0			
Play Equip	PE035	204	Avro Court	Multi activity unit	FRC	Record	£1.00		Mar-25	£1.00				RC 9/4/20	£0			
Play Equip	PE036	204	Avro Court	Naughts & Crosses	FRC	Record	£1.00		Mar-25	£1.00				RC 9/4/20	£0			
Play Equip	PE037	204	Avro Court	Mushroom	FRC	Record	£1.00		Mar-25	£1.00				RC 9/4/20	£0			
Play Equip	PE038	201	Mount Pleasant	Skate Ramp	Freestyle	Freestyle	£60,123.00		31/03/2030	£60,123.00		*		RC 9/4/20	£0			
Play Equip	PE039	201	MP	5 a side goals			£500			£500.00				CA 13/4/20	£0			
Play Equip	PE040	201	MP	senior goals	Edwards sports	Edwards sports	£502.00		31/03/2025	£502.00				CA 13/4/20	£0	£20.08		
Play Equip																		
	PE043	202	CPF	9v9 goals	Stadia sports	Stadia sports	£429.00	24/07/2018	31/03/1938	£429.00				RC 9/4/20	£0	£21.45		
Play Equip	PE044	204	Bartletts Field	Viking Swing Special 2.4m	Wicksteed	Wicksteed	£3,954.00	31/01/2019	31/03/2045	£3,954.00				RC 9/4/20	£0	£158.16		
Play Equip	PE045	204	Bartletts Field	Nautical Themed Wizard Multi Play	Wicksteed	Wicksteed	£15,465.00	31/01/2019	31/03/2045	£15,465.00				RC 9/4/20	£0	£618.60		
Play Equip	PE046	204	Bartletts Field	Swirl DDA Roundabout	Wicksteed	Wicksteed	£5,500.00	31/01/2019	31/03/2045	£5,500.00				RC 9/4/20	£0	£220		
Play Equip	PE047	204	Bartletts Field	Rock n Bowl	Wicksteed	Wicksteed	£1,847.00	31/01/2019	31/03/2045	£1,847.00				RC 9/4/20	£0	£73.88		
Play Equip	PE048	204	Bartletts Field	Safety Surfacing - Forest Green	Wicksteed	EcoTumble	£14,092.83	31/01/2019	31/03/2045	£14,092.83				RC 9/4/20	£0	£563.71		
Play Equip	PE049	204	Bartletts Field	Safety Surfacing - Harvest Beige	Wicksteed	EcoTumble	£4,666.50	31/01/2019	31/03/2045	£4,666.50				RC 9/4/20	£0	£186.66		
Play Equip	PE050	204	Bartletts Field	Safety Surfacing - Earth Brown	Wicksteed	EcoTumble	£1,913.27	31/01/2019	31/03/2045	£1,913.27				RC 9/4/20	£0	£76.53		
Play Equip	PE051	204	Bartletts Field	Bow/Bar Top Fencing 1m High	Wicksteed	Wicksteed	£3,420.00	31/01/2019	31/03/2045	£3,420.00				RC 9/4/20	£0	£136.80		
Play Equip	PE052	204	Bartletts Field	Prosafe Gate PPC Yellow 1m High	Wicksteed	Wicksteed	£800.00	31/01/2019	31/03/2045	£800.00				RC 9/4/20	£0	£32		
Play Equip	PE053	204	Bartletts Field	Pedestrian/Vehicle Gate (self close	Wicksteed	Wicksteed	£1,116.00	31/01/2019	31/03/2045	£1,116.00				RC 9/4/20	£0	£44.64		
Play Equip	PE054	204	Bartletts Field	Keystone Metal Seat, Dark Green	Wicksteed	Wicksteed	£612.00	31/01/2019	31/03/2045	£612.00				RC 9/4/20	£0	£24.48		
Play Equip	PE055	204	Bartletts Field	Keystone Metal Litter Bin, Dark Gr	Wicksteed	Wicksteed	£486.00	31/01/2019	31/03/2045	£486.00				RC 9/4/20	£0	£19.44		
Play Equip																		
							£1,244,083.83			£1,363,486.88						£1,473,516.04		

Council 12th April 2021

Incidents and Accidents

Accident – update from last meeting

A claim has been submitted for the cost of a replacement bench at the Foreshore following the recent accident.

Recent accident

On the 20 March 2021 a local resident scaled the sides of the Muga to access the courts. In doing this they sustained an injury to their hand and first aid had to be given to them before they were taken to hospital. No other action is intended.

Incidents

On 6th April 2021 the Roy Underdown Pavilion sustained malicious damage to windows and the roof. The building was secured by emergency contractors and a claim is now pending with the insurance company. The Head Groundsman has also been asked to investigate the installation of metal doors and frame to the mess room and the main access as well as options to deter further incidents through alarms and the use of anti-climbing paint. The Police will continue to use the facilities on an ad hoc basis and work with the Police is on going to identify the offenders.

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