

## Council Meeting 13<sup>th</sup> September 2021 7.00pm Roy Underdown Pavilion

Item number	Lead	Timing
1. Welcome Apologies for absence Expressions of interest Approve the minutes of 14.06.2021	Chair	5
2. Public participation. <b>Community Issues</b>		15
3. Grant Applications Mercury Residents Association – Day of Action	Chair	5
4. Community Safety and Crime Reduction Working Group including representatives	Cllr Palmer	10
5. Youth Drop In - venue	Clerk	5
6. Project Prioritisation for 2021 and beyond and new working groups – Community Safety and Crime Reduction and Mount Pleasant Redevelopment	Clerk	30
7. Feedback on Operation Aquatic and anti-social behaviour in Hamble	Chair	10
<b>Committees, Groups and Administration</b>		
8. IT Cloudy proposal	Clerk	10
9. Recommendations from Committees and Working Groups		
• <u>Asset Management Committee</u> To approve the purchase and delivery of 16 heavy-duty cast-iron Baltimore benches from Townscape at a cost of £27,434.40 + £5,486.88 totalling £32,921.28. Further delegation up to the sum of £5,000 is requested for funding the ground works.	Cllr Thompson	20

The cost of the works will be refunded by Eastleigh Borough Council via developer's contributions.

- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li>• <u>Allotment Working Group</u><br/>Confirmation of representatives<br/>Criteria for reviewing the closure of the footpath</li> <li>• <u>Waste and Recycling Working Group</u><br/>Hampshire County Council Waste Reduction Grant</li> <li>• <u>Communications Working Group</u><br/>Social Media Policy<br/>Press and Media Policy</li> <li>• <u>Foreshore Seats Working Group</u></li> </ul> | <p>Cllr Dann</p> <p>Cllr Cohen</p> <p>Cllr Nicholson</p> <p>Cllr Underdown<br/>Cllr Thompson</p> | <p></p> <p></p> <p></p> <p>15</p>                 |
| <p>10. Other issues from Asset Management Committee</p> <ul style="list-style-type: none"> <li>Toilets at the Foreshore</li> <li>Order for repair works at Roy Underdown Pavilion</li> <li>License at Mount Pleasant for Coffee vendor</li> </ul> <p>11. Christmas Closure and Christmas dinner</p>  | <p></p> <p></p> <p></p> <p></p>  | <p></p> <p></p> <p></p> <p>5</p>                  |
| <p><b>Financial, Risk and Governance</b></p>   |  |   |
| <p>12. Fees and Charges – Charges for 2022<br/>Foreshore Parking Permits</p> <p>13. Payments and Bank reconciliation for June, July and August</p> <p>14. Performance Information</p> <p>15. Quarterly financial monitoring</p> <p>16. Accidents and incidents</p> <p>17. Delegated decisions from Council and Committees since 02.07.2021 meeting</p>   | <p></p> <p></p> <p></p> <p></p> <p></p>  | <p></p> <p></p> <p></p> <p></p> <p></p> <p>20</p> |

Signed: *Amanda Jobling*  
Clerk and Proper Officer

Date: 8th September 2021



## Council Meeting 14<sup>th</sup> June 2021

### Minutes

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

Meeting held at the Priory Centre, St Andrews Church, High Street, Hamble.

Present

Members: Cllr Cohen, Cllr Cross, Cllr Hand, Cllr Jones, Cllr Nicholson, Cllr Palmer, Cllr Ryan, Cllr Thompson and Cllr Underdown

Staff: Clerk

Minute references will be 14062021+agenda item number

1. Welcome – Chair welcomed all present especially those new to Hamble Parish Council.
    - a. Apologies – Cllr Leheis, Cllr Dann and Cllr Rolfe
    - b. Declarations of interest – None
    - c. Minutes approved – couple of changes – removal of Cllr Jones from Attendance list, Item 5 delete 'proposed Simon and' and typo item 6 'Repre4sentation'
- Proposed: Cllr Underdown      Seconded: Cllr Cohen

Minutes of the Meeting held on the 17<sup>th</sup> May April were approved subject to the changes listed and would be signed the following day.

2. Public participation –  
Two members of the public asked to speak.

The first raised issues regarding concerns about a number of Parish Councillors posting on social media, the tone and content of the messages and the lack of clarity around whether they were acting in their official capacity or not. A particular post related to a current planning application that the Planning Committee was due to consider.

The second member of the public raised the issue of anti-social behaviour in the village particularly at the allotments, Coronation Parade and the Roy Underdown Pavilion.

The Chair thanked them both for their contributions and invited them to stay for later items that might be of interest.

3. The Chair welcomed the District Commander for Eastleigh Chief Inspector Marcus Cator.

Been in post for 12 months and has been keen to find ways for the service to engage with the community. Increasing use of social media, newsletter and community based scrutiny groups aimed at providing input and challenge of keys aspects of policing. Staffing levels have increased significantly over the last twelve months from a low base and the impact of that is now being seen following intensive training and induction for new officers.

Chief Inspector Cator then addressed the following points as well as issues raised by the member of the public.

- What the Police are doing to manage anti-social behaviour in Hamble? Work on Operation Aquatics (Hamble Foreshore) has been running since November last year with a dedicated officer preparing a Partnership Plan which the following are part of:
  - Hampshire Police
  - Marine Police
  - Eastleigh Borough Council
  - Hamble River Harbour Authority
  - Hamble Parish Council

This has resulted in a number of actions from signage, youth engagement, high visibility policing and regular patrols from Police and other agencies at high-risk times – high tides/high temperatures. Officers from across the district are being offered overtime to cover Hamble during these periods to ensure adequate policing.

In addition, the recent issue of large numbers of young people using the rail network to come into the village has been reduced by the British Transport Police and Network Rail working together to ensure that trains don't stop at Netley or Hamble when there is a known problem.

The Police have also used high visibility vehicles parked in prominent locations to act as a deterrent and the Lifeboat Building is being used as a touch down base for Police when they are on the patch.

Given this Chief Inspector Gator was keen to see more engagement with young people. Park Sport this year is focused at those locations where there is a high incidence of reporting and known problems and should help to provide construction diversionary activities.

- What else can be done?

There needs to be a continuation of partnership working as no agency holds the answer to ASB and the issues Hamble are witnessing. Use of Dispersal Orders has not been necessary and there is a reluctance to use them as they are fine based which is an unsuccessful approach to managing minors as fines are not enforceable (same issue we have with Bye Laws).

There is a reluctance to see young people prosecuted and generally the Youth Offending Team will look at alternatives to custodial sentences as the impact of a conviction at an early age has profound and long-lasting implications for individuals.

- What could the Parish Council and other councils do to help?

Welcome the work carried out already and keen to see the Council help to reinforce key messages with the community. The main one is that neighbourhood policing follows crime reporting. Call volumes for Hamble are low – typically 20/30 per monthly of which 10 – 15 relate to ASB. This is similar to the volume of calls per day in Eastleigh. Resources will follow the areas with highest levels of reports.

Recognition was given to the constraints and frustrations with the telephone 101 but response times are now much improved with many answered within target times. That said the system is less responsive during peak busy periods.

People should be encouraged to either use 999 where a crime is taking place – including ASB or reports can be made via the website

<https://www.hampshire.police.uk/contact/af/contact-us/contact-us-to-discuss-something-else/>. He also provided a link for Councillors and staff to use which was circulated separately.

- What should residents do?

Residents should be encouraged to report more frequently when issues occur in the community. Social media is not a reporting tool for the Police and although it does generate interesting discussions it is not used for intelligence gathering.

The following questions were raised by Councillors.

- What advice is available for secured by design for community spaces

Crime Prevention Officers will be holding a surgery on 5<sup>th</sup> July to provide free advice on a range of measures.

- How useful is CCTV ?  
Residents should be encouraged to register CCTV cameras with Hampshire Alert :  
[https://www.hampshirealert.co.uk/da/364698/Help\\_Us\\_To\\_Fight\\_Crime\\_REGISTER\\_YOUR\\_HOME\\_OR\\_BUSINESS\\_CCTV.html](https://www.hampshirealert.co.uk/da/364698/Help_Us_To_Fight_Crime_REGISTER_YOUR_HOME_OR_BUSINESS_CCTV.html). This creates a network of cameras that prove useful in crime detection. This is often more effective than fixed CCTV which is very expensive and unaffordable both in equipment and staff costs. Very expensive to operate and maintain.
- Are drug and alcohol the main drivers of crime and ASB in Hamble?  
Drugs are rife generally although there is not a drug problem in Hamble. Police focus on disrupting drug networks rather than focusing on individual users. Alcohol is an issue in the village and has been for a long time. Use of Nitrogen Oxide is also common place but not illegal or something that the Police will be involved in unless they are being traded.
- A local problem with a residential property continues to be a problem – Councillor invited to submit a Community Partnership Information Sharing form.

A number of Councillors then provided feedback and thanks to the Chief Inspector and his team on the improvements seen in the level of Policing over the last few weeks and preparedness for the summer. The improvements at the Foreshore were noticeable as a result.

Chief Inspector Cator concluded his session although stayed to hear the discussion on the Hampshire Constabulary Advisory Group.

He was thanked for his time and efforts and offered an open invitation to attend future meetings.

4. Representation on Hampshire Constabulary Independent Advisory Group – Cllr Palmer was asked to outline how he saw this group benefiting the village and in the light of that it was agreed to include it on the list of outside bodies.  
Proposed: Cllr Hand    Seconded: Cllr Underdown

Unanimously agreed to include the Hampshire Constabulary Independent Advisory Group on the list of outside bodies with Cllr Palmer as the representative.

5. Cali Sparks EBC regarding the relaxation of regulations for businesses to use public spaces - Hamble Foreshore  
This item was deleted from the agenda as none of the effected parties had indicated that they would attend.
6. Project Initiation document - Bin store relocation at Hamble Foreshore  
Project Manager outlined the detail of the project and the work already carried out by the Head Groundsman. The project now ready to commission with elements still needing to be resolved including discussions with the Beach Hut but that these could take place after the new bin was in place.

Proposed: Cllr Underdown

Seconded: Cllr Hand

And all agreed

To approve expenditure of £15,000 for the purchase of three metroSTOR PBM at a cost of £2,199.75 + vat each, and enabling measures.

To note the discussions with the Beach Hut Café about the use of and contribution to costs of the new bin stores.

To approve the removal of the existing bins and the relocation of the replacement bench from the recent insurance claim in the space vacated

7. Feedback from EBC team meeting  
Cllr Cross highlighted the local market initiative and what was due to happen next.
8. Consultation on the Eastleigh Borough Council Local Plan Modifications 9<sup>th</sup> June – 21<sup>st</sup> July 2021  
Cllr Underdown outlined the key messages from the recent meeting that had been arranged for Parish Councils by EBC. The modifications will be discussed by the Planning Committee and brought back to the next meeting for approval before submission.
9. Clerk's report including:  
Reopening of the office  
Delivery of village newsletter and delay to its review (complete 12 months)  
Annual Parish Meeting - new meeting date  
Insurance claim updates  
Use of the Donkey Derby Field – 23<sup>rd</sup> – 27<sup>th</sup> June 2021

Signed

Date

The content of the report was noted and the Communications Working Group were asked to consider options for future delivery of the newsletter to come back to the next meeting.

10. Project List

Council agreed the list of projects set out in the report.

11. Annual Governance and Accountability Return 2020/21

Propose: Cllr Cross      Seconded: Cllr Underdown

And all agreed

To approve the Annual Governance Statement set out on page 4

To approve the Accounting Statements set out on page 5

12. End of year audit

Council noted the recommendations in the report and the work to ensure compliance. Further work will be carried out over the summer on the recommendation of this report and the March audit.

Proposed: Cllr Hand      Seconded: Cllr Underdown

All agreed to note the end of year audit recommendations and receive an update report in September on progress.

13. Payments and reconciliations

Cllr Underdown queried a payment of £3,000 for professional services at Mount Pleasant. It was agreed that the Clerk would go back to Cllr Underdown outside of the meeting.

Proposed: Cllr Hand                      Seconded: Cllr Ryan

The list of payments was approved and signed by the Chair.

The bank reconciliation reports were also received and signed by the Chair for April and May 2021

Meeting ended at 20.57

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 3  
by user TEMP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>EW01 Ellis Whittam</b>							
<i>Insurance &amp; Admin fee</i>	15/04/2021	SINV024655	1	3,583.20	0.00	3,583.20	0.00
<i>Insurance &amp; Admi to Apr2022</i>	15/04/2021	SINV024896	1	159.24	0.00	159.24	0.00
					<b>0.00</b>	<b>3,742.44</b>	
Above paid on 09/06/2021 by Electronic Payment Ref SINV024655							
<b>C010 CARRERA</b>							
<i>Computer Lease</i>	15/04/2021	140768	1	474.77	0.00	474.77	0.00
<i>Line Rental &amp; phones</i>	15/04/2021	140769	1	220.80	0.00	220.80	0.00
					<b>0.00</b>	<b>695.57</b>	
Above paid on 09/06/2021 by Electronic Payment Ref 140769 68							
<b>DD02 Domestic Darlings - Susan Meheux</b>							
<i>April 2021</i>	30/04/2021	18696	1	585.00	0.00	585.00	0.00
					<b>0.00</b>	<b>585.00</b>	
Above paid on 09/06/2021 by Electronic Payment Ref 18696							
<b>C010 CARRERA</b>							
<i>3 Bus Phones &amp; Rentals</i>	15/05/2021	141127	1	220.80	0.00	220.80	0.00
<i>Lease Computer</i>	15/05/2021	141289	1	543.56	0.00	543.56	0.00
					<b>0.00</b>	<b>764.36</b>	
Above paid on 09/06/2021 by Electronic Payment Ref 141127 289							
<b>HU01 J Humphrey Associates</b>							
<i>Payroll Services April 2021</i>	26/04/2021	3071	1	36.00	0.00	36.00	0.00
<i>Payroll Services</i>	25/05/2021	3099	1	36.00	0.00	36.00	0.00
<i>PAYE Portal</i>	28/05/2021	14723	1	21.00	0.00	21.00	0.00
					<b>0.00</b>	<b>93.00</b>	
Above paid on 09/06/2021 by Electronic Payment Ref 3071994723							
<b>E020 ENGRAVING &amp; SIGN SOLUTIONS LTD</b>							
<i>Nameplates</i>	08/05/2021	00004071	1	237.92	0.00	237.92	0.00
					<b>0.00</b>	<b>237.92</b>	
Above paid on 09/06/2021 by Electronic Payment Ref 4071							

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3  
by user TEMP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>Z01</b>	<b>ZURICH MUNICIPAL</b>						
<i>Policy 01/06/21 to 31/05/2022</i>	11/05/2021	506894908	1	6,396.80	0.00	6,396.80	0.00
					<b>0.00</b>	<b>6,396.80</b>	
Above paid on 09/06/2021 by Electronic Payment Ref 6894908							
<b>BK01</b>	<b>Lisa Bradbury-knight</b>						
<i>30/03 to 29/04 Office</i>	29/04/2021	29042021	1	470.00	0.00	470.00	0.00
<i>04 May to 03 June</i>	02/06/2021	02062021	1	505.00	0.00	505.00	0.00
					<b>0.00</b>	<b>975.00</b>	
Above paid on 09/06/2021 by Electronic Payment Ref Apr Jun							
<b>ON01</b>	<b>Online Playgrounds</b>						
<i>Childrens Cradel seat</i>	30/04/2021	SIN040429	1	222.48	0.00	222.48	0.00
					<b>0.00</b>	<b>222.48</b>	
Above paid on 09/06/2021 by Electronic Payment Ref 40429							
<b>V010</b>	<b>VISION ICT</b>						
<i>Host 2email Jun2021 May 2022</i>	01/05/2021	12752	1	21.60	0.00	21.60	0.00
					<b>0.00</b>	<b>21.60</b>	
Above paid on 09/06/2021 by Electronic Payment Ref 12752							
<b>DD02</b>	<b>Domestic Darlings - Susan Meheux</b>						
<i>Cleaning May</i>	25/05/2021	18906	1	916.50	0.00	916.50	0.00
					<b>0.00</b>	<b>916.50</b>	
Above paid on 09/06/2021 by Electronic Payment Ref 18906							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>14,650.67</b>

13<sup>th</sup> September 2021

Agenda item 4

Community Safety and Crime Reduction Working Group

### Introduction

Hamble regularly experiences spates of anti-social behaviour especially during the summer months in and around the Foreshore and at the Council's Pavilions.

This year a partnership approach with the key parties under the umbrella of Operation Aquatic has seen a concerted approach to manage and reduce anti-social behaviour at the Foreshore. Despite improvements in this location there have been repeated incidents of damage and anti-social behaviour at the Roy Underdown Pavilion.

Across the year there are also regular spikes in thefts from dwellings, vehicles and also environmental crimes such as graffiti and fly tipping

A local Facebook group already exists to bring together CCTV footage when incidents take place and reports about crime remain high on the issues raised with the Office and with elected members.

### Background

Despite concerns about crime and anti social behaviour there are low levels of reporting to Hampshire Police and generally crime rates in the area remain low in comparisons to other parts of the Borough.

### Proposal

We will continue to work in partnership with key partners but the current missing element to the arrangements is how we engage with the wider community. Cllr Palmer is a member of the Hampshire Police Independent Advisory Committee and the link to the Police, is proposing the establishment of a Community Safety and Crime Reduction Working Group.

Its focus will be to look at community-based approaches that will help to address problems, build resilience and be a focal point for people to refer to when issues occur.

An early step is to look at the development of Neighbourhood Watch schemes across the village. Options to work with the Police to develop

a Business Watch scheme and also with schools around a Student Watch scheme should also be considered.

Key partners will be residents, local businesses, Youth Options, Eastleigh Borough Council and other Parish Council's and local schools.

A paper setting out the vision for the Neighbourhood Watch is attached. More information on Neighbourhood Watch website can be found by following the link: <https://www.ourwatch.org.uk/>

Next steps

Identify councillors reps to join the group

Arrange an initial meeting and consider terms of reference and report back with a more detail plan for rolling out work.

## Draft Neighbourhood Watch Blueprint

### **Purpose**

**There are three primary purposes for the creation of a Neighbourhood watch in Hamble**

- 1) To Prevent Hamble from being seen as an attractive target for village outsiders to come and commit crime
- 2) Help communities respond to crime in their areas, build resilience and focus on prevention
- 3) To Act as an intelligence gathering resource for the Police. This is needed as Hamble has a serious issue with under reporting crime as was emphasized by Cl Cator at a previous Council Meeting

### **Philosophy of Approach**

Adherence to the Broken Windows Theory of Crime as put forward by Social Scientists James Wilson and George Kelling. The Broken Windows theory saw profound success in reducing the rampant crime that plagued New York City in the 80's.

In short the theory states that visible signs of minor crimes such as anti-social behaviour and vandalism further encourages more crime within that area. These signs include: Broken Windows (hence the name Broken Windows Theory), Smashed up buildings and vehicles, Rubbish left in public spaces and public drinking.

What is Neighbourhood Watch?

Neighbourhood Watch is a grassroots charitable movement. It is the largest crime prevention voluntary movement in England and Wales and has upwards of 2.3 million members. Schemes are run by volunteers across England and Wales supported by volunteer Associations, and by Neighbourhood Watch Network, the national umbrella organisation for the movement.

Neighbourhood Watch provides a brand and framework for local

communities to set up the best local arrangements a for them.

### **A local scheme**

The Council will run a media campaign to set up local Neighbourhood Watch schemes. Depending on the success a coordinator maybe needed if a number are set up.

The Council will need to provide support to the groups and to provide some small level of funding for the prucahse of signage and stickers for example.

The Groups will need to develop good relationships with the Neighbourhood Policing Teams and Police staff for the area.

The types of activities could include:

- sharing crime prevention advice and information;
- running awareness campaigns;
- holding social events and awards for local people and businesses;
- leading community projects, such as litter picks,
- presentations in schools and work with young people and children
- community messaging with the police

### **How the Neighbourhood Watch Will Achieve its Stated Purposes**

- 1)** Erect Signage making it clear an area is a neighbourhood watch community.
- 2)** Create a social media page for the community to interact with each-other and discuss crime in the area
- 3)** Host workshops with the Local PCSO's on reporting crime and keeping your area and possessions safe
- 4)** The Lead of each Neighbourhood Watch area will collate information on crime in their area and share it with partners including the local policing team.

## **Things for the Neighbourhood Watch to Avoid**

- 1) Focusing too much on minor annoyances such as youths making noise or playing ball games
- 2) People using the social media site as a crime reporting tool
- 3) Direct action in dealing with perpetrators of crime and anti-social behaviour.

## **Why the Neighbourhood Watch is good for the Police**

The intelligence reports sent by the Neighbourhood watch leader can be used to create a crime map of the area that can be stored on the computers used by Hampshire Constabulary. This will allow new PCSO's or Police Constables to immediately get to grips with crime trends in the area. This should allow for strong continuity of crime reduction approaches when Officers come and go. This in turn will enable the force to deliver a high quality of Service to the Community

**Project Proposal List - V1.5**

Project No	Project	Committee	Officer	Reason	Resources Required	Comments	Time Scale	Priority	Proposer	Likely Lead Officer
PP01	Hamble Neighbourhood Watch, Student Watch and Business Watch	TBA	Clerk	Community safety, asset protection	Financial Support Staffing (Volunteers)	On going support from CP liaising with PC & PCSO	<6 Months	Medium	Craig Palmer	Clerk
PP02	Dinghy Park	AMC	Operations	Asset renewal, Efficiency Improvement, Resilience, Community/Social, Infrastructure.	Financial, Staffing		>6 Months <12 Months	Low	Operations Manager	OM
PP03	Update assets registrar	AMC	Projects	Asset Renewal, Resilience, Legal	Staffing	Update in line with current assets	<6 Months	High	Project Manager	PM
PP04	Remove wall make gate at Avro court.	AMC	Projects	Efficiency Improvement, Economic	Staffing & Financial	By removing the wall and putting a gate in using the current rails this will save approx 2 hours work each week by using the large mower.	>6 Months <12 Months	Medium	Groundsman	PM
PP05	Rename path that runs alongside rail line from Cooper Vision to Baron Road to OWL TRAIL	AMC	Grounds Man	Community/Social		Comunnity Project	>12 Months	Low	Groundsman	PW
PP06	Neighbourhood Plan			Efficiency Improvement	Staffing	Test previous decision not to prepare one in light of EBC's Local Plan	>6 Months <12 Months	Medium	Ian Underdown	Clerk
PP07	Mudlands moorings. All 18 out of use this year	AMC	Clerk	Economic/Financial, Community/Social	Staffing & Financial		<6 Months	High	Andy Thompson	Clerk
PP08	Replacment Bench seating Southern Quay	AMC	Projects	Asset renewal, H&S,	Staffing & Financial	Descion to go with Baltimore Heavy Duty as per ASM 07/09/21	<6 Months	High	Ian Underdown	PM
PP09	Hamble Foreshore Recharge	AMC	Projects	H&S, Enviromental	Staffing & Financial	Needs to be completed over winter months	>6 Months <12 Months	Medium	Ian Underdown	PM/HG
PP10	Interpretation/Information boards	AMC	Clerk	Community/Social	Staffing & Financial	Additional boards to those agreed with EBC	<6 Months	High	Sheelagh Cohen	Clerk
PP11	Extend tree planting	AMC	Head Groundsman	Community/Social	Staffing & Financial	New areas to be indentified	>6 Months <12 Months	Medium	Andy Thompson	HG/Gt
PP12	Create wild areas, boggy areas, specialist areas	AMC	Head Groundsman	Community/Social	Staffing & Financial	New areas to be indentified	>12 Months	Low	Andy Thompson	GT
PP13	Replace diesel transit with electric truck	AMC	Clerk	Enviromental, Asset Renewal	Financial		>12 Months	Low	Andy Thompson	
PP14	Project to keep up with green technology	AMC		Enviromental, Asset Renewal	staffing		>12 Months	Low	Andy Thompson	
PP15	Allotment working day	AMC	Operations	Enviromental, Asset Renewal, H&S, Community social/safety	Staffing & Financial	Day to be indentified. Grounds team emeber to be in attendance	<6 Months	Medium	Operations Manager	OM/HG
PP16	Replacement Signage	AMC/Planning	Clerk	Asset renewal, Efficiency improvement, Community/Social	Staffing & Financial		>6 Months <12 Months	Medium	Comms Mgr	Comms Mgr/Clerk
PP17	Waste stations - General and dog poop	AMC	Projects	Asset renewal, Efficiency improvement, Community/Social	Staffing & Financial	Project Manager/Working group	>6 Months <12 Months	Medium	Project Manager	PM/PW
PP18	Waste bin Repalcment/Update	AMC	Projects	Asset renewal, Efficiency improvement, Community/Social	Staffing & Financial	Working group formed and underway	>6 Months <12 Months	Medium	Sheelagh Cohen	PM/PW
PP19	Water fountains, RUP, MP & FS	AMC	Projects	Asset renewal, Enviromental, Community/Social	Staffing & Financial	Grant applied for	>12 Months	Low	Sheelagh Cohen	PM
PP20	Insurance projects. RUP windows	AMC	Projects	Asset renewal, Enviromental, Community/Social	Staffing & Financial	Underway. Completion due end November 2021	<6 Months	High	Clerk/Project Manager	PM
PP20a	Insurance projects. Bench seat			Asset renewal, Enviromental, Community/Social	Staffing & Financial	Received	<6 Months	High	Clerk/Project Manager	HG
PP21	Commercial waste storage	AMC	Projects	Asset renewal, Enviromental, Community/Social	Staffing & Financial	Underway. Completion due end September 2022	<6 Months	High	Clerk/Project Manager	Clerk/HG
PP22	Development of training Plan	AMC/Personnel			Staffing & Financial	Training to be given to grounds team	<6 Months	High	Personel Committee	Pers/Clerk
PP23	Mount Pleasant , Building, Skate Park & Play Area	Council	Clerk/Projects	Asset renewal, Efficiency Improvement, Resilience, Community/Social, Infrastructure.	Staffing & Financial		<6 Months	High	Simon Hand	Clerk/PM
PP24	Annual leave & Absence Manegment	Personnel	Clerk	Efficiency Improvement,	Staffing & Financial		<6 Months	High	Personel Committee	Pers/Clerk
PP25	Out of Hours	Council	Clerk	Efficiency Improvement,	Staffing & Financial		>6 Months <12 Months	Medium	Clerk	Pers/clerk
PP26	Community Speed Restrictions			Enviromental, Community/Social	Staffing & Financial		>12 Months	Low	Clerk	MN
PP27	Conservation Area Policy			Enviromental, Community/Social	Staffing & Financial		>12 Months	Medium	Ian Underdown	IU/Clerk

<a href="#">PP29</a>	RUP Hot Water	AMC	Projects	Economic/Finanical,Enviromental, Community/Social	Staffing & Finanical		>6 Months <12 Months	Medium	Clerk	AT/HG
<a href="#">PP30</a>	Web Site Redsign		Clerk	Community/Social	Staffing & Finanical		<6 Months	High	Michelle Nicholson	Clerk/Comms Mgr
<a href="#">PP31</a>	Digital Training Project		Clerk	Efficiency improvement,	Staffing & Finanical		<6 Months	High	Sheelagh Cohen	Clerk
<a href="#">PP32</a>	CCTV Up grade RUP	Assets	Clerk/projects	Efficiency improvement,	Staffing & Finanical	Underway. Completion due 8th September 2021	<6 Months	High	Andy Thompsom	PM/HG
<a href="#">PP33</a>	Decision to close Allotment pathway	Assets	OM/ Grounds team	Economic/Finanical,Enviromental, Community/Social	Staffing & Finanical	Dec-21	<6 Months	High	Trevor Dann	OM
<a href="#">PP34</a>	Allotment Parking Bay	AMC	Ops/Grounds Team	Health and Saftey/Community/Social	Staffing	Referral made to HCC Highways to assess the extent of the issue and possible solutions. Initial contact July 2021. Now chasing	>6 Months <12 Months	Medium	Trevor Dann	PM/OM
<a href="#">PP35</a>	Appraisal and Performance Management		Personal	Efficiency improvement,	Staffing & Finanical	Agree policy, consult staff, train assessors and then complete before December	<6 Months	High	Sheelagh Cohen	Clerk

13<sup>th</sup> September 2021  
Agenda item 8  
IT Cloudy proposal

### **Introduction**

The survey that was carried out last year on behalf of councillors and staff, highlighted the need for improved resilience in several our operations and the need to ensure that we had the resources to match demand for services locally. The Personnel Committee recognised the importance of investing in more technology both to allow greater self service but to also ensure that work was being managed efficiently.

In the intervening period there has been investment in service specific software and a greater focus on capturing key metrics for the Councils activities.

Although the service software has helped to standardise our work the back-office systems remain fragmented and although Microsoft 365 forms part of our current software it only partial use is being made of the license.

### **Current suppliers include:**

- Carrera – supply the hardware and software to the Parish Office and staff. This includes telephony, emails, internet/wifi, PC's and laptops, mobile printer, licences, cloud-based security and storage + support function
- Vision ICT – supply emails and domains for Cllrs with some limited support function\*
- Hugo Fox – website \*
- Rialtas Business Solutions (RBS) supply our accounts (Omega), allotments, Asset Management function + support including accountancy services
- Cannon – Photocopier
- Zoom – Virtual meeting software\*

(those \* are supply contracts that would cease and the current Canon Copier could be replaced with a much smaller cheaper model)

### **Proposal**

IT Cloudy have developed a niche in the market place to support small Councils modernise and transform their business. They are able to supply software, hardware, training and support. As well as providing generic software they also support specialist software and support in

Agenda Management from Decisions and specialist equipment to enable hybrid public meetings to enable members of the public to join face to face meetings remotely and to broadcast/stream them.

In the 2020/21 budget an Ear Marked Reserve of £10,000 was set up for ICT costs. Although some expenditure did take place it was largely to facilitate remote working and was reoccurring spend. The provision is therefore still available for use.

<b>Budget /Funding</b>	<b>£10,000 EMR</b>
Costings (INC VAT)	
<b>Single purchase</b>	
Consultancy and One-off costs	£2465.00
Equipment costs for Hybrid meetings: Quotes 1792/3	
Either:      Logitech Meetup OR	£3,083.44
Logitech Rally Bar Mini	(£5,267.44*)
<b>One off Total:</b>	<b>£5,548.44 (or £7732.44*)</b>
Plus	
<b>Monthly total</b>	<b>£328.99</b> (£3947.88 per year)
Savings from existing contracts (INC VAT and for full year costs)	
Vision ICT	£300.00
Zoom	£143.88
Hugo Fox	£287.00
<b>Total saving</b>	<b>£730.88</b>

What isn't known is the proportion of the current monthly charges to Carrera that relate to software and licenses costs as Carrera produce their costs by equipment not by function. If agreed Carrera will be asked to reprice their service with a focus on the hardware. This will come back to the next meeting.

## Key stages

Phase 1 - Key stages September - December

Review and amend file architecture

Agree and arrange access and permissions (email domains for Councillors are likely to change from [name@hambleparishcouncil.gov.uk](mailto:name@hambleparishcouncil.gov.uk) to [name@hamblepc.org.uk](mailto:name@hamblepc.org.uk) in order to standardise suppliers).

Migrate data to new structure (September)

Purchase Hybrid meeting equipment

Migration familiarisation session (September/October)

Staff training session (3 hours) (October)

Member training session (3 hours) (October)

Pilot hybrid meetings (November - Planning Committee)

Service Review

Financial Regulations

We are under our Financial Regulations expected to seek competitive bids from three suppliers unless there are grounds for exemption which includes the supply of specialist services.

In this case the market is not being tested as the supplier has specific and detailed knowledge of the sector combined with consultancy and training. They also have knowledge and experience in working with our Accounts Software supplier.

Recommendation

To approve the range of services set out in quote 1468 for the provision of software licenses, consultancy and training at a cost of £2465.00

To purchase equipment to enable hybrid meetings to take place as part of the Councils Community Engagement programme. Council to confirm which equipment they require

To commence the project as soon as possible with Phase 1 work completed by December 2021

For the costs to be met by the £10,000 EMR for ICT



# Quote

Quote Number: 1468

Payment Terms:  
Expiration Date: 05/06/2021

## Quote Prepared For

**Amanda Jobling**  
**Hamble-le-Rice Parish Council**  
Hamble Village Memorial Hall  
2 High Street Hamble-le-ric  
Southampton, Hampshire SO31 4JE  
United Kingdom  
Phone:023 8045 3422  
clerk@hamblepc.org.uk

## Quote Prepared By

**Dan Beecher**  
**Cloudy IT**  
8 Homeground, Buckingham Industrial Estate  
Buckingham, Buckinghamshire MK18 1UH  
United Kingdom  
Phone:  
Fax:  
[dan.beecher@cloudyit.co.uk](mailto:dan.beecher@cloudyit.co.uk)

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
<b>Monthly Items</b>						
1)	4	Microsoft 365 Business Premium Best for businesses and councils that need everything included in Business Standard plus advanced cyberthreat protection and device management.  - Email, Calendar and Contacts - Cloud Storage (OneDrive\SharePoint) - Microsoft Office Applications - Microsoft Web Applications (Planner, Bookings, OneNote, Lists, Forms and more)  For more information visit <a href="https://bit.ly/3mWRT5L">https://bit.ly/3mWRT5L</a>  x4 office staff  15% discount applied for attending virtual summit	£15.10	£2.27	£12.8350	£51.34
2)	4	Microsoft Defender For Endpoint Microsoft Defender Advanced Threat Protection	£3.90		£3.90	£15.60
3)	3	Microsoft 365 Business Basic Email address, Cloud Storage & Web Applications  - Email, Calendar and Contacts - Cloud Storage (OneDrive\SharePoint) - Microsoft Web Applications (Planner, Bookings, OneNote, Lists, Forms and more)  For more information visit <a href="https://bit.ly/3mWRT5L">https://bit.ly/3mWRT5L</a>  x3 Ground Staff	£3.80	£0.57	£3.23	£9.69

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

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
15% discount for year one applied for attending virtual summit						
4)	12	Microsoft 365 Business Basic (Councillor) Councillor Email address, Cloud Storage & Web Applications  - Email, Calendar and Contacts - Cloud Storage (OneDrive\SharePoint) - Microsoft Web Applications (Planner, Bookings, OneNote, Lists, Forms and more)  For more information visit <a href="https://bit.ly/3mWRT5L">https://bit.ly/3mWRT5L</a>	£3.80	£0.57	£3.23	£38.76
15% discount applied for attending virtual summit						
5)	8	Datasafe Cloud - Microsoft Exchange, OneDrive, SharePoint, Calendar and Contacts backed up 3X a day - Data encryption both at rest and in transit - Data controls and monitoring tools, including audit logs, uptime and availability SLAs  x4 staff x4 SharePoint Libraries	£4.20		£4.20	£33.60
6)	1	Cloudy Council Learning and Development Service Access to a range of council specific support content designed to improve your staff and councillors adoption of Microsoft 365.  - Access to hundreds of learning and development videos on 365 products - Access to free monthly training session, provide by Cloudy Training Consultant - Access to exclusive monthly newsletter - Access to Clerks forum group - Access to Cloudy video library	£7.99	£7.99	£0.00	£0.00
7)	4	CloudyIT End User Support Standard End User Support: 8am - 5.30pm Monday - Friday (Excluding Bank Holiday)  - Access to CloudyIT support desk via email, phone, support tool - Includes onsite support (should the issue not be resolved remotely) - For more information, including our standard SLA please view terms and conditions	£20.00		£20.00	£80.00
8)	3	CloudyIT End User Support (non office based staff) Standard End User Support: 8am - 5.30pm Monday - Friday (Excluding Bank Holiday)  - Access to CloudyIT support desk via email, phone, support	£10.00		£10.00	£30.00

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

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
		tool - Includes onsite support (should issue not be resolved remotely) - For more information, including our standard SLA please view terms and conditions  For x3 Ground Staff				
9)	1	Agenda Management from Decisions Summit 50% Discount off RRP  Small council: (1-25, including councillors and staff)  - Decisions Agenda Management - Prepare & collaborate by attaching documents to be presented in the meeting - Capturing notes and comments from the team - Record action items and decisions during the meeting - Keep track of time, take meeting minutes and assign tasks quickly and easily  50% year one discount applied for attending virtual summit	£140.00	£70.00	£70.00	£70.00
					<b>Monthly Total</b>	<b>£328.99</b>
<b>One-Time Items</b>						
10)	1	Data architecture / scoping Data architecture / scoping	£195.00		£195.00	£195.00
11)	1.5	E-mail and Data Migration E-mail and Data Migration	£450.00		£450.00	£675.00
12)	0.5	Device Configuration and Setup Device configuration and Azure join of computers / laptops x4 devices	£450.00		£450.00	£225.00
13)	1	Staff Training x1 staff training session	£225.00		£225.00	£225.00
14)	1	SharePoint / Teams Configuration Setup of Teams and SharePoint libraries, as agreed within Architecture stage.  Migration of data to correct channels and SharePoint Libraries.	£450.00		£450.00	£450.00
15)	1	Councillor Training 2 x councillor training session  100% discount applied for attending virtual summit	£390.00	£390.00	£0.00	£0.00
16)	1	Staff - Decisions Installation & Training - Installation and staff training - Basic customisation	£295.00		£295.00	£295.00

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

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
17)	2	Councillor - Decisions Installation & Training - Councillor Training 2 x sessions  Will be included as part of the councillor training - 100% discount applied for attending virtual summit	£195.00	£195.00	£0.00	£0.00
18)	1	Service Review Service review to develop applications that will bring you greater efficiencies	£150.00		£150.00	£150.00
19)	1	5 Hours Pre-Paid Support 5 Hours Pre-Paid Support  Expires after 2 years	£250.00		£250.00	£250.00
					<b>One-Time Total</b>	<b>£2,465.00</b>
					<b>Subtotal</b>	<b>£2,793.99</b>
					<b>Total Taxes</b>	<b>£513.80</b>
					<b>Total</b>	<b>£3,307.79</b>

Authorizing Signature \_\_\_\_\_

Date \_\_\_\_\_

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



# Quote

Quote Number: 1484

Payment Terms:  
Expiration Date: 05/09/2021

## Quote Prepared For

**Amanda Jobling**  
**Hamble-le-Rice Parish Council**  
Hamble Village Memorial Hall  
2 High Street Hamble-le-ric  
Southampton, Hampshire SO31 4JE  
United Kingdom  
Phone:023 8045 3422  
clerk@hamblepc.org.uk

## Quote Prepared By

**Dan Beecher**  
**Cloudy IT**  
8 Homeground, Buckingham Industrial Estate  
Buckingham, Buckinghamshire MK18 1UH  
United Kingdom  
Phone:  
Fax:  
[dan.beecher@cloudyit.co.uk](mailto:dan.beecher@cloudyit.co.uk)

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
<b>Monthly Items</b>					
1)	1	Cloudy Leasing TaaS x4 - Yealink T55A Microsoft VOIP/SIP Phone - £21.11 per month x4 PC's (including monitors, keyboard and mouse - £126.66 per month x3 Dell Latitude 3510 Laptops - £55.83 per month x1 Brother DCP-L3510CDW A4 Colour Multifunction LED Laser Printer - £6.94 per month x2 Draytek Router's - £8.33 per month	£218.87	£218.87	£218.87
2)	5	Microsoft 365 Business Voice Cloud-based phone system with advanced features including call transfer, multi-level auto attendants, and call queues.  Includes a domestic calling plan <sup>3</sup> with 1,200 minutes <sup>1</sup> per user, per month within UK.  Dial-in audio conferencing for up to 250 people per meeting.  Call from anywhere, on any device through the Microsoft Teams app on desktop, mobile, web, and desk phones.	£9.00	£9.00	£45.00
3)	2	Cloudy Wifi Internet Cloudy Wifi Internet  x2 sites	£55.00	£55.00	£110.00
<b>Monthly Total</b>					<b>£373.87</b>
<b>One-Time Items</b>					
4)	1	Microsoft 365 Business Voice Setup and Training Acquisition / Porting of number(s) Setup of phone line Training	£90.00	£90.00	£90.00

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

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
		Applying licences Telephony Architecture Call Building of call queues Voicemail setup Customised hold music (if required)			
5)	7	Setup and Configuration Setup and Configuration	£75.00	£75.00	£525.00
		x4 PC's x3 Laptop's			
<b>One-Time Total</b>					<b>£615.00</b>
<b>Subtotal</b>					<b>£988.87</b>
<b>Total Taxes</b>					<b>£197.77</b>
<b>Total</b>					<b>£1,186.64</b>

Authorizing Signature \_\_\_\_\_

Date \_\_\_\_\_

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

## Minutes of meeting of Asset Management Committee

Monday 6<sup>th</sup> September 2021 – Roy Underdown Pavilion at 7pm

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

Present: Councillors Cross, Hand, Jones, Thompson (Chair) and Underdown Clerk and Projects Manager

### 1. Welcome

a. Apologies for absence - none

b. Expressions of interest –

Cllr Underdown – Foreshore and Dinghy Park

Cllr Hand – Jenny's (spouse is connected to the business)

c. Minutes of the last Meeting –

Proposed Cllr Underdown Seconded Cllr Jones and all agreed the Minutes of the 2nd July 2021. Minutes were signed.

### 2. Public Session – None

### 3. License, leases and other requests for use –

Coffee Shack – Agree a short-term license until Christmas for Wednesdays and Thursdays – Charge for cost of license up to £500 to be paid in installments plus agree a Charge of £20 per day to be waived subject to review at Christmas.

Proposed: Cllr Jones and Seconded Cllr Cross and all agreed.

Ice cream vending – decided not to consider until a formal application is made.

### Mudland Moorings

The Clerk was asked to:

- Approach Tucker and Mundy to ask if he wants to take it over on the basis of a profit share.
- Would the customers want to take them over as a cooperative approach.

- Refund on the Harbour Dues as not occupied.

## Policy for use of HPC land

Agreed subject to the following:

Consultation with our solicitor, removal of site specific locations, removal of the alcohol restrictions and inclusion of a statement regarding the requirement for the user to be responsible for site clearance and waste disposal.

Proposed: Cllr Underdown    Seconded: Cllr Cross and all agreed subject to the changes listed.

### 4. Project Update

Foreshore seats – Townscape have quoted £33,000 for the heavy duty seats and for delivery. We also have a potential contractor who might be able to do the grounds works having been market tested by Hound Parish Council.

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

### 5. New Projects

Agreed the project list priorities as circulated.

Proposed: Cllr Underdown    Seconded: Cllr Cross and all agreed the project list prioritisation presented, that working groups be asked to rank their projects in order and that Council be advised to consider setting up a specialist project team for Mount Pleasant to enable work to start.

### 6. Updates from Working Groups

#### Allotments Working Group

Rates of vandalism are down at the allotment. HCC have been out and improved the path to the allotments which has been well received.

Representatives have been appointed and the first meeting is due. The signage at the entrance to the Police College should be removed. The Staff were thanked for their work in achieving these improvements.

#### Waste and Recycling

Grant bid in to HCC for the drinking fountains.

The Group will look at a range of possible bins at the next meeting. Some bins will be repositioned to other areas of the village.

### Communications

The group was set to issue sub branding for our different sites to make them more identifiable and more relatable. Also, they were poised to look at a series of campaign to mirror the new projects. They also are looking to feature work already carried out on environmental projects since the We R Hamble.

#### 7. Accidents and incidents

Incident - Staff member has received an injury from using the sit on mower and has been logged in the register.

Accident - The on-going personal injury claim that was due to be heard in Court in August but was deferred until November due to the court service suspending the hearing.

#### 8. Performance Information

The Committee noted the information and welcomed it.

#### 9. Toilets at the Foreshore

Clerk reported ongoing problems with the toilets at the Foreshore and the need to look at a refit at some point in the future. Agreed that the toilets will need to be upgraded at the end of next season. Committee asked that an initial assessment of the work is carried out including the appointment of a specialist contractor to do the work.

#### 10. Reopening the High Street Fund.

Christmas Market with late opening in shops. Concern that the current traders are not benefitting from the market and that it is creating further competition. Agreed that we would support the use of the Foreshore for traders parking

#### 11. Delegated decisions

Decision noted by the committee

Meeting ended: 8.50pm

**Hampshire County Council Waste Prevention Community Grant Fund: Additional application details.**

*This additional information will help to ensure that all the relevant information for your project is available before it is scored against the assessment criteria.*

**1. How will household waste in Hampshire be reduced by your project?**

*Please explain which material your project will be focussed, e.g. household food waste, composting, plastics, furniture, and how your project will reduce the incidence of this material in household waste.*

*To ensure that the focus of your project is on household waste, please also state where any materials you will be reusing/redistributing will come from.*

Mini social media campaign and in the monthly newsletter that goes to every household encouraging people to stop buying plastic bottles of drinks to take out on walks and instead to reuse a bottle and refill it at water points or the business refill establishments which was set up 3 years ago. A map showing the route of drink points and business refill points will be produced and made available via social media and in the newsletter.

One of the venues is outside of the primary school and will support existing public health message to drink more water and to help reduce the consumption of sugary drinks with a view to reducing obesity.

**2. How will you measure the impacts of the project and record the reduction in household waste?**

*Please indicate which of the Key Performance indicators below you propose to report on for your project:*

Levels of engagement through social media e.g. likes/shares	Y
Number of promotional materials produced and distributed	Y
Number of website hits	?
Responses to surveys or feedback forms	Y
Income generated by the project	N
Savings delivered to residents (i.e. through purchase of second-hand goods, items repaired instead of purchasing new ones)	N
Number of people employed through the project	N
Number of volunteer opportunities created	N
Number of volunteer hours	N
Number of people using the new service	N
Number of low income residents/families assisted	Maybe
Number/type/weight of items prevented/reused/repaired	N
Amount of (embedded) carbon equivalent saved	N
Other, please state:	

**3. What evidence have you found that your project is new or innovative to the local area? This could include a new service or facet to an existing project. (Maximum 200 words)**

*This could be a description of the research you have undertaken to demonstrate there are no similar projects or services in the local area. If you are looking to expand your project, this will need to be a new or innovative service, rather than an extension of business as usual.*

We have already run a water refill project to reduce plastic use in the local environment. By installing water points in high footfall areas we are hoping, especially at the school/paly park to

encourage children and parent to refill bottles with water to reduce plastic, stay hydrated and stay fit.

**4. In addition to reducing household waste, please indicate any other community benefits your project will realise below. (Maximum 500 words)**

Creating volunteering/employment opportunities	
Supporting low income/vulnerable residents	
Educating or upskilling	
Contributing to social cohesion	
Helping towards a healthy lifestyle	y
Other (please state)	

**5. Please give a brief description of any previous relevant experience you have had in delivering similar projects. (Maximum 500 words)**

*This does not have to be an environmental project, but should include any relevant experience or skills gained, e.g. creating a communications plan or working with communities.*

As a parish council we have a constant programme of small projects. This year we have planted a second phase to our community orchard with the Scouts, we have had a programme of carbon reduction in the use of vehicles and equipment and have a competition running at the moment to name our electric grounds vehicle, run reduction, reuse and anti littering campaign with the local primary school and have produced 12 different signs produced by primary school children that have been erected across the village to reduce problems of littering and waste. We also have a rolling programme of litter picks.

**6. Please detail how you will meet any Health and Safety requirements relating to your project. This must also include how you will follow the latest Government and Public Health guidance regarding COVID-19. Other elements should include:**

- Relevant qualifications/certifications
- Insurances (over and above those listed in the basic application form)
- How you will follow Government and Public Health guidance and ensure that your project has assessed and mitigated the risks from COVID19.

*Please note that successful applicants have sole responsibility of carrying out the agreed project in line with COVID safe practices outlined by Government and Public Health and The Council accepts no responsibility for the development or administration of them.*

**7. Please provide a basic project plan or Gantt Chart for your project.**

*This should list the key actions for development and delivery, along with expected timescales. It should also show the points at which the project will require funding to be released. A template is provided below, but feel free to use your own.*



## DISCUSSION DOCUMENT

### **Hamble Parish Council: Communications & Community Engagement Guidance and Policy**

July 2021

*The purpose of this Guidance and detailed Policy Document is to equip Councillors and staff with guidance that helps us all communicate more effectively with the local community, whether through social media, email, or conversation.*

*As part of our [Purpose and Mission Statement](#), we have made a commitment to the community to engage and, most importantly, listen to residents so that we can make better decisions on their behalf.*

*There may well be times when you will want to express an opinion, but as Councillor, you are asked to gather and consider different views and perspectives rather than lead the discussion in a particular direction.*

*We understand that digital communications, and particularly social media, are open to challenges that could inadvertently lead a Councillor to jeopardise their reputation or open themselves to legal action. We are putting this guidance in place to mitigate this risk and help Councillors and Parish Council staff to work together to protect and enhance the reputation of the Council and protect Councillors' personal reputations.*

*We appreciate that as Councillors, you walk a fine line between private citizen and public role. The aim of this Policy is to:*

- *support you in communicating more effectively;*
- *help you to make the best of your role, and*
- *encourage residents to engage positively towards you and the rest of the community.*

*For additional guidance on communicating with the public and media, please see Hamble Parish Council's [Press & Media Policy](#), and the Local Government Acts [1986](#) and [1988](#) which set out the law governing communications in local authorities.*

## Quick Best Practice Guide for Councillors

### General Points

#### Do...

- **Be respectful of others at all times** – whether you are posting on your own social media accounts, sending emails, or discussing relevant matters informally in a social setting, you are perceived to be representing the Parish Council, even when that is not your intention
- **Listen to others' point of view** – like any good conversation, digital communications like social media and email are designed to be a two-way channel
- **Lead by example** – don't post social media comments or send emails that use offensive language, could be considered abusive, or that rely on unverified information
- **Consider content** – give some thought to the type of comments which could arise from anything you post online, and specifically how public responses from other people could compromise your neutrality as a Councillor by appearing as if they are endorsed by you
- **Be aware of unguarded comments or moments** – it is often in the heat of the moment or in a social setting that comments are made for which you could be held to account at a later date. Wherever possible, try not to be drawn into discussions which may compromise your position. It is often useful to have a 'ready-made' response for these occasions, perhaps telling the resident that you are happy to look into the matter on their behalf
- **Defuse conflict** – waiting to respond can take the heat out of situations, as can reframing your own language
- **If in doubt, ask for help** – check with the Parish Council Clerk, relevant Committee Chair and Chair of the Communications Working Group and Communications Advisor (Smart Marketing) on the best course of action
- **Consult the Parish Clerk before posting messages relating to the activities of Hamble Parish Council** – having a second pair of eyes on the post will protect your position as Councillor by

mitigating the risk of the content being misunderstood or misinterpreted

- **Remember that you are personally responsible for all content that you publish** on any form of social media or send by email

### Don't...

- **Email or post on social media any comment that you wouldn't happily say in a public meeting**
- **Compromise your position** or that of the Parish Council by commenting on any matter which may be discussed at any Council or Committee meeting in the future (e.g., planning applications). Your perceived impartiality is essential to successfully fulfilling your role as Councillor
- **Email or post to social media any comment – either publicly or in a private message – which could be construed as predetermining a decision** to be made in a future Council meeting. This also extends to any other kind of written or verbal communication. It is important that the Council can be influenced by public representation at a meeting, and that a fair hearing is given to the resident. Evidence of predetermination (whether on social media, via email, or in verbal communication) could undermine the neutrality of the decision. The legal validity of a decision can be questioned if any predetermination is identified, even where comments may have been made by a Councillor in a private capacity.
- **Leap to conclusions** – if commenting on someone else's post which relates to an issue affecting other members of the community, make sure that you know all of the facts before responding. If there is official advice or guidance, point the user in the direction of these documents or websites rather than offering your own opinion
- **Share unverified or uncertain content**, particularly if it is about a potentially contentious issue. If unsure, say nothing and check first.

## Specific Guidance Relating to the Usage of Personal Social Media Accounts

- **Know your obligations** – you must comply with other Council policies when using social media, even if in a personal capacity. For example, you should be careful not to breach Council confidentiality, proprietary information, and predetermination policies.
- **Ensure any communication (whether digital or verbal) could pass an appropriate level of public scrutiny** – even when posting as a private citizen, residents will expect you to act in accordance with the ‘Nolan Principles’ – the Seven Principles of Public Life: *Find out more at:*  
<https://www.gov.uk/government/publications/the-7-principles-of-public-life>
- **Use a disclaimer** – when using social media for personal purposes, you must not imply you are speaking for the Council. Where possible, you should include a standard disclaimer such as: “Statements and opinions here are my own and don’t necessarily represent the Council’s policies or opinions”. However, even with such a disclaimer, many residents will view your comments as indicative of your views and voting intentions as a Councillor, and so you should exercise extreme caution when expressing opinions on any matters which may be brought to the Council’s attention, even when on your personal social media profiles

## **Communications & Community Engagement Policy for Councillors – including Social Media**

July 2021

### **Section 1: Introduction**

As a Parish Council, we often make decisions which affect residents' day-to-day lives (such as the determination of planning applications) and the potential consequences of these decisions could have a significant impact on local businesses and individuals. It is because of this that Councillors must communicate appropriately at all times to mitigate the risk of complaints of compromise or predetermination.

Increasingly, residents are expecting the Council and Councillors to show the same level of engagement on social media that they might encounter offline in the community. However, there are challenges that come with this ease of interaction.

1. The Parish Council accepts that social media has become a regular part of everyday life, and that many people – including Councillors – enjoy membership of sites such as Facebook, Instagram, and Twitter.
2. Inappropriate use of digital communications including social media (which may occur inadvertently) can cause significant damage to a Councillor's (or the Council's) reputation and can lead to legal claims, regardless of whether this engagement is in your capacity as Councillor or as a private citizen.
3. The Parish Council does not object to the use of social media by Councillors, in either an official or private capacity. However, given the importance of the perceived objectivity and impartiality of Councillors among local residents, the guidance set out below is designed to help you ensure that your position on the Council remains uncompromised, as well as mitigating the risk of legal claims such as libel.
4. This guidance is produced to help you avoid some of the common pitfalls that can accompany social media use. It assumes that

Councillors are aware of what is meant by ‘social media’, and which networks and blogs might be relevant to this guidance.

## Section 2: How Hamble Parish Council Engages with the Community

The Parish Council currently communicates and engages with the community in the following structured ways:

1. Newsletter/magazine	Lead by: <ul style="list-style-type: none"> <li>• Parish Clerk</li> <li>• Chair of the Communications Working Group</li> <li>• Communications Advisor (Smart Marketing)</li> </ul>
2. Notice boards	
3. Social media – official Hamble Parish Council Facebook and Instagram accounts	
4. Public Sessions Council & Committee meetings	Lead by: <ul style="list-style-type: none"> <li>• Parish Clerk</li> <li>• Relevant Committee Chair</li> </ul>
5. Personal informal ‘face-to-face’ engagement between residents and Councillors	Lead by: <ul style="list-style-type: none"> <li>• Individual Councillors – according to the <a href="#">Code of Conduct for Members</a> and the Communications &amp; Communications Engagement Policy as set out in this document</li> </ul>

## Section 3: Legal Considerations – Managing Risk, Protecting your Reputation, and Encouraging Positive Resident Engagement with the Council

1. Three of the [Nolan Principles](#) applying to those in public life are Openness, Accountability, and Leadership. The effect of these Principles is that Councillors should be as open as possible about the actions and decisions they take, submit to an appropriate level of public scrutiny, and lead by example. Social media and email are vital tools for public debate and community interaction, but

engagement on or offline should always bear these Principles in mind.

2. As with anyone publishing material on or offline, Councillors need to be aware of the laws that apply to published material. Key laws include:
  - a. **Defamation:** if you publish an untrue statement about a person that is damaging to their reputation, you may be liable to pay damages.
  - b. **Copyright:** publishing information that is not yours, without permission, may also result in an award of damages against you.
  - c. **Harassment:** it is an offence to repeatedly pursue a campaign against a person that is likely to cause alarm, harassment, or distress.
  - d. **Data protection:** do not publish personal data of other people, including photographs, without their express permission to do so.
  - e. **Incitement:** it is an offence to incite any criminal act.
  - f. **Discrimination and 'protected characteristics':** it is an offence to discriminate against anyone based on protected characteristics (as defined in the Equality Act 2010).
  - g. **Malicious and obscene communications:** it is an offence to send malicious or obscene communications.
3. Furthermore, inappropriate and offensive material should not be published. This includes revealing confidential or commercially sensitive information belonging to the Council, personal or confidential information about an individual, publishing something that could reasonably be considered insulting or threatening, or something that promotes illegal activity or is intended to deceive.
4. Additional considerations also apply to Councillors.

### **Bias and pre-determination**

5. Members sitting on regulatory committees such as planning should be aware that they are allowed to have a view but must not have gone so far as to have predetermined their position on a matter. Any views aired on social media, via email, or in conversation with residents could be used as evidence of making a decision in

advance of hearing all relevant information. The Council's decision is then open to challenge and could be invalidated, and the 'disrepute' provisions of the [Code of Conduct for Members](#) could be engaged. This is true whether comments have been made under the auspices of the Council's social media profiles and communication tools, or on the Councillor's own private accounts.

### **Equality and discrimination**

6. The Council is a public authority required to comply with the Equalities Act 2010 which states that it is an offence to discriminate against anyone based on their protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation). The Council must also have 'due regard' to the Public Sector Equality Duty (which consists of eliminating unlawful discrimination, advancing equality of opportunity, and fostering good relations). Both the Equalities Act 2010 and the Public Sector Equality Duty apply to Councillors when they are being perceived to act in their official capacity.

### **Electioneering**

7. Council resources, including the use of social media or email on Council mobile devices or IT equipment, should not be used for political/campaign purposes. Particular care should be taken when using social media during the pre-election period.
8. Any social media communications published during the pre-election period must include an 'imprint' as required by any other published election material.

### **Human Rights**

9. Article 8 of the European Convention provides that public authorities should not interfere with the right of individuals to a private and family life without lawful authority to do so, and where it is necessary, proportionate, and in pursuit of one of the aims set

out in Article 8(2). (These are national security, public safety, economic well-being, health or morals, prevention of crime or disorder, or protecting others' rights).

### **Code of Conduct**

10. Councillors may use social media in both an official and personal capacity, but they must be aware that the public may perceive them as acting in either capacity when that is not their intention. Any social media account which could be potentially linked to a Councillor would need to meet the standards of the [Code of Conduct](#).
11. You should also consider your position carefully as to whether your online 'followers' or 'friends' are 'close associates' for the purpose of declaring interests and participation in meetings where their wellbeing or financial position would be affected.

## **Section 4: Responsibilities of Councillors**

1. Councillors will need to monitor and, where appropriate, censor or remove the contributions made by others to their sites, online presence, or social profiles. Allowing defamatory or offensive statements to remain on your own personal social media profiles can become your own legal problem as the 'publisher' of the material and could also give rise to Code issues where allowing comments to remain could be seen as condoning or endorsing them.
2. Similarly, 'liking', 'sharing' or 're-tweeting' posts (even in a private capacity) could be seen as an endorsement of them. Legally this can be deemed a separate instance of publication by the Councillor, to which all the legal and Code considerations would apply.
3. Beyond that, it is generally best to allow disagreement rather than to seek to censor it. However, there is no need to respond to everything and unhelpful online arguments should be avoided. Be

- professional, respectful, and polite, even (or especially) when corresponding with those who do not return the courtesy.
4. Careful use of language is required. Sarcasm, irony, and ambiguous comments should be avoided.
  5. Promptly admit to mistakes.
  6. Avoid using social media when you are tired, angry, upset, or your judgment may be impaired. Something permanently published cannot be easily taken back.
  7. Think carefully about who to 'follow' or 'befriend' online. It is inadvisable to 'follow' anyone without a good reason – some residents may find it uncomfortable to receive a 'friend' request from a Councillor. Many Councillors wait to be 'followed' before returning the compliment.
  8. Councillors are at liberty to set up social media accounts using any of the tools available but should ensure they are clearly identified as personal and do not in any way imply that they reflect the Council's view. Where possible, you should include a standard disclaimer such as: "*Statements and opinions here are my own and don't necessarily represent the Council's policies or opinions*". However, even with such a disclaimer, many residents will view your comments as indicative of your views and voting intentions as a Councillor, and so you should exercise extreme caution when expressing opinions on any matters which may be brought to the Council's attention, even when on your personal social media profiles.
  9. Councillors should, at all times, present a professional image and not disclose anything of a confidential nature. Comments of a derogatory, proprietary, or libellous nature should not be made. Take care to avoid guesswork, exaggeration, and colourful language or expletives.
  10. Regardless of the form of communication (e.g. social media, verbal etc), if you receive a request for information, you should only comment on the Council's already resolved position or existing policies as set out in the Press & Media policy. No opinions should be given.

## Section 5: Principles for Using Social Media

1. **Before posting, please consider** whether the comment puts your effectiveness or impartiality as a Councillor at risk.
2. **Be respectful** – set the tone for online conversations by being polite, open, and respectful. Use familiar language, be cordial, honest, and professional at all times (including on your personal profiles). Make sure that you respect people’s confidentiality – do not disclose non-public information or the personal information of others.
3. **Be credible and consistent** – be accurate, fair, thorough, and transparent. Make sure that what you say online is consistent with your other communications.
4. **Be honest about who you are** – it is important that any accounts or profiles that you set up are clearly and easily identifiable. Be clear about your own personal role; in particular, a clear distinction should be drawn between use of an account in your personal capacity and use in your capacity as a Councillor. Note that merely stating you are acting in your private capacity may not be sufficient.
5. **Be careful – do not disclose confidential matters** or criticise Council policies, staff or other Councillors.
6. **Be responsive** – make an effort to share what you know (respecting confidential matters). Offer insights where appropriate and put people in touch with someone who can help if you cannot. Respond to questions and comments in a timely manner.
7. **Think twice** – think carefully about all your social media posts. Once published it will be too late to change your mind. Post only what you want the world to see.
8. **Be aware of cyber security – set your profile’s security and privacy settings carefully.** At a minimum, all privacy settings should be set to ‘only friends’. ‘Friends of friends’ and ‘Networks and friends’ open the content and your comments to a large group of unknown people.

## **Section 6: Reporting Inappropriate Use of Social Media by Others**

1. Anyone receiving threats, abuse, or harassment via their use of social media should report it to the police.
2. Other inappropriate content can be reported to the social media site directly to ask for it to be removed. You may wish to save a screenshot in these circumstances.

## **Section 7: How to Consult and ask for Help**

1. If you believe you may have said, written, or published something which could be perceived to compromise your impartiality or leave you open to accusations of predetermination, please contact either the Parish Council Clerk, relevant Committee Chair, or Chair of the Communications Working Group so that we can advise you on the best course of action to mitigate any issues or complaints.

## Media and Communications Policy

### 1. Purpose

- 1.1 The purpose of this policy is to define the roles and responsibilities within the Parish Council for achieving an effective working relationship with the media, and to provide guidance on how to handle media interest.
- 1.2 Without proper co-ordination, it would be difficult to ensure that the messages put out by the Parish Council are consistent and accurate. However, if communication is managed effectively, the Council will be able to create and seize opportunities to communicate with partners and the public and build an accurate and positive reputation.
- 1.3 This policy is advised by the Code of Recommended Practice on Local Authority Publicity, as issued by the Department for Communities and Local Government (DCLG). The code is statutory guidance and therefore Councils must have regard to it and follow its provisions.
- 1.4 Failure to follow the Council's Media and Communications Policy could lead to a breach of the statutory code and risk adverse publicity, which in turn could damage the Council's and relevant Councillor's reputation. It is important that all Councillors and Officers understand the implications of this code which this policy explains within a local context.
- 1.5 In short, the Council must ensure that publicity is
  - Lawful
  - Cost effective
  - Objective
  - Even-handed
  - Appropriate
  - Regard to equality and diversity
  - Careful during periods of heightened sensitivity
- 1.6 This policy should be read in conjunction with the Code of Conduct for Members and the Council's Social Media & Digital Communications Policy.

### 2 Approach to Publicity

- 2.1 The Council welcomes enquiries from the press and media and recognises that a good relationship with the press helps us to communicate effectively with residents.
- 2.2 Equally, the Council recognises that taking a proactive approach to communication ensures information is made available to residents in a timely manner and is accessible via as many media sources as possible including social media.
- 2.3 In all cases, the Council's approach to the media should be:
  - Open and honest
  - Proactive
  - Responsive and timely
  - In line with the Code of Conduct for Members
- 2.4 The Council is accountable to the local community for its actions, and this can only be achieved through effective two-way communication. The media plays a large role in informing residents about what the Council does and how it spends their money. It is therefore vital that the Council communicates effectively with the media and wherever possible takes a positive and

constructive approach to meeting media requests for information and interviews to increase public awareness of the Council's priorities, services, and facilities.

- 2.5 The use of media is also vital in terms of holding the Council to account for its policies and actions. It is important that they have access to officers and Councillors and to background information to assist them in this role. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.
- 2.6 The main media pertaining to Hamble is the local and regional press, in addition to local radio and television station. It is unlikely that Hamble Parish Council would be involved in media communications at a national or international level, but this policy would also apply in these cases. A separate social media policy exists for communication via digital and social media.

### 3 The Legal Framework

- 3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the government's Code of Recommended Practice on Local Authority Publicity. Some aspects of the Code are relevant to this policy:
- "Any publicity describing the Council's policies and aims [and the provision of services] should be as objective as possible, concentrating on facts or explanation or both."
  - "Publicity touching on issues that are controversial, or on which there are arguments for and against the views or policies of the Council should be handled with particular care. Issues must be presented clearly, fairly and as simply as possible, although councils should not oversimplify facts, issues or arguments."
  - "Publicity should not attack, nor appear to undermine, generally accepted moral standards."
  - "... local authorities... should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy."

Furthermore, the Local Government Transparency Code (2014) requires Councils to operate a culture of transparency making information widely available to all that want to access and use it. This includes media organisations and those wishing to reuse the information for that purpose.

- 3.2 In particular, officers and Councillors should always have due regard for the long-term reputation of the Council in all their dealings with the media.
- 3.3 Confidential documents, exempt minutes, reports, papers, and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and the appropriate action taken.
- 3.4 When the media wishes to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.
- 3.5 There are a number of personal privacy issues for officers and Councillors that must be handled carefully and sensitively. These include the release of personal information, such as home addresses and telephone numbers

(although member contact details are in the public domain), disciplinary procedures, and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media.

#### **4 Handling Media Enquiries**

- 4.1 All media approaches should be directed to the Parish Clerk and the Chairman of the Council, with copy to the Communications Working Group lead.
- 4.2 If other Councillors are contacted directly by the media for comment, they should liaise with the Clerk before responding to the request.
- 4.3 All statements made by the Clerk or the Chairman should reflect the Council's decisions and stated policies.
- 4.4 The Council should not pass comments on leaks, anonymous allegations or allegations about individual staff and Councillors. The phrase "no comment" should not be used as a response to a media enquiry. The Council is open and accountable and should always explain if there is a reason why it cannot answer a specific enquiry.
- 4.5 Letters representing the views of the Council should only be submitted by the Chairman or the Clerk. Councillors are strongly encouraged not to use the letters page within the Local Press as a means of expressing their personal views.
- 4.6 At all times, Councillors, Officers, and staff should consider the potential risk to the Council, its reputation, and the reputation of other Councillors, when dealing with the media.

#### **5 Requests for Interview**

- 5.1 Any request for an interview with a Councillor or Officer should be referred to the Clerk in the first instance. The Clerk, in liaison with the Chairman, will determine the most appropriate Councillor or Officer to put forward for interview.
- 5.2 Where a Councillor is authorised to speak on behalf of the Council, it is their responsibility to ensure they are clear on the corporate position of the Council, and that their responses to questions accurately reflect this.
- 5.3 Where an officer is authorised to speak on behalf of the Council, they must never give their opinion on specific Council policy and must remember their role is to provide expertise and factual knowledge in support of the Council's agreed policies.
- 5.4 If a Councillor has not been specifically authorised by the Council to speak to the media on a particular issue, a Councillor who is asked for a comment should make it clear that it is a personal view and ask that it be clearly reported as such.

#### **6 Official Council Press Releases**

- 6.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information, or to explain the Council's position on a particular issue. It is the responsibility of all officers and Councillors to look for opportunities where the issuing of a press release may be beneficial.

- 6.2 All press releases are to be factual, non-political, not written to cause offence, and must be in accordance with Council policy.
- 6.3 All press releases are to be drafted and issued by the Clerk to ensure that the principles outlined in Section 3 (Legal Framework) are adhered to, that there is consistency of style across the Council, and that the use of the press release can be monitored, having consulted with the Chairman of the relevant committee on the proposed wording.
- 6.4 Press releases will be issued to local newspapers and copies will be made available on the Council's website. An edited version will be shared on the Council's social media platforms, with a link to the full story.

## **7 Attendance of Media at Council or Committee Meetings**

- 7.1 The Local Government Act 1972 requires that all agendas, reports, and minutes are sent to the media on request, five working days prior to the meeting.
- 7.2 Provision is made for Councillors of the media to attend Council and committee meetings. During meetings Councillors should be mindful that any comments and messages are put across in a manner which gives the journalist an accurate picture rather than relying on the journalist's interpretation of what may be a complex issue.

## **8 Publicity During Elections**

- 8.1 There are specific rules governing publicity when an election has been announced. In the period between the notice of an election and the election itself (purdah), all proactive publicity about candidates is halted.
- 8.2 During the purdah period, all council publicity shall be managed by the Clerk and any quotes provided in support of press releases will be given by authorised officers.
- 8.3 The Council will not quote any Councillor in a press release or involve them in proactive publicity events during the election period, regardless of whether or not they are standing for election. The only exception to this (as laid down in the Code of Recommended Practice on Local Authority Publicity) is during an emergency or where there is a genuine need for a member level response to an important event outside the control of the Council. In this situation, Councillors holding key civic positions should be able to comment.

## **9 Non-Council Related Media**

- 9.1 Officers and Councillors of the Council who have contact with the media in a personal capacity or as Councillors of non-Council related organisations must not refer to their Council posts and must make it clear to the journalist concerned that they are speaking in a personal capacity or on behalf of the non-Council related organisation.

## **10 Managing Negative Issues**

- 10.1 From time to time the Council has to respond to negative issues. It is important that these situations are managed carefully so as to limit the potential for negative publicity.
- 10.2 Councillors must alert the Clerk and Chairman as soon as a potentially negative issue which may attract media interest is known. They should not wait until contact is made by the media.

## **11 Correcting Inaccurate Reporting**

- 11.1 Should the media publish or broadcast something inaccurate about the Council, a quick decision needs to be taken on any action necessary to correct it. The issue should be discussed with the Clerk to decide what action is appropriate. This could be a letter or news release, a conversation with the journalist concerned, a personal letter to the editor, or legal advice. It will also be necessary to decide who is the most appropriate person to take the agreed action.
- 11.2 It should be noted that in the case of minor inaccuracies which have little or no impact on the message being conveyed, it can sometimes be counterproductive to complain; each case should be judged individually.
- 11.3 Occasionally the Council will get something wrong. In these cases, damage limitation is the key – this can usually be achieved by admitting the mistake, apologising, and stating how the Council will learn from the error or put it right.

## **12 Freedom of Information and Data Protection**

- 12.1 Should the Council receive a request for information under the Freedom of Information Act 2000 on a topic on which there is correspondence (written or email), that correspondence will normally have to be disclosed unless it is exempt. The fact that the disclosure may prove embarrassing would not, in itself, prevent disclosure.
- 12.2 In addition, care should be taken when processing personal data. The Data Protection Act 1998 prevents the use of personal information other than for the purposes for which it was supplied. Councillors should bear this in mind when using any personal data which may be supplied to them by residents.

## **13 General Guidance for Councillors and Officers**

- 13.1 Councillors and officers must ensure they do not disclose information that is of a confidential nature. This includes any discussion with the press or other media on any matter which has been discussed under confidential items on council or committee agendas or at any other private briefing.
- 13.2 Councillors and officers should act with integrity at all times when representing or acting on behalf of the council.
- 13.3 Councillors should not use the prefix 'Councillor' when writing to the press as an individual. This implies you are stating Council policy, which is not necessarily consistent with your personal opinion.
- 13.4 Any Councillor failing to follow the guidelines set out in this policy may find themselves in breach of the Code of Conduct for Members and subject to a complaint to the Monitoring Officer.
- 13.5 Any officer failing to follow the guidance set out in this policy could face disciplinary action.

<b>Rup Window Replacments &amp; Steel Doors</b>	
<b>Work to be Undertaken</b>	<b>Cost</b>
Replace all doors with steel doors (fire safety requierment)	£7,307.00
Replace Velux windows	£9,946.00
Replace broken windows	£3,334.50
	<b>Total Cost <u>£20,587.50</u></b>
	<b>Insurance Payment <u>£9,268.00</u></b>
	<b>Total Cost to HPC <u>£11,319.50</u></b>
<b>Confirmation received Work In Progress (WIP) insurace is included</b>	
Company to complete work is Refix - Hamble	



**ESTIMATE NUMBER: QUO00070CM/HOUN 2<sup>nd</sup> REVISION**

**For the attention of: Richard**

Hamble Le-riche Parish Council  
Memorial Hall  
2 High Street  
Hamble Le-riche SO31 4JE

Email: [Projects@hamblepc.org.uk](mailto:Projects@hamblepc.org.uk) [HeadGroundsman@hamblepc.org.uk](mailto:HeadGroundsman@hamblepc.org.uk)

Date 19<sup>th</sup> August 2021

Site address: Roy Underdown Pavilion, Hamble, SO31 4RN

Your Reference: Email and telephone conversation with Robin

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Further to our recent visit to the above site, we have pleasure in offering our estimate for the work as follows:

Carry out the following works during normal working hours:

Carefully remove 7 Velux window units from the rear roof elevation and cart away.  
Supply and fit 7 new Velux window units complete with new flashings.

Make good internally to the window reveals and touch up the decorations around openings.

Supply and fit a maximum of 180 tiles damaged during the recent act of vandalism throughout the roof elevations. To include for re-bedding one hip tile on the NE corner of the building. We cannot guarantee a colour match to the existing roof tiles.

To include for all access gear – we propose to use a light weigh aluminium tower removed at night for security reasons. To include for use of chapter 8 barriers around the working areas. We will require on site storage for these items of plant.

**All labour, materials, plant and associated rubbish removal £9946.00**

**Note: It the time of this estimate these is a lead time of 5 – 7 weeks from date of order.**

**Note:**

1. **A payment of 25% of the contract price will be required with the order for all new clients. A further 50% will be payable upon completion & the final 25% within 30 days of the final invoice date.**
2. We are assuming that we will have unfettered access to the work area and that we will have free use of utilities and facilities
3. This estimate is for work carried out during normal working hours, Mon-Fri 08.00-17.00
4. If you require any further assistance with this project please feel free to contact the Project Surveyor direct or alternatively contact our office and we will be delighted to help.

Refix Contact for this Estimate: Chris Mansfield

The above prices are subject to VAT at the current rate. This estimate is valid for thirty days from the above date. We aim to be competitive on all our estimates however, we cannot always guarantee that our estimates are like for like with some of our competitors. For this reason, we would always appreciate feedback from you.





**ESTIMATE NUMBER: QUO00126CM/HOUN - REVISED**

**For the attention of: Richard**

Hamble Le-riche Parish Council  
 Memorial Hall  
 2 High Street  
 Hamble Le-riche  
 SO31 4JE

Email: [Projects@hamblepc.org.uk](mailto:Projects@hamblepc.org.uk) [HeadGroundsman@hamblepc.org.uk](mailto:HeadGroundsman@hamblepc.org.uk)

Date 13<sup>th</sup> July 2021

Site address: Roy Underdown Pavilion, Hamble, SO31 4RN

Your Reference: Email

Further to our recent visit to the above site, we have pleasure in offering our estimate for the work as follows:

**Estimated details: Steel Doors**

Carry out the following works during normal working hours to the ground floor external doors.

Remove existing timber doors and frames and cart away.

Supply and fit new steel doors and frames, finished colours to be confirmed at time of order. Colours from the standard BS or RAL range. Doors to have multi point locking with lever handles.

All new doors to be hung as existing.

Make good locally to door openings.

Additional 'D' handles can be fitted at time of manufacture @ £48.00 per door.

Front elevation;

6 x doors all opening inward as existing.

Rear elevation

1 door opening inward.

Door to disabled lift to open outwards

Plant room door to remain and is not included in these costs.

**All labour, materials and rubbish disposal: £7,307.00**

**Note: At the time of this estimate these is a lead time of 6 – 8 weeks from date of order.**

**Note:**

1. **A payment of 25% of the contract price will be required with the order for all new clients. A further 50% will be payable upon completion & the final 25% within 30 days of the final invoice date.**
2. We are assuming that we will have unfettered access to the work area and that we will have free use of utilities and facilities
3. This estimate is for work carried out during normal working hours, Mon-Fri 08.00-17.00
4. If you require any further assistance with this project please feel free to contact the Project Surveyor direct or alternatively contact our office and we will be delighted to help.

Refix Contact for this Estimate: Chris Mansfield

The above prices are subject to VAT at the current rate. This estimate is valid for thirty days from the above date.

We aim to be competitive on all our estimates however, we cannot always guarantee that our estimates are like for like with some of our competitors. For this reason, we would always appreciate feedback from you.





**ESTIMATE NUMBER: QUO00450CM/HAMB**

**For the attention of: Robin**

Hamble Le-rice Parish Council  
Memorial Hall  
2 High Street  
Hamble  
Southampton

Email: [Projects@hamblepc.org.uk](mailto:Projects@hamblepc.org.uk)

Date: 18<sup>th</sup> August 2021

Site address: Roy Underdown Pavilion, Spitfire Way, Hamble

Your Reference: Verbal - Robin

Further to our recent visit to the above site, we have pleasure in offering our estimate for the work as follows:

To supply and fit 3 in No. new White P.V.C.U. Windows – Styles as existing – Toughened Glass Fire Egress Easy Clean Friction Hinges to all Openers and Cable Restrictors to Openers.  
Trimming around Windows to finish - Leave site clean and tidy

Removal of old Windows and disposal of same in a responsible manner

**All labour, materials & rubbish disposal: £3,334.50**

**Note:** We have not allowed to scaffold the building. Due to the location and previous problems, we have anticipated completing this aspect of the works from inside the building.

As of the date of this estimate there is a 5 – 6-week lead time from date of order.

Due to the age and condition of the dormers we would recommend having a contingency fund available for unforeseen works, i.e. rot. We have not allowed for any contingency within our price.

**Note:**

1. We are assuming that we will have unfettered access to the work area and that we will have free use of utilities and facilities
2. This estimate is for work carried out during normal working hours, Mon-Fri 08.00-17.00
3. If you require any further assistance with this project please feel free to contact the Project Surveyor direct or alternatively contact our office and we will be delighted to help.

Refix Contact for this Estimate: Chris Mansfield

The above prices are subject to VAT at the current rate. This estimate is valid for thirty days from the above date.

We aim to be competitive on all our estimates however, we cannot always guarantee that our estimates are like for like with some of our competitors. For this reason we would always appreciate feedback from you.



13<sup>th</sup> September 2021  
Agenda item 11  
Christmas Closure and Christmas Dinner

#### Opening times

Each year the Office closes to the public over the Christmas and New Year. It is proposed that the Office closes at midday on 24<sup>th</sup> December and reopens on Tuesday 4<sup>th</sup> January 2022.

#### Staff Christmas lunch

The staff will be having their Christmas lunch on 10<sup>th</sup> December from 1pm. Although staff may return to work later in the afternoon the office will be closed to the public.

Last year the Council made an allowance of £40 per staff member for the purchase of hampers given the difficulties in holding a Christmas dinner. Members are asked to confirm whether they wish to make a contribution this year and if so the amount (subject to a physical meal taking place)

#### Recommendations:

To confirm that the Office will be closed from midday on the 10<sup>th</sup> December for half a day and again from midday 2<sup>th</sup> December 2021 – 4<sup>th</sup> January 2022.

To confirm the Councils contribution to the staff Christmas lunch for 2021.

13<sup>th</sup> September 2021

Agenda item 12

Fees and Charges – Foreshore Permit charges

Each Year the Council sells permits for the Foreshore Car Park – allowing 4 hours free parking 365 days a year. This year the charge was waived for those in receipt of a 2020 permit and all permits were sold. The hourly charge to Park was also frozen.

Hourly charge: £0.80p per hour.

Permit Cost: £10 per permit

Permit benefit: 4 hours free parking x 365 days (£1,168 worth of free parking)

Eligibility: One permit per household for residents.

Availability: Monday 22<sup>nd</sup> November

Number for sale: 250

Historic charges	2017	£7
	2018	£8
	2019	£10
	2020	£10
	2021	nil

Members are asked to confirm what charge they want to make for the permit this year and also an indication of any proposed changes to the hourly charge.

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

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Staff Costs</u>							
Salaries	120,567	70,834	160,000	89,166		89,166	44.3%
HMRC Contributions	37,946	22,345	35,000	12,655		12,655	63.8%
Pension Costs	40,221	14,183	35,000	20,817		20,817	40.5%
Staff Training	0	925	0	(925)		(925)	0.0%
Staff Costs :- Indirect Expenditure	198,734	108,286	230,000	121,714	0	121,714	47.1%
Net Expenditure	(198,734)	(108,286)	(230,000)	(121,714)			
<u>Administration</u>							
Precept	242,271	121,135	242,271	121,136			50.0%
Interest Received	719	4	900	896			0.4%
Grants Received	16,120	0	0	0			0.0%
Helicopter Landing Fees	125	0	200	200			0.0%
Photocopy Income	15	0	50	50			0.0%
Garden Licences	0	0	100	100			0.0%
Miscellaneous Income	25	23	0	(23)			0.0%
Administration :- Income	259,276	121,161	243,521	122,360			49.8%
Payroll Costs	330	173	400	228		228	43.1%
Health & Safety	3,370	28	250	222		222	11.4%
Protective Clothing & Equip.	0	0	50	50		50	0.0%
Bank Staff	4,045	470	2,000	1,530		1,530	23.5%
IZettle Fee	9	0	25	25		25	0.0%
Staff Training	272	0	0	0		0	0.0%
Staff Travelling	0	0	50	50		50	0.0%
Miscellaneous Staff Costs	899	220	400	180		180	55.0%
Office Refreshments	34	165	100	(65)		(65)	165.1%
Advertising	0	2,115	0	(2,115)		(2,115)	0.0%
Clerk's Casual Expenditure	56	168	100	(68)		(68)	168.3%
Misc. Establishment Costs	0	196	0	(196)		(196)	0.0%
Stationery	119	169	200	31		31	84.3%
Postage	133	53	300	247		247	17.6%
Publications	0	1,805	250	(1,555)		(1,555)	721.9%
Subscriptions	549	(132)	500	632		632	(26.4%)
Office Rent	4,576	2,500	5,000	2,500		2,500	50.0%
Photocopy Costs	569	208	600	392		392	34.7%
Telephone	1,071	379	0	(379)		(379)	0.0%
IT Lease Costs	7,222	2,472	0	(2,472)		(2,472)	0.0%
Software Costs	1,458	1,986	1,500	(486)		(486)	132.4%
Insurance	6,060	6,261	7,200	939		939	87.0%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Premises Licence	70	70	70	0		0	100.0%
New Office Equipment	225	278	0	(278)		(278)	0.0%
Bank Charges	102	57	100	43		43	56.6%
Professional Fees	4,650	4,181	3,000	(1,181)		(1,181)	139.4%
Legal Fees	35	0	0	0		0	0.0%
Audit Fees	1,650	850	2,600	1,750		1,750	32.7%
Accountancy Fees	3,617	590	1,000	410		410	59.0%
Travel Tokens	0	0	50	50		50	0.0%
Misc. Members Costs	18	18	0	(18)		(18)	0.0%
Website	845	20	900	880		880	2.2%
Noticeboards & Signs	72	0	0	0		0	0.0%
Miscellaneous Expenditure	3,114	164	0	(164)		(164)	0.0%
Administration :- Indirect Expenditure	45,167	25,464	26,645	1,181	0	1,181	95.6%
Net Income over Expenditure	214,108	95,697	216,876	121,179			
plus Transfer from EMR	1,530	0					
Movement to/(from) Gen Reserve	215,638	95,697					
<u>Civic &amp; Archives</u>							
Members Training	1,000	0	0	0		0	0.0%
Members Travelling	0	0	25	25		25	0.0%
Misc. Members Costs	0	198	500	302		302	39.7%
Festive Decorations	3,475	62	200	138		138	30.9%
Civic Costs	942	150	900	750		750	16.7%
HYPE Contribution	5,841	0	0	0		0	0.0%
Festive Lighting	0	0	3,400	3,400		3,400	0.0%
Park Sport contribution	0	0	1,500	1,500		1,500	0.0%
Youth Outreach	0	3,100	3,000	(100)		(100)	103.3%
Civic & Archives :- Indirect Expenditure	11,257	3,510	9,525	6,015	0	6,015	36.9%
Net Expenditure	(11,257)	(3,510)	(9,525)	(6,015)			
<u>Publications</u>							
V Mag Adverts	83	330	5,000	4,670			6.6%
Publications :- Income	83	330	5,000	4,670			6.6%
V Mag Printing	2,589	0	4,000	4,000		4,000	0.0%
V Mag Distribution	1,320	330	3,300	2,970		2,970	10.0%
V Mag Contract Editorship	400	0	0	0		0	0.0%
Publications :- Indirect Expenditure	4,309	330	7,300	6,970	0	6,970	4.5%
Net Income over Expenditure	(4,226)	0	(2,300)	(2,300)			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Car Parking</u>							
Car Park Income	32,224	10,206	32,000	21,794			31.9%
Clock Permits	442	0	2,500	2,500			0.0%
Car Parking :- Income	<u>32,666</u>	<u>10,206</u>	<u>34,500</u>	<u>24,294</u>			<u>29.6%</u>
3C Payments	1,895	488	1,800	1,312		1,312	27.1%
RingGo Service Charges	1,372	398	1,500	1,102		1,102	26.5%
Electricity	0	24	100	76		76	24.1%
Software Costs	408	612	500	(112)		(112)	122.4%
Car Park Tickets - Stationery	0	0	50	50		50	0.0%
Car Park Maintenance	1	1,343	1,000	(343)		(343)	134.3%
Printing Clock Permits	0	0	350	350		350	0.0%
Repairs & Maintenance	0	0	250	250		250	0.0%
Grounds Maintenance	0	0	50	50		50	0.0%
Car Parking :- Indirect Expenditure	<u>3,676</u>	<u>2,865</u>	<u>5,600</u>	<u>2,735</u>	<u>0</u>	<u>2,735</u>	<u>51.2%</u>
Net Income over Expenditure	<u>28,990</u>	<u>7,342</u>	<u>28,900</u>	<u>21,558</u>			
<u>St. Andrews Cemetery</u>							
Burial Fees	5,000	5,250	3,500	(1,750)			150.0%
Memorial Fees	1,300	400	1,000	600			40.0%
Grant Exclusive Rights	3,150	0	2,500	2,500			0.0%
St. Andrews Cemetery :- Income	<u>9,450</u>	<u>5,650</u>	<u>7,000</u>	<u>1,350</u>			<u>80.7%</u>
Net Income	<u>9,450</u>	<u>5,650</u>	<u>7,000</u>	<u>1,350</u>			
<u>Grant Expenditure</u>							
S137 Grants	2,650	2,200	4,500	2,300		2,300	48.9%
Grant Expenditure :- Indirect Expenditure	<u>2,650</u>	<u>2,200</u>	<u>4,500</u>	<u>2,300</u>	<u>0</u>	<u>2,300</u>	<u>48.9%</u>
Net Expenditure	<u>(2,650)</u>	<u>(2,200)</u>	<u>(4,500)</u>	<u>(2,300)</u>			
<u>Grounds Maintenance</u>							
Logs Sales	0	230	0	(230)			0.0%
Sales - obsolete grounds equip	1,900	30	0	(30)			0.0%
Grounds Maintenance :- Income	<u>1,900</u>	<u>260</u>	<u>0</u>	<u>(260)</u>			
Health & Safety	666	45	200	155		155	22.7%
Protective Clothing & Equip.	109	148	150	2		2	98.5%
Contractor Costs	0	220	1,000	780		780	22.0%
Staff Training	0	0	500	500		500	0.0%
Graffiti & Vandalism	0	0	250	250		250	0.0%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Refuse/Litter	4,694	1,377	4,200	2,823		2,823	32.8%
Safety Equipment	0	108	0	(108)		(108)	0.0%
Cleaning	0	49	0	(49)		(49)	0.0%
Memorial Seats and Benches	28	0	0	0		0	0.0%
Machinery Maintenance	139	297	400	104		104	74.1%
Tractor Maintenance	85	563	200	(363)		(363)	281.6%
Tractor & Machinery Fuel	937	272	1,000	728		728	27.2%
Ground Fuel	535	58	600	542		542	9.7%
New Machinery Costs	3,575	0	1,500	1,500		1,500	0.0%
New Tools Costs	43	103	250	147		147	41.1%
Vehicle Hire	6,653	2,262	14,400	12,138		12,138	15.7%
Noticeboards & Signs	3,853	0	0	0		0	0.0%
Property Maintenance	106	90	0	(90)		(90)	0.0%
Grounds Maintenance	912	346	1,000	654		654	34.6%
Play Equipment Maintenance	0	185	0	(185)		(185)	0.0%
Trees Management	1,830	528	800	272		272	66.0%
Grounds Maintenance :- Indirect Expenditure	24,165	6,651	26,450	19,799	0	19,799	25.1%
Net Income over Expenditure	(22,265)	(6,391)	(26,450)	(20,059)			
plus Transfer from EMR	3,608	0					
Movement to/(from) Gen Reserve	(18,657)	(6,391)					
<u>Office</u>							
Cleaning Refunds	36	0	0	0			0.0%
Office :- Income	36	0	0	0			
Alarm	0	214	0	(214)		(214)	0.0%
New Office Equipment	220	0	0	0		0	0.0%
Property Maintenance	140	0	0	0		0	0.0%
Office Alarm	0	70	0	(70)		(70)	0.0%
Office :- Indirect Expenditure	360	284	0	(284)	0	(284)	
Net Income over Expenditure	(324)	(284)	0	284			
<u>Commercial Assets/leases</u>							
Leases HCFC	384	0	0	0		0	0.0%
Commercial Assets/leases :- Indirect Expenditure	384	0	0	0	0	0	
Net Expenditure	(384)	0	0	0			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Mt. Pleasant Rec. Ground</u>							
Pitch Hire	2,579	1,600	3,000	1,400			53.3%
Miscellaneous Income	500	0	0	0			0.0%
<b>Mt. Pleasant Rec. Ground :- Income</b>	<b>3,079</b>	<b>1,600</b>	<b>3,000</b>	<b>1,400</b>			<b>53.3%</b>
Health & Safety	0	43	100	57		57	42.6%
Electricity	167	48	0	(48)		(48)	0.0%
Water Rates	123	0	0	0		0	0.0%
CCTV	23	0	0	0		0	0.0%
Graffiti & Vandalism	0	0	500	500		500	0.0%
Cleaning	0	162	0	(162)		(162)	0.0%
Professional Fees	0	3,134	0	(3,134)		(3,134)	0.0%
Skate Park Maintenance	0	0	500	500		500	0.0%
Property Maintenance	44	0	0	0		0	0.0%
Grounds Maintenance	117	0	150	150		150	0.0%
Play Equipment Maintenance	0	56	250	194		194	22.3%
Sports Equipment Maintenance	174	0	50	50		50	0.0%
Field Materials	0	0	300	300		300	0.0%
<b>Mt. Pleasant Rec. Ground :- Indirect Expenditure</b>	<b>649</b>	<b>3,442</b>	<b>1,850</b>	<b>(1,592)</b>	<b>0</b>	<b>(1,592)</b>	<b>186.1%</b>
<b>Net Income over Expenditure</b>	<b>2,430</b>	<b>(1,842)</b>	<b>1,150</b>	<b>2,992</b>			
<u>College Playing Fields</u>							
Pitch Hire	492	0	1,000	1,000			0.0%
Miscellaneous Income	500	0	0	0			0.0%
<b>College Playing Fields :- Income</b>	<b>992</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>			<b>0.0%</b>
Health & Safety	620	296	0	(296)		(296)	0.0%
Groundstaff Refreshments	0	0	50	50		50	0.0%
Electricity	0	58	100	42		42	57.8%
Gas	0	92	300	208		208	30.6%
Water Rates	341	0	500	500		500	0.0%
CCTV	83	0	250	250		250	0.0%
Alarm	115	0	200	200		200	0.0%
Graffiti & Vandalism	0	190	200	10		10	95.0%
Safety Equipment	263	0	0	0		0	0.0%
Cleaning	0	0	1,000	1,000		1,000	0.0%
Professional Fees	0	0	500	500		500	0.0%
Dog Bin Emptying	162	83	200	117		117	41.4%
Noticeboards & Signs	48	0	50	50		50	0.0%
Repairs & Maintenance	37	140	200	60		60	70.0%
Property Maintenance	965	53	1,000	947		947	5.3%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grounds Maintenance	117	0	150	150		150	0.0%
Sports Equipment Maintenance	18	0	50	50		50	0.0%
RUP Refurbishment	1,603	0	0	0		0	0.0%
College Playing Fields :- Indirect Expenditure	4,371	912	4,750	3,838	0	3,838	19.2%
Net Income over Expenditure	(3,379)	(912)	(3,750)	(2,838)			
<u>Other Recreational Areas</u>							
ANNUAL RENT	40	0	0	0		0	0.0%
Equipment Hire	0	0	300	300		300	0.0%
Car Park Maintenance	0	0	300	300		300	0.0%
Other Recreational Areas :- Indirect Expenditure	40	0	600	600	0	600	0.0%
Net Expenditure	(40)	0	(600)	(600)			
<u>Allotments</u>							
Allotment Rental Income	1,776	128	1,600	1,472			8.0%
Allotments :- Income	1,776	128	1,600	1,472			8.0%
Water Rates	1,118	(833)	1,200	2,033		2,033	(69.4%)
Grounds Maintenance	850	899	1,000	101		101	89.9%
Allotment Land Rent HCC	5	0	5	5		5	0.0%
Water Taps & Keys	43	0	0	0		0	0.0%
Allotments :- Indirect Expenditure	2,016	66	2,205	2,139	0	2,139	3.0%
Net Income over Expenditure	(240)	62	(605)	(667)			
<u>Foreshore Dinghy Park</u>							
Dinghy Park Income	26,795	2,685	26,000	23,315			10.3%
Foreshore Dinghy Park :- Income	26,795	2,685	26,000	23,315			10.3%
Water Rates	0	0	500	500		500	0.0%
Repairs & Maintenance	1,500	0	0	0		0	0.0%
Grounds Maintenance	1,680	2,475	500	(1,975)		(1,975)	495.0%
Dinghy Stickers	75	0	90	90		90	0.0%
Foreshore Dinghy Park :- Indirect Expenditure	3,255	2,475	1,090	(1,385)	0	(1,385)	227.1%
Net Income over Expenditure	23,540	210	24,910	24,700			
<u>Foreshore (General)</u>							
Electricity use - Foreshore	0	(47)	0	47			0.0%
Harbour Dues	0	0	2,000	2,000			0.0%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Angelfish (Soton) Ltd Rent	3,248	0	3,400	3,400			0.0%
Mudland Rental	241	244	1,000	756			24.4%
Donations/Grants Bench Renewal	2,467	0	0	0			0.0%
<b>Foreshore (General) :- Income</b>	<b>5,956</b>	<b>197</b>	<b>6,400</b>	<b>6,203</b>			<b>3.1%</b>
Electricity	282	0	0	0	0	0	0.0%
CCTV	933	0	100	100	100	100	0.0%
Memorial Seats and Benches	971	0	0	0	0	0	0.0%
Dog Bin Emptying	184	47	200	153	153	153	23.4%
Repairs & Maintenance	0	100	500	400	400	400	20.0%
Grounds Maintenance	0	176	0	(176)	(176)	(176)	0.0%
Street Furniture Renewal	0	2,147	0	(2,147)	(2,147)	(2,147)	0.0%
Harbour Dues	2,003	0	2,100	2,100	2,100	2,100	0.0%
Refunds	115	0	0	0	0	0	0.0%
<b>Foreshore (General) :- Indirect Expenditure</b>	<b>4,487</b>	<b>2,469</b>	<b>2,900</b>	<b>431</b>	<b>0</b>	<b>431</b>	<b>85.2%</b>
<b>Net Income over Expenditure</b>	<b>1,469</b>	<b>(2,272)</b>	<b>3,500</b>	<b>5,772</b>			
<b><u>Foreshore Public Toilets</u></b>							
Health & Safety	0	0	50	50	50	50	0.0%
Electricity	0	21	30	9	9	9	70.4%
Water Rates	0	0	30	30	30	30	0.0%
Consumables for FS toilets	183	51	200	149	149	149	25.7%
Cleaning	6,076	1,983	5,500	3,518	3,518	3,518	36.0%
Repairs & Maintenance	91	225	250	25	25	25	89.9%
<b>Foreshore Public Toilets :- Indirect Expenditure</b>	<b>6,350</b>	<b>2,280</b>	<b>6,060</b>	<b>3,780</b>	<b>0</b>	<b>3,780</b>	<b>37.6%</b>
<b>Net Expenditure</b>	<b>(6,350)</b>	<b>(2,280)</b>	<b>(6,060)</b>	<b>(3,780)</b>			
<b><u>RUP Committee Room</u></b>							
Pavilion Hire	0	0	300	300			0.0%
<b>RUP Committee Room :- Income</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>300</b>			<b>0.0%</b>
Cleaning	0	526	0	(526)	(526)	(526)	0.0%
RUP Coffee Expenditure	0	33	50	17	17	17	66.0%
<b>RUP Committee Room :- Indirect Expenditure</b>	<b>0</b>	<b>559</b>	<b>50</b>	<b>(509)</b>	<b>0</b>	<b>(509)</b>	<b>1118.5%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(559)</b>	<b>250</b>	<b>809</b>			
<b><u>Westfield Common</u></b>							
Car Park Maintenance	0	0	300	300	300	300	0.0%
Dog Bin Emptying	162	12	200	188	188	188	5.9%

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 5

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Repairs & Maintenance	0	0	200	200		200	0.0%
Grounds Maintenance	0	0	500	500		500	0.0%
Fly-Tipping	0	0	250	250		250	0.0%
Westfield Common :- Indirect Expenditure	162	12	1,450	1,438	0	1,438	0.8%
Net Expenditure	(162)	(12)	(1,450)	(1,438)			
<u>RUP Pavillion</u>							
Committee Room Hire	0	0	300	300			0.0%
Cleaning Refunds	60	0	0	0			0.0%
RUP Pavillion :- Income	60	0	300	300			0.0%
Electricity	659	119	200	81		81	59.5%
Gas	981	153	200	47		47	76.6%
Water Rates	72	184	170	(14)		(14)	108.2%
CCTV	0	971	0	(971)		(971)	0.0%
Cleaning	0	98	500	403		403	19.5%
RUP Committee Room	317	0	0	0		0	0.0%
Repairs & Maintenance	0	858	200	(658)		(658)	428.9%
Property Maintenance	973	0	300	300		300	0.0%
RUP Pavillion :- Indirect Expenditure	3,002	2,382	1,570	(812)	0	(812)	151.7%
Net Income over Expenditure	(2,942)	(2,382)	(1,270)	1,112			
<u>Mount Pleasant Pavilion</u>							
Health & Safety	200	0	200	200		200	0.0%
Electricity	87	70	100	30		30	70.3%
Water Rates	0	22	300	278		278	7.3%
Cleaning	0	0	200	200		200	0.0%
Property Maintenance	0	0	200	200		200	0.0%
Mount Pleasant Pavilion :- Indirect Expenditure	287	92	1,000	908	0	908	9.2%
Net Expenditure	(287)	(92)	(1,000)	(908)			
<u>Community Hub/Library</u>							
miscellaenous	0	10	0	(10)		(10)	0.0%
Community Hub/Library :- Direct Expenditure	0	10	0	(10)	0	(10)	
Net Expenditure	0	(10)	0	10			

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 5

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	342,069	142,217	328,621	186,404			43.3%
Expenditure	315,322	164,291	333,545	169,254	0	169,254	49.3%
Net Income over Expenditure	<u>26,747</u>	<u>(22,073)</u>	<u>(4,924)</u>	<u>17,149</u>			
plus Transfer from EMR	5,138	0					
Movement to/(from) Gen Reserve	<u>31,885</u>	<u>(22,073)</u>					

## List of delegated decisions Asset Management Committee

Item/description	Decision	Cost	Date	Agreed - title
CCTV	Upgrade screen and recording device to enable higher resolution from the new cameras	£1097.00	23.08.21	Chair of AMC and Clerk
Mower maintenance	Annual mower service	£648.37+ £129.67 vat £778.04		Clerk
Repairs and replacements at RUP	Fire/ smoke alarm call points	£216.77	20/7/21	Clerk
Foreshore bins	3 Bin stores	£10706.05 + £2141.21 vat (£12,847.26		Clerk and Chair of AMC
Appointment of community reps for the Allotment Holders WG	Reps appointed		13.08.21	Chair of ALG and Clerk

Signed

Date

Signed

Date

## List of delegated decisions following the cancellation of the Council Meeting 19<sup>th</sup> July 2021 7.15pm Roy Underdown Pavilion

### Interests declared

Cllr Simon Hand declared a personal interest in item 5 as a result of his spouses' involvement with Hamble Good Neighbours the recipient of the S137 Grant

Minute reference	Decision	Cost	Agreed
190720215	Coop Closure – Community Support Project	£2,000 in principle S137 Grants	Cllr Sheelagh Cohen/ Clerk
19072017	Change in membership of the Communications Working Group – removal of Cllr Craig Palmer.	nil	Chair/Clerk
190720218	Modifications to the Local Plan	nil	Chair/Clerk
1907202110a	Agree the new terms of reference for the Personnel Working Group	nil	Chair/Clerk
1907202110b	Agree the changes to staff contracts and appointments	Fill year cost £38,789 or actual cost £28,171.40.	Chair/Clerk
1907202111a	Agree new terms of reference for the Asset Management Committee	Increase in delegation threshold	Chair/Clerk
1907202111b	Approve the Terms of Reference for the	Nil	Chair/Clerk

	Allotment Working Group		
1907202111c	Approve the membership of the Southern Foreshore Replacement Benches Working Group – Cllr I Underdown, Cllr C Jones, Janine Dajka and Robin Mason	Nil	Chair/Clerk
190720211d	Appointment to the Hamble Village Memorial Hall board of trustees – Cllr C Jones	Nil	Chair/Clerk
1907202112	Approve the list of Payments	£14,650.67	Chair/Clerk

Signed

Date

Signed

Date

Signed

Date

## List of delegated decisions for Planning Applications during August 2021

Interests declared  
None

Application number and address	Decision	Grounds	Authorised
Application No: F/21/91037 Address: 1 ROPE WALK, HAMBLE-LE-RICE, SOUTHAMPTON, SO31 4HB	Oppose and request decision be referred to the Area Committee	Loss of commercial use Inadequate parking Provision and concerns about the visibility splays for traffic crossing the footway	Chair and Clerk
H/21/90827 26 CROWSPORT, HAMBLE-LERICE, SOUTHAMPTON, SO31 4HG	Comments only.	Balustrade should not compromise privacy Terrace should not exceed Conservation Appraisal standard	Chair and Clerk

Signed

Signed

Date

Date