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**HAMBLE PARISH FULL COUNCIL MEETING, 7pm on Monday 14<sup>th</sup> October 2019**  
**at The Mercury Library & Community Hub, High Street, Hamble SO31 4JE**  
**This meeting is open to members of the public.**

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**AGENDA**

1. **Welcome**
  - a. Apologies for absence;
  - b. Declaration of interest and approved dispensations; and
  - c. To approve minutes of previous Council Meetings. (report)
2. **Public Participation**

**COMMUNITY**

3. **Stakeholder Project Review of Coronation Parade Project**
4. **The Mercury Library and Community Hub**
5. **Remembrance Services: Agree Attendees**
6. **Social Media Strategy: Report from Cllr Hayward**
7. **Fareham Borough Council Optimising Social Housing Consultation**

**PLANNING**

8. **GE Aviation Update**

**FINANCE & PAYMENTS**

9. **Financial and Governance - Annual Governance and Audit Review 2019**
10. **Approve the Following (report):**
  - a. Petty Cash and Bank Reconciliations;
  - b. To Authorise the Schedule of Payments;
  - c. New Financial Contracts; and
  - d. Income and Expenditure Schedule Including Irregular Payments and Receipts.
11. **Accept Eastleigh Borough Council Loan Statement Balance**
12. **Pensions**
  - a. **Local Government Pension Scheme**
    - i. Annual Return: Organisation Assessment
    - ii. Town and Parish Council (TPC) Pool
  - b. **The Pension Regulator Auto Enrolment Redeclaration**

**GOVERNANCE, COMMITTEES AND OTHER MEETINGS**

13. **St Andrews Cemetery**
14. **Task List: Note Officers Involvement in Tasks**
15. **Officer's Report, including: (report)**
  - a. Bench Renovations Update (Materials on Order)
  - b. Pay and Display Update (Web access, issues)
  - c. Terracycle: Support Hound with their Collection, rather than setting up new collection given reduction in Terracycle support for new projects
  - d. Emergency Tree Works at Allotments
  - e. Fire Risk Assessment Actions
  - f. Health and Safety Feedback and Audit  
*For noting at this stage, officers will bring back a progress report at the next meeting*
  - g. Repurposing Planter Outside Office for Christmas
16. **Membership of Committees and Working Groups**
  - a. **Personnel and all other Committees as Necessary**
  - b. **Village Magazine Working Group**
17. **Issues from the Planning Committee (report)**
  - a. **Eastleigh Borough Council Local Plan: Examination Hearing Sessions**  
Note dates of hearings and Clerk and Deputy Clerk's attendance at the start of the hearings
  - b. **Parish Sign**  
Note that the position for the sign for the entrance to the parish had been agreed with Hampshire County Council and a cost was now being sought
18. **Feedback and updates from Working Groups:**
  - a. Street Signage
  - b. Information Boards
  - c. Logo

**EXEMPT BUSINESS**

**19. Approve Exempt Minutes**

**Dated:** 8<sup>th</sup> October 2019

**Signed:** *Jeanette Symes*, Deputy Clerk to Hamble Parish Council, 2 High Street, Hamble. 023 8045 3422.

**UPCOMING PARISH COUNCIL MEETINGS**

Planning Committee – Monday 28<sup>th</sup> October, 7pm at The Mercury

Asset Management Committee – Tuesday 5<sup>th</sup> November, 8.30am at The Mercury

Full Council – Monday 11<sup>th</sup> November, 7pm at The Mercury

Planning Committee – Monday 25<sup>th</sup> November, 7pm at The Mercury

**OTHER UPCOMING PUBLIC MEETINGS**

**Local Area Committee Meetings**

Thursday 21<sup>st</sup> November, 6pm at Hamble Primary School

**Minutes:** Council meeting 9<sup>th</sup> September 2019, 7pm at The Mercury, High Street, Hamble

**Present:** Councillors: S Hand (Chair); S Cohen (Vice-Chair) (*arrived at 19:02*); M Cross; J Dajka; T Dann; J Nesbit-Bell; D Rolfe; T Ryan; S Schofield; A Thompson; and I Underdown.  
Clerk and Admin Assistant

**Members of the Public:** Five members of the public were present at the start of the meeting, including three co-optee candidates. Two further members of the public arrived at 19:04.

<b>1a. Apologies for absence</b>			
Cllrs Airey and Manning.			
<b>Proposed</b>		<b>Seconded</b>	
<b>1b. Declaration of interest and approved dispensations</b>			
Cllr Underdown and Hand for DSP – dispensations for both			
<b>Proposed</b>		<b>Seconded</b>	
<b>1.c To approve minutes of previous Council Meetings</b>			
Corrections were noted and the minutes were then signed by the Chair. All agreed.  <i>19:02 Cllr Cohen arrived</i>			
<b>Proposed</b>	Cllr Underdown	<b>Seconded</b>	Cllr Schofield
<b>2. Public Participation</b>			
<i>Five members of the public were present at the start of the meeting, including three co-optee candidates, two further members of the public arrived at 19:04.</i>			
Four members of the public spoke about the Donkey Derby Field conditions that are imposed, including the deposit for use of the field, seeking that these are relaxed for sailing events.			
A request was also made to review the request for deposits to be paid in cash, due to security and difficulty of obtaining the amount required. It was agreed that this would be looked at.			
<i>Public session ended at 19:26</i>			
<b>Proposed</b>		<b>Seconded</b>	
<b>3. Appointment of One Co-optee</b>			
Each of the candidates were asked to introduce themselves and to answer the following three questions: <ul style="list-style-type: none"><li>• What are the three major issues effecting Hamble and its future?</li><li>• Are you involved in any groups or do you belong to any clubs in the village?</li><li>• What skillset could you bring to the council?</li></ul>			
<b>Proposed</b>		<b>Seconded</b>	
<b>Exempt Business</b>			
To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 or Part 1, of Schedule 12A of the Act.			
<b>It was resolved</b> that in view of the confidential nature of the business to be discussed the public and press be excluded.			
<i>19:49 moved to Exempt Business to discuss and vote on the three candidates.</i>			
<b>Proposed</b>	Cllr Underdown	<b>Seconded</b>	Cllr Cohen

## 16. Discussion on Candidates for Councillor Vacancy

Following the presentation by the three candidates, members discussed the respective merits of each of three remaining candidates. Following this a vote was taken to select the preferred candidate. This was done by each member casting one vote.

Sharon Hayward had absolute majority.

**It was resolved to appoint Sharon Hayward as co-optee on to the Council to fill the vacancy.**

<b>Proposed</b>	Cllr Hand	<b>Seconded</b>	Cllr Cohen
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## 4. Feedback from meeting with Cllrs Craig and Holes 30<sup>th</sup> August 2019

19:54 moved back to public session

The Chair gave an overview of a meeting held with himself, the Vice-Chair, the Clerk, Chair and Vice-Chair of the Local Area Committee and the Local Area Manager.

A range of issues were discussed and it was agreed that monthly meetings would be arranged to improve joint working.

<b>Proposed</b>		<b>Seconded</b>	
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## 5. Borough Report

Cllr Cross mentioned that to move the disabled bay to the end of the parking area at Coronation Parade a new Traffic Regulation Order has to be made to allow this.

<b>Proposed</b>		<b>Seconded</b>	
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## 6. The Mercury – Update

The Clerk said she understands that only one organisation remains tendering for working in partnership with Eastleigh Borough Council (EBC) at The Mercury, subject to this being signed off by that organisation. The Clerk had written to EBC asking for clarification that the offer to other organisations is on the same terms as those Hamble Parish Council had been offered, namely the one-off payment of £10,000. The letter of reply from Sarah King and Cllr Craig dated 3<sup>rd</sup> September 2019 states: "As it stands this is the case. However, if we are unable to secure a new partner on these terms we reserve the right to review them as we deem necessary."; this was noted.

Councillors agreed they want sight of any amended packages.

An event was proposed for Tuesday 17<sup>th</sup> September to recognise the work of the volunteers of The Mercury.

**IT WAS RESOLVED** that a budget of £300 be agreed for the Mercury Volunteer Recognition Event.

<b>Proposed</b>	Cllr Hand	<b>Seconded</b>	Cllr Underdown
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## 7. PSPO and Freedom of Information

The Clerk gave overview of the freedom of information request made to Eastleigh Borough Council regarding the Public Spaces Protection Order (PSPO) for the Foreshore which can't be published currently as is awaiting permission from another organisation to do so.

Clerk said Cllr Craig would support bringing back of PSPO.

Members commented that there was a need to keep an eye on interpretation and commentary around police statics for the Foreshore.

<b>Proposed</b>		<b>Seconded</b>	
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## 8. Feedback Reports on:

- a. **Hamble Estuary Partnership**
- b. **Hamble River Valley Forum**
- c. **Henville Trust**

Council noted the reports.

<b>Proposed</b>		<b>Seconded</b>	
<b>9. Planning Updates</b>			
<ul style="list-style-type: none"> <li>a. <b>Satchell Lane Development Judicial Review decision</b></li> <li>b. <b>GE Aviation Planning Application</b></li> </ul>			
<p>9b. Cllr Hand outlined the judge not allowing the Judicial Review.</p> <p>Cllr Underdown queried why the parish council had not been informed. Clerk asked LAC Manger to investigate, but was told they'd not been informed either. Cllr Underdown asked if can go back again to look in to why. Clerk said this has been added to the task list.</p> <p>9b. Believe site may be for sale now since LAC meeting of July. 75 redundancies had been made last month.</p>			
<b>Proposed</b>		<b>Seconded</b>	
<b>10a. Approve Petty Cash and Bank Reconciliations</b>			
<p>The petty cash had been reconciled at £36.55 on 13<sup>th</sup> August and £25.75 on 2<sup>nd</sup> September.</p> <p>Bank reconciliation: The bank Statement for 31<sup>st</sup> July had been reconciled at a balance of £80,865.27 and for 31<sup>st</sup> August at £74,438.61.</p> <p>The petty cash and bank statements, and reconciliation statements were checked and signed by the Chair.</p>			
<b>10b. Authorise the Schedule of Payments</b>			
<p>Cllr Ryan enquired the amount being paid per month to Carrera. The Clerk outlined the services they provide and said that another company is coming out on 1<sup>st</sup> October to look at current systems. Cllr Ryan said he would be happy to attend the meeting, given his expertise in IT.</p> <p><b>IT WAS RESOLVED</b> to approve for July and August 2019: the petty cash and bank statements and reconciliations; and the schedule of payments.</p>			
<b>Proposed</b>	Cllr Schofield	<b>Seconded</b>	Cllr Schofield
<b>10c. New Financial Contracts</b>			
<p>Cale Web Office: £408 + vat per year (£17/month +VAT per machine). To allow audit and error checking of both pay &amp; display machines – Agreed at AMC on 3rd September 2019.</p> <p>Amazon: A new account has been set up for Amazon, which is in the Parish Council's name. Purchase costs for items are variable.</p> <p>Alarm Service Line: Cancel the BT contact and instruct the alarm company to install the GSM service line for a one-off installation cost of £245+VAT and an annual cost of £120+VAT – Agreed at AMC on 3rd September 2019.</p> <p><b>IT WAS RESOLVED</b> that the new contracts above are agreed.</p>			
<b>Proposed</b>	Cllr Cohen	<b>Seconded</b>	Cllr Dajka
<b>10d. Approve Income and Expenditure Schedule Including Irregular Payments and Receipts</b>			
<b>IT WAS RESOLVED</b> to approve the Income and Expenditure Schedule Including Irregular Payments and Receipts.			
<b>Proposed</b>	Cllr Cohen	<b>Seconded</b>	Cllr Dajka
<b>11. Task List</b>			
<p>Cllr Thompson had requested that the Clerk provide a list of work being undertaken. Members noted the items on the task list. Cllr Hand and the Clerk agreed that the officers involved in actions would also be included.</p>			
<b>Proposed</b>		<b>Seconded</b>	

**12. Officers' Report****12a. Fire Risk Assessment Costs**

This was noted.

**12b. Bollard at the Southern Quay**

The Clerk said a response was being awaited from the Hamble River Sailing Club Commodore with date to meet to discuss this.

**12c. Tree Survey Report and Urgent Works**

Clerk said that work is still being carried out to determine who is responsible for the tree so can seek to recover the costs of the urgent work carried out on a tree near the allotments.

**12d. Terracycle**

Member had mixed views on this project given recent changes by Terracycle in terms of the ease in which items could be sent back.

*Deferred to the next Council meeting on 14<sup>th</sup> October.*

**12e. Showers at the Roy Underdown Pavilion**

Clerk outlined tests to be undertaken and work likely needed following this given change in legislation.

**12f. Football season 2019/20**

This was noted.

**13a. Issues from the Planning Committee**  
a. England Coastal Path

The response was noted.

**14. Issues from the Asset Management Committee (AMC)****14a. Agreed Fees for Cemetery: Council to Advise on Timing**

Cllr Schofield outlined cost of adhering to legislation and historical issues and that have been undercharging for a number of years.

**IT WAS RESOLVED** to accept the proposed fees and agree these will take effect from 1<sup>st</sup> January 2020.

<b>Proposed</b>	Cllr Schofield	<b>Seconded</b>	Cllr Ryan
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**14b. Fees for the Dinghy Storage Park for 2020/21**

*Cllrs Hand Underdown left the room at 20:43 during discussion of item 14b. Cllr Cohen stepped in to the Chair.*

Cllr Schofield as Chair of AMC outlined that Committee had recommended only to increase the prices by RPI.

Cllr Cohen asked if these and other fees could be rounding to the nearest pound. Cllr Schofield agreed would round to nearest fifty-pence or pound where possible.

<b>Proposed</b>	Cllr Schofield	<b>Seconded</b>	Cllr Ryan
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**14c. Benches Renovation on the Foreshore – Use of Reserves**

AMC have recommended buying a full set of slats for 17 benches and to do rolling improvements over the coming months, but work on the circular bench would still need to be looked at.

Businesses have been approached about sponsoring benches when they are replaced and would also look to contact individuals about replacements, but terms would need to be agreed by Council beforehand.

The Clerk outlined that the £17,000 is for the cost of materials and for the slats only; the money does not include labours costs, which would largely be undertaken by grounds team, but other community groups would be contacted to seek their help.

There was discussion around spending this money and consideration for the bases of the benches.

Cllr Dann asked if any preservative could be used, particularly on the ends as these had rotted. The Clerk said this would need to be done with caution, due to proximity to the water but would be looked in to.

**IT WAS RESOLVED** to approve the spend of £17,000 to replace the slats on the current benches.

<b>Proposed</b>	Cllr Underdown	<b>Seconded</b>	Cllr Dajka
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#### **14d. Establish a Working Group to Review Policies and Procedure Around the use of and Working on Parish Council Assets**

Was agreed to split up into smaller working groups given the size of the review and it was agreed the Clerk would come back to members and work with them to split up the tasks, involving the following members: Cllrs Cohen, Dann, Nesbit-Bell, Rolfe and Thompson.

#### **14e. Donkey Derby Field Deposit**

**IT WAS RESOLVED** not to make any changes to the Donkey Derby Field deposit.

<b>Proposed</b>	Cllr Schofield	<b>Seconded</b>	Cllr Cross
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#### **14f. Hamble River Harbour Authority (HRHA) – Showers at Hamble Lifeboat**

The recommendation to confirm to the HRHA to take over the day-to-day running of the showers at Hamble Lifeboat Station wasn't accepted at this stage; it was decided to note it while further points were discussed.

#### **15. Feedback from Working Groups**

##### **15a. Street Signage**

Hampshire County Council have been sent the report and are looking to see if any signage is inappropriate. The issues with the bus turning area have also been raised.

Cllr Airey has suggested this goes in to the Local Area Committee to be included as and when developers' contributions come forward.

##### **15b. Information Boards**

*The report was noted and would be brought back at the next stage.*

##### **15c. Logo**

Work would now be undertaken by a contractor to finish off the logo work to get it in to a format that can be used universally. Use of the new logo would take effect from 1<sup>st</sup> January 2020, including matching with new grounds team uniforms.

##### **15d. Village Magazine**

The working group updated Council on the progress and informed them that they would undertake a short survey via the magazine and online to seek views.

*The meeting ended at: 21:25*

# Hamble Parish Council (HPC) Council Meeting 14<sup>th</sup> October 2019

## The Mercury Library & Community Hub

On 17th September a celebration event was held at the Mercury to thank volunteers for all their hard work and commitment to the project. An afternoon tea style buffet was provided. Volunteers were awarded a certificate from HPC and at the end of the afternoon volunteers were invited to take home a beautiful floral table decoration made by the Hamble Flower Club.

The costs are expected to be £339.64, agreement in principle was obtained prior to the event and the Council is now asked to formally approve the cost. Eastleigh Borough Council (EBC) agreed to make a 50% contribution towards the costs.

### Overview of income and spending to date:

#### Hampshire County Council (HCC) Grant

HCC Grant	£3230	
Coffee machine	£895	
Service contract	£200	
Coffee pods and sundries	£392*	Income to date £142.30 Float £24.00
Coffee companions pack	£12.00	
I-pads	£1047	
Support package	£780 – annual cost	Paid monthly - £65.00
Total	£3,326	The income from the coffee sales will re-coup some of the outlay

\*Coffee pods are used by HPC office as well

Currently a good level of stock of coffee pods so minimal orders only are envisaged to maintain choice for visitors

#### Current contractual obligations

I-pad support package - £65 per month

Three I-pads purchased with Grant funding from HCC – currently available for use by volunteers and visitors to Barclays digital skills.

#### Henville Educational Trust

Henville Grant	£200	
Puppets & children's puzzles	£41.66	
Collectors bookmarks and stickers	£12.31	
	£146.03 remaining	*Story competition

## BP

BP Grant	£250	
Puzzle mat	£12.99	
Children's puppets and puzzles	£41.66	
	£195.35 remaining	*Story competition

\*Volunteers have expressed an interest in organising a children's story writing competition around Christmas time and it was intended to utilise the remaining grant funds to cover set up costs and prizes.

## EBC – Sundries float

EBC float	£150	
Mugs, spoons tea towels	£19.95	
Clipboards	£6.48	
Water Jug & Tumblers	£14.00	
Keys	£40.00	
Donation box – book exchange	£24.16	
Crayon/pencil tray	£3.41	
Tea Towels	£2.49	
Tea spoons	£2.27	
Kettle	£12.99	
Key cutting	£15.83	
Total	£216.63	£66.63 in excess of float

## HPC Spending (estimated)

Training package	£1543.20	Due for renewal Nov 2019
Stationery	£86.39 (2018/19) £13.07* (2019/20)	
Milk, tea, coffee & biscuits	£19.08 (2018/19) £14.24 (2019/20)	
Misc	£18.69	
Volunteer recognition event	£169.82	Cost shared with EBC
One Community Membership	£25.00	
Postage for vols refs	£14.02	
Printing membership cards	£22.19	
Secure box for membership cards	£21.66	
Volunteer lanyards	£37.50	
Return date labels for library books	£73.03	
Fixings for projector screen	£14.88	
Total	£2072.77	

\*In addition, various items have been supplied from office stock when needed immediately: - copier paper, laminating pouches, sticky labels, etc. This doesn't include the posters and flyers produced by the HPC office.

### **Future support for the project.**

Since January HPC has repeatedly advised EBC that it cannot continue the level of day to day management which far exceeds the agreed involvement. It is estimated that approximately 441 hours of Officer time has been spent supporting the Mercury over the last 12 months. The preceding 12 months the time commitment had also been significant given the work during the build., fit out, pre-opening preparations and liaising with EBC on:

- fixtures and fittings,
- sourcing a suitable training package,
- preparation and research
- sourcing borrowing software
- liaising with various contractors
- recruiting volunteers
- sourcing additional book stock

EBC has sought new providers and is offering a grant of £10,000. The next few months are the busiest for HPC Officers – annual Dinghy Storage Park allocation, Foreshore parking permits, Christmas decorations, budget setting. Local Plan Examination Hearing, etc. It is recommended that HPC write to EBC giving notice that from 31<sup>st</sup> October 2019 HPC's involvement in the Mercury project will be limited to:

- Continuing to source and support community outreach services either at the Mercury or elsewhere.
- Attendance at monthly Management Committee, Volunteer or Board Meetings
- Offer remaining grant funding to support for a Children's story writing competition to be organised by volunteers.

It is expected there will be a hand over process which may be extremely time consuming and it is therefore recommended that from 31<sup>st</sup> October 2019 Officer time is charged an hourly rate midway between Clerk and Deputy pay rate for any work over and above that set out above

Continued use of coffee machine could be agreed with the new provider subject to a reasonable return – at least covering costs. Suggestions for consideration:

- Charging a monthly fee for use of the coffee machine to reflect the £200 service contract and possibly wear and tear
- Coffee pods issued only on receipt of payment – suggested at 50p per pod
- The new provider purchases the current coffee pod stock at cost price and orders new stock directly from the supplier.

It is recommended that in return for use of the coffee machine the price of hot drinks is set at a maximum of £1 to ensure continued community benefit and usage in accordance with the HCC grant award.

Prior to the handover an inventory will be completed with EBC to identify the contents on loan to Mercury from HPC.

It is recommended the Council prepares a statement explaining the decision to step away from the day to day management of the Mercury along the lines of:

*'It's with regret that after all our hard work that EBC have been unable to support our on-going involvement with the project by agreeing a payment commensurate with the time and resources invested. We have tried to manage a difficult situation with no financial support (or £180.00) but cannot carry these costs going forward'.*

Bearing in mind all of the above the Council is asked to consider what provision should be allocated in the 2020 budget for The Mercury?

Recommendations:

1. To accept and agree the costs of the Mercury volunteer recognition event
2. Instruct the Clerk to give immediate written notice to EBC that from 31st October 2019 HPC will limit support to:
  - Continuing to source and support community outreach services
  - Officer attendance at a monthly Management Committee, Board Meetings or Volunteer meeting.
  - Funding, from existing grants, a Children's story writing competition organised by volunteers. The themed on either the TS Mercury and/or Hamble
3. Consider whether to approach EBC for a retrospective grant to reflect the Officer time spent on the project to date.
4. Agree a statement regarding the management and handover to the new provider or EBC.
5. Consider level of 2020 budget to be allocated to The Mercury.

Attention of Amanda Jobling Parish Clerk.

Dear Amanda,

may I cordially invite the Hamble Parish Chair and Councillors to the Remembrance Sunday Parade and / or Memorial Service to be held by the Royal British Legion, Netley & Hamble branch on Sunday November 10 th 2019 at St Edwards Church, Grange Road, Netley.

Parade scheduled to leave the Car Park within the Royal Victoria Country Park at approx.: 10.10 a.m. and proceed along Victoria Road arriving at St Edwards Church, 10.45 a.m.

The Mayor of Eastleigh Borough has been invited, together with RN and RAF Associations, Hamble & Netley Schools, Scouts & Guides, with the Fire Service, Police and Bus Company notified.

Remembrance Service starts at 11.00 a.m. and the Service and Parade should stand down at 11.30 a.m. Refreshments will be available for Guests, Hamble & Netley Resident Attendees, Marchers, Scouts and Guides

I am reminded that upon the RBL Netley & Hamble branch Parade and Service taking place on Sunday the 10 th of November, Hamble RBL Members hold a Service on Monday 11 th of November at St Andrews Church, Hamble, that I and Members who can, usually attend.

Alistair Tritten, on behalf RBL Netley & Hamble Branch.

**From:** Bourne, Debbie

**Sent:** 16 September 2019 20:43

**To:**

**Subject:** Remembrance Services

Good Morning

Does your parish hold a Remembrance Service? Would you like a Past Mayor or Eastleigh Borough Council representative to attend and lay a wreath on behalf of the Borough Council?

If you would please could you let me know and let me know where and when your service takes place.

Thanks.

Kind Regards

Debbie

**Debbie Bourne**

**Case Management Officer**

**Support Services - Case Management**

# Hamble Parish Council (HPC)

## Council 14<sup>th</sup> Oct 2019

### HPC Communications

Without doubt, the nature of communications has changed over the past generation. Younger generations are increasingly familiar with an on-demand society; hand-written letters became email which has become instant messaging. Scheduled TV has been replaced by on-demand streaming. News is more frequently digested as bite-size articles on social media than printed newspapers.

In a world where we are surrounded by a communication overload, if we want our messages to be heard they need to be presented in the right way.

Within the village, I have unofficially polled my pool of friends and acquaintances about their opinions of the council, and most have no clearer idea of what the council does, its responsibilities and assets, its achievements and purpose than I do!

If we want the people of Hamble to understand what the council does for them, if we want them to participate in events, if we want to continue to foster a strong community spirit we need to review the format and the nature of how we communicate.

We need to increase the use of our digital channels, we need to provide small, bite-sized pieces of content, and we need to find interesting ways to reduce barriers to participation (such as showing people what it is like to attend something).

#### Recommendations:

1. Create a survey to measure how well informed people feel, capturing the formats they prefer to receive communications in and how aware they are of various topics of relevance to the council. This survey could be repeated every year or two to measure change.
2. I would like to join the Parish Magazine working group
3. Review the way in which email can be used - the current website subscription provides data to Hugo Fox, but not to us.
4. Increase the usage of social media using an editorial calendar to plan messaging in advance, with a goal of doubling the facebook following.
5. Evaluate the website content and look for opportunities to streamline processes through the website

# FAREHAM

## BOROUGH COUNCIL

Hamble-le-Rice Parish Council  
Memorial Hall  
Hamble-le-Rice  
Southampton  
SO31 4JE

**Contact:** Fleur Allaway  
**Tel:** 01329 824304  
**Date:** 13<sup>th</sup> September 2019

Dear Sir/Madam

### Have your say on Optimising Social Housing - 16th September to 25th October 2019

Fareham Borough Council is holding a consultation on a new draft policy which sets out how applications and allocations for social housing are made. A printed or pdf copy of the policy: 'Optimising Social Housing (Application and Allocations)' is available on request by calling the consultation team on 01329 824409 or emailing [consultation@fareham.gov.uk](mailto:consultation@fareham.gov.uk).

— The proposed changes aim to more effectively assist those with an identified need for social housing and make best use of the limited social housing stock available.

Both the draft policy and survey may be accessed online from 16<sup>th</sup> September until 25<sup>th</sup> October 2019. To take part in the survey, please visit [www.fareham.gov.uk/haveyoursay](http://www.fareham.gov.uk/haveyoursay), select 'take part in a consultation' and follow the on-line instructions. A brief summary of the changes is also enclosed with this letter.

If you have any queries regarding the draft policy, please do not hesitate to contact me on the telephone number at the top of this letter. If your query relates to the consultation, please call 01329 824409 or email [consultation@fareham.gov.uk](mailto:consultation@fareham.gov.uk).

Yours faithfully

Fleur Allaway  
Policy Officer

19 SEP 2019



P000N

## **Summary of Proposed Changes to the Optimising Social Housing (Application and Allocations) Policy**

- 1. Applying to join the Housing Register:** We propose to remove the need for an application form and instead every customer will be able to discuss their housing problem in detail with a Housing Options Officer enabling them to fully understand their needs. This will ensure that we can help our customers explore all available options and make an informed housing choice.
- 2. Replace the choice-based lettings scheme with a direct letting scheme:** In the Choice-based letting scheme available properties are advertised on our website, customers then express an interest or 'bid' to let us know which house they are interested in. Through our extensive research and analysis of the lettings made in this way, we found that although there were around 1000 people in our Housing Register, we received on average 80 bids per property. We also found choice-based lettings caused delays and the properties didn't always go to those with the greatest need.

By introducing a direct letting scheme, we will ask customers what property types they are interested in and which areas of Fareham they would like to move to. We will no longer advertise properties for customers to bid on; instead we will match customers to vacant properties based on the information they give to us.

We have been running a pilot for Fareham Borough Council properties and VIVID Housing properties using a direct letting scheme and we have received positive feedback from our customers. Therefore, we propose to change our policy so that all lettings are carried out in this way.

- 3. Renaming the priority bands:** Currently, our customers are placed on the Housing Register in one of four priority bands. The existing bands are 'urgent, high, medium and low'. By talking to a lot of our customers, we have found that some customers felt that being put in the 'low' band made them feel that they would never be housed or were considered to have been given an insignificant priority. Therefore, we are proposing to rename the bands as follows:
  - Urgent Band will become Band A
  - High Band will become Band B
  - Medium Band will become Band C
  - Low Band will become Band D

### **Other Minor Changes:**

- 1. Amending the medical priorities:** Sensory and mental health conditions have been added to the medical priorities.
- 2. Removal of the income threshold:** Instead of an income threshold, customers will be able to discuss their incoming payments and outgoing expenses with a Housing Options Officer and be guided in making informed housing choices.
- 3. Clearer qualifications for sheltered accommodation:**

It is proposed that we add the following qualifications to ensure it is both clear what criteria is required, and that accommodation is allocated to those with the greatest need:

- They must have insufficient financial resources to find private sector housing that meets their needs **and**
- They must be over 55, will benefit from the sheltered housing service **and**
- Their current home must be unsuitable for their specific needs

**4. Removal of two priority criteria:** We are considering removing the following criteria:

- *'a person or household living in any moveable structure with or without formal tenancy arrangements'*
- *'a tenant living in the borough with dependent children living above the ground floor and without garden space'.*

There is very low demand and housing need from customers in the first criteria and need in this group can be met through the other existing priorities. We are considering removing the second criteria as households in this group are unlikely to be rehoused because of the limited accommodation available.

**5. Housekeeping for the Housing Register** The Council will periodically contact everyone on the Housing Register to confirm if they still have a need for social housing. If there is no longer a need for social housing or they do not respond, they will be removed from the Housing Register. This is to ensure that the Housing Register remains up to date.



P000N

# Hamble Parish Council

## Council Meeting 14<sup>th</sup> October 2019

### Financial and Governance - Annual Governance and Audit Review 2019

A core part of the Council's duties is to prepare an annual budget and to have its annual accounts checked and audited. The accounts are audited by the Council's auditor once the accountant has completed the end of year accounts and prepared an annual statement of accounts.

The Statement of Accounts and the AGAR were signed off by Council in June 2019 and submitted to the government appointed auditors. Their findings are attached in the form and have raised two issues which are:

In last year's accounts the precept and the revenue support grant were combined. They were separated this year as required, but the figures for last year could not be changed retrospectively hence this year's comment. It will have dropped off by next year.

Second exception is that the incorrect box was ticked. This was corrected but none the less they have issued an exception.

It is proposed to tender for a new auditor for next year as our current auditor has been with us for 4 years. It is proposed that they will be invited to attend a pre-submission meeting with the Clerk and accountant.

**Recommendation:** To note the external auditors report including the two exceptions and the suggested method to avoid issues with the 2020/21 accounts.

### Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Hamble-le-Rice Parish Council – HA0123**

#### 1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

#### 2 External auditor report 2018/19

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

The smaller authority has not addressed the 'except for' matters raised by the external auditor when qualifying the prior year annual return. The Council has not restated the prior year figures in Boxes 2 and 3, as reported in the prior year External Auditor Report, these figures should read £216,934 and £102,277 respectively.

The AGAR was not accurately completed before submission for review:

- The response given in Section 2, Box 11 is not consistent with the prior year response. The Council has confirmed that it does not act as sole managing trustee for trust funds and thus the answer given this year is incorrect. The correct response for Section 2, Box 11 should have been "No", and the correct response for Section 1, Box 9 should have been "N/A".

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

None

#### 3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

**20/09/2019**

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

# Hamble Parish Council

## Council Meeting 14<sup>th</sup> October 2019

### Finance Report for September 2019

#### Current Account

##### Exceptional Income:

- £87.43 iZettle
- £117,994 Precept from EBC
- £2,443.48 3C Payments - debit/credit card payments for Foreshore car park

##### Exceptional Expenditure:

- £13,116.00 - Townscape Products

#### Outstanding Purchase invoices

Disputed Invoice: EBC - £641.44 (July 2018)

Invoice on hold: Flowbird - £520.20

#### Reserve Account

£105.81 Interest received for the period 3/06 to 01/09/2019. The annual interest rate is 0.3%

#### PAYE/NIC

The payment of £3,353.05 due on 19<sup>th</sup> September was missed due to an oversight and paid on 2<sup>nd</sup> October. Interest of £12.19 was incurred. The next payment of £3,339.21 is due for payment by 19<sup>th</sup> October.

#### Subscriptions

The Deputy Clerk's membership of The Society of Local Council Clerks is due for on 1<sup>st</sup> November 2019. Membership allows the Officer access to:

- Telephone support by experienced advisors
- Online technical and legal advice notes
- Six editions of the Clerk Magazine
- Training Courses and webinars
- Networking events and regular branch meetings
- Cost savings on books and some training courses

The annual subscription cost is £220.

#### Contracts under review

IT equipment supply and support - a detailed report will be provided at the November meeting.

## **Eastleigh Borough Council Loan Statement**

Please see the attached statement.

### **Recommendations: -**

1. Note the PAYE payment oversight and interest of £12.19 as a result.
2. Approve payment of the SLCC annual subscription of £220.00.
3. Note the interest on the loan to Eastleigh Borough Council of £298.17 accrued from 1/04/19 to 30/09/19. The interest rate is 0.5% and the balance is now £119,240.91

## Finance Overview – September 2019

Bank Balance – main account	£165,842.44
Money in	£128,611.93
Money Out	£37,208.10
Debit card payments	£376.12
Total salaries	£9882.04
Employer Nat Insurance	£3,339.61
Employer Pension Contributions	£3,487.00
Petty cash balance	£14.85
Balance – reserve account	£141,578.22

### Debit Card Payments

Co-op	£1.94
HCC	£40.00
Amazon	£69.46
Co-op	£16.30
Three Top up	£10.00
Co-op	£3.80
Waitrose	£8.90
B & Q	£40.00
EBC	£52.56
Tesco	£21.69
Co-op	£1.80
Solenoid Valve	£13.68
Boston Seeds	£95.99

**Bank Reconciliation Statement as at 08/10/2019  
for Cashbook 2 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	08/10/2019	1	14.85
			0.00
			<u>14.85</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			14.85
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			14.85
		<b>Balance per Cash Book is :-</b>	<b>14.85</b>
		<b>Difference is :-</b>	<b>0.00</b>

*ADM*  
*8/10/19*



**Bank Reconciliation Statement as at 30/09/2019  
for Cashbook 1 - Barclays Current A/C 070978787**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current - 70978787	30/09/2019	6	165,842.44
			<u>165,842.44</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			165,842.44
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			165,842.44
		<b>Balance per Cash Book is :-</b>	<b>165,842.44</b>
		<b>Difference is :-</b>	<b>0.00</b>

## PURCHASE LEDGER 1 UNPAID INVOICES BY DATE

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
<del>02/07/2018</del>	<del>2430584</del>	<del>E02</del>	<del>EBC</del>	<del>534.53</del>	<del>106.91</del>	<del>641.44</del>	<del>641.44</del>
<del>04/01/2019</del>	<del>DTV015780982</del>	<del>T06</del>	<del>TMOBILE</del>	<del>36.01</del>	<del>7.20</del>	<del>43.21</del>	<del>2.02</del>
<del>22/07/2019</del>	<del>UK119346</del>	<del>FB01</del>	<del>FLOWBIRD</del>	<del>433.50</del>	<del>86.70</del>	<del>520.20</del>	<del>520.20</del>
06/08/2019	0919/0112190	G02	GRAHAM	27.88	5.58	33.46	33.46
06/08/2019	DD0998814636	T02	TRADE UK (B&Q)	13.74	2.74	16.48	16.48
06/08/2019	DD0998814644	T02	TRADE UK (B&Q)	6.25	1.25	7.50	7.50
13/08/2019	DD1000576922	T02	TRADE UK (B&Q)	22.32	4.46	26.78	26.78
05/09/2019	31358559	NS01	NESPRESSO	30.79	6.16	36.95	36.95
09/09/2019	81469	AO2	AXIS	60.00	12.00	72.00	72.00
09/09/2019	130530	LE01	LOCAL EYES	500.00	100.00	600.00	600.00
09/09/2019	31425938	NS01	NESPRESSO	43.95	0.00	43.95	43.95
09/09/2019	58129677	H04	HCC	3.63	0.73	4.36	4.36
09/09/2019	770729500	C07	CANON	126.00	25.20	151.20	151.20
10/09/2019	1109	HA01	HANTS & IOW CRC LTD	85.00	0.00	85.00	85.00
10/09/2019	2917237	E08	EMO	235.75	11.79	247.54	247.54
11/09/2019	1	TU01	TUCKER & MUNDAY	500.00	0.00	500.00	500.00
13/09/2019	13092019	HF02	HAMBLE FLOWER CLUB	66.00	0.00	66.00	66.00
15/09/2019	134712	C010	CARRERA	371.98	74.40	446.38	446.38
15/09/2019	134824	C010	CARRERA	142.00	28.40	170.40	170.40
16/09/2019	3553	HC01	HAMBLE CATERING	260.75	52.15	312.90	312.90
16/09/2019	58130739	H04	HCC	13.51	2.70	16.21	16.21
16/09/2019	1009514733	T02	TRADE UK (B&Q)	16.67	3.33	20.00	20.00
17/09/2019	M074P	B01	BTBUS	67.69	13.53	81.22	81.22
19/09/2019	3432	E020	ENGRAVING	23.45	4.69	28.14	28.14
19/09/2019	81620	AO2	AXIS	80.00	16.00	96.00	96.00
19/09/2019	19092019	BB01	BARCLAYS BANK	37.04	0.00	37.04	37.04
20/09/2019	SB20193234	PK01	PKF LITTLEJOHN LLP	1,000.00	200.00	1,200.00	1,200.00
24/09/2019	2472	HU01	J HUMPHRY ASSOC	30.00	6.00	36.00	36.00
24/09/2019	2553988	E02	EBC	510.00	102.00	612.00	612.00
24/09/2019	24616103	O010	OPUS	10.62	0.53	11.15	11.15
24/09/2019	V01673097707	EE01	EE	41.07	8.21	49.28	49.28
25/09/2019	31633	CC02	CITY CLEANING	65.66	13.13	78.79	78.79
26/09/2019	7985	MT01	MERRITT TREE	1,880.00	376.00	2,256.00	2,256.00
26/09/2019	402133477	C07	CANON	112.81	22.56	135.37	135.37
27/09/2019	27092019	B08	BADGER CLEANING	120.00	0.00	120.00	120.00
27/09/2019	58132351	H04	HCC	7.34	1.47	8.81	8.81
29/09/2019	67112459	O010	OPUS	39.72	1.99	41.71	41.71
29/09/2019	67113559	O010	OPUS	24.02	1.20	25.22	25.22
29/09/2019	67114708	O010	OPUS	31.86	1.59	33.45	33.45
30/09/2019	1909/032	D04	DESIGN & PRINT	840.00	0.00	840.00	840.00
30/09/2019	12987	HU01	J HUMPHRY ASSOC	125.00	25.00	150.00	150.00
30/09/2019	2555476	E02	EBC	35.04	7.01	42.05	42.05
30/09/2019	11162283	S012	SHB	325.03	65.01	390.04	390.04
30/09/2019	1300036521-	AMAZON	AMAZON	28.32	5.66	33.98	33.98
30/09/2019	N349606	ST01	SAFETEC	86.97	0.00	86.97	86.97
Subtotal C/Fwd				9,051.90	1,403.28	10,455.18	10,409.95

## PURCHASE LEDGER 1 UNPAID INVOICES BY DATE

<u>Invoice Date</u>	<u>Invoice No</u>	<u>A/c Code</u>	<u>A/c Name</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>Balance</u>
			Subtotal B/Fwd	<b>9,051.90</b>	<b>1,403.28</b>	<b>10,455.18</b>	<b>10,409.95</b>
02/10/2019	4036	H003	HVMH	1,126.08	0.00	1,126.08	1,126.08
			<b>TOTAL INVOICES</b>	<b>10,177.98</b>	<b>1,403.28</b>	<b>11,581.26</b>	<b>11,536.03</b>

Time: 14:56

## Bank Reconciliation up to 30/09/2019 for Cashbook No 1 - Barclays Current A/C 070978787

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
16/08/2019	DDSEPT09	38.13		38.13		R <input checked="" type="checkbox"/>	OPUS ENERGY
02/09/2019	102.66	102.66		102.66		R <input checked="" type="checkbox"/>	TRADE UK (B&Q)
02/09/2019	DDSEPT03	86.47		86.47		R <input checked="" type="checkbox"/>	BT BUSINESS COMMUNICATIONS
02/09/2019	DCSEPT01	1.94		1.94		R <input checked="" type="checkbox"/>	Co-Op
02/09/2019	DDSEPT02	49.28		49.28		R <input checked="" type="checkbox"/>	EE Limited
02/09/2019	19-10644		400.00	400.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/09/2019	104		192.10	192.10		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/09/2019	DDSEPT04	87.64		87.64		R <input checked="" type="checkbox"/>	CANON UK LTD
03/09/2019	105		528.00	528.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/09/2019	iZettle		87.43	87.43		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/09/2019	3C Payment		1,097.30	1,097.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/09/2019	BTSEPT01	50.62		50.62		R <input checked="" type="checkbox"/>	Barclays Bank - Commission Cha
05/09/2019	19-10636		450.00	450.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/09/2019	BTSEPT02	40.00		40.00		R <input checked="" type="checkbox"/>	HAMPSHIRE COUNTY COUNCIL
06/09/2019	BTSEPT03	509.90		509.90		R <input checked="" type="checkbox"/>	Alliance UK Cleaning Services
06/09/2019	SEPT PAYE	3,339.61		3,339.61		R <input checked="" type="checkbox"/>	HMRC PAYE NIC
06/09/2019	19-10586		113.66	113.66		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/09/2019	DDSEPT05	12.69		12.69		R <input checked="" type="checkbox"/>	OPUS ENERGY
09/09/2019	DCSEPT03	3.80		3.80		R <input checked="" type="checkbox"/>	Co-Op
09/09/2019	DCSEPT09	10.00		10.00		R <input checked="" type="checkbox"/>	Three Top up
09/09/2019	19-10647		34.98	34.98		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/09/2019	19-10648		56.00	56.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/09/2019	Allot 14A		18.43	18.43		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/09/2019	Allot 9A		22.11	22.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/09/2019	Allot 5A		22.11	22.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/09/2019	Allot 11A		33.17	33.17		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/09/2019	DCSEPT02	8.90		8.90		R <input checked="" type="checkbox"/>	Waitrose
10/09/2019	19-10602		216.99	216.99		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/09/2019	19-10584		908.46	908.46		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/09/2019	107		322.80	322.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/09/2019	Allot 13A		33.17	33.17		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/09/2019	Allot 10A		29.49	29.49		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/09/2019	DDSEPT06	93.37		93.37		R <input checked="" type="checkbox"/>	ALLSTAR
11/09/2019	Allot 17A		33.17	33.17		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/09/2019	Allot 2B		33.17	33.17		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/09/2019	3C Payment		599.49	599.49		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/09/2019	DCSEPT04	69.46		69.46		R <input checked="" type="checkbox"/>	Amazon.co.uk
12/09/2019	DCSEPT09	40.00		40.00		R <input checked="" type="checkbox"/>	TRADE UK (B&Q)
12/09/2019	Allot 9C		22.11	22.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/09/2019	Allot 16B		29.49	29.49		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/09/2019	Allot 12B		29.49	29.49		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/09/2019	Allot 3B		36.86	36.86		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/09/2019	10653		150.00	150.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/09/2019	10652		90.92	90.92		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/09/2019	Allot 14B		18.43	18.43		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/09/2019	Allot 14B		36.86	36.86		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/09/2019	EXP 01	4.09		4.09		R <input checked="" type="checkbox"/>	J Symes
16/09/2019	DDSEPT08	21.91		21.91		R <input checked="" type="checkbox"/>	OPUS ENERGY

Time: 14:56

## Bank Reconciliation up to 30/09/2019 for Cashbook No 1 - Barclays Current A/C 070978787

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
16/09/2019	DDSEPT10	40.15		40.15		R <input type="checkbox"/>	OPUS ENERGY
16/09/2019	BTSEPT04	77.77		77.77		R <input type="checkbox"/>	COUNTY LOCKSMITH SECURITY (CLS
16/09/2019	BTSEPT05	616.78		616.78		R <input type="checkbox"/>	CARRERA
16/09/2019	BTSEPT06	438.00		438.00		R <input type="checkbox"/>	Classic Fire & Security Ltd
16/09/2019	BTSEPT07	511.08		511.08		R <input type="checkbox"/>	ENGRAVING & SIGN SOLUTIONS LTD
16/09/2019	BTSEPT08	85.00		85.00		R <input type="checkbox"/>	Hampshire & Isle of Wight CRC
16/09/2019	BTSEPT09	1,126.08		1,126.08		R <input type="checkbox"/>	HAMBLE VILLAGE MEMORIAL HALL
16/09/2019	BTSEPT10	276.00		276.00		R <input type="checkbox"/>	J Humphrey Associates
16/09/2019	BTSEPT11	82.12		82.12		R <input type="checkbox"/>	JEWSON LTD / Saint-Gobain Bldn
16/09/2019	BTSEPT12	534.89		534.89		R <input type="checkbox"/>	Alliance UK Cleaning Services
16/09/2019	BTSEPT13	528.00		528.00		R <input type="checkbox"/>	City Cleaning (UK) Ltd
16/09/2019	BTSEPT14	696.00		696.00		R <input type="checkbox"/>	Total Water Compliance Ltd
16/09/2019	DCSEPT05	16.30		16.30		R <input type="checkbox"/>	Co-Op
16/09/2019	Allot 15B		29.49	29.49		R <input type="checkbox"/>	Receipt(s) Banked
16/09/2019	Allot 13B		33.17	33.17		R <input type="checkbox"/>	Receipt(s) Banked
16/09/2019	Allot 8A		22.11	22.11		R <input type="checkbox"/>	Receipt(s) Banked
16/09/2019	108		21.00	21.00		R <input type="checkbox"/>	Receipt(s) Banked
16/09/2019	112		280.60	280.60		R <input type="checkbox"/>	Receipt(s) Banked
16/09/2019	10652		100.00	100.00		R <input type="checkbox"/>	Receipt(s) Banked
16/09/2019	110		175.00	175.00		R <input type="checkbox"/>	Receipt(s) Banked
16/09/2019	10616		869.40	869.40		R <input type="checkbox"/>	Receipt(s) Banked
17/09/2019	RUP REFUND	35.00		35.00		R <input type="checkbox"/>	C Keenan
17/09/2019	DCSEPT07	21.69		21.69		R <input type="checkbox"/>	Tesco
17/09/2019	DCSEPT06	52.56		52.56		R <input type="checkbox"/>	EASTLEIGH BOROUGH COUNCIL
17/09/2019	BTSEPT15	420.00		420.00		R <input type="checkbox"/>	TITCHFIELD TREE SERVICES
17/09/2019	Allot 12A		29.49	29.49		R <input type="checkbox"/>	Receipt(s) Banked
17/09/2019	Allot 4C		14.74	14.74		R <input type="checkbox"/>	Receipt(s) Banked
17/09/2019	Allot 3A		36.86	36.86		R <input type="checkbox"/>	Receipt(s) Banked
18/09/2019	SEPT PENSI	3,487.00		3,487.00		R <input type="checkbox"/>	Hampshire Pension
18/09/2019	10656		142.04	142.04		R <input type="checkbox"/>	Receipt(s) Banked
18/09/2019	10655		247.50	247.50		R <input type="checkbox"/>	Receipt(s) Banked
18/09/2019	3C Payment		328.88	328.88		R <input type="checkbox"/>	Receipt(s) Banked
23/09/2019	DCSEPT08	1.80		1.80		R <input type="checkbox"/>	Co-Op
23/09/2019	16A		29.49	29.49		R <input type="checkbox"/>	Receipt(s) Banked
23/09/2019	10651		1,084.60	1,084.60		R <input type="checkbox"/>	Receipt(s) Banked
23/09/2019	114		66.35	66.35		R <input type="checkbox"/>	Receipt(s) Banked
23/09/2019	116		22.11	22.11		R <input type="checkbox"/>	Receipt(s) Banked
23/09/2019	10609		433.98	433.98		R <input type="checkbox"/>	Receipt(s) Banked
25/09/2019	DDSEPT11	0.59		0.59		R <input type="checkbox"/>	ID Mobile
25/09/2019	DDSEPT12	93.07		93.07		R <input type="checkbox"/>	ALLSTAR
25/09/2019	119 X		-33.17	-33.17		R <input type="checkbox"/>	Receipt(s) Banked
25/09/2019	10658		15.25	15.25		R <input type="checkbox"/>	Receipt(s) Banked
25/09/2019	118		538.70	538.70		R <input type="checkbox"/>	Receipt(s) Banked
25/09/2019	119		33.17	33.17		R <input type="checkbox"/>	Receipt(s) Banked
25/09/2019	119		33.17	33.17		R <input type="checkbox"/>	Receipt(s) Banked
25/09/2019	3C Payment		417.81	417.81		R <input type="checkbox"/>	Receipt(s) Banked
27/09/2019	DCSEPT09	13.68		13.68		R <input type="checkbox"/>	Connexion Developments Ltd
27/09/2019	SEPT SALAR	9,882.04		9,882.04		R <input type="checkbox"/>	Sept Salaries

Time: 14:56

**Bank Reconciliation up to 30/09/2019 for Cashbook No 1 - Barclays Current A/C 070978787**

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
27/09/2019	DCSEPT10	95.99		95.99		R <input type="checkbox"/>	Boston Seeds
30/09/2019	DDSEPT13	390.04		390.04		R <input type="checkbox"/>	SHB VEHICLE HIRE & MAINTENANCE
30/09/2019	BTSEPT16	13,116.00		13,116.00		R <input type="checkbox"/>	Townscape Products Ltd
30/09/2019	EBCPrecept		117,994.00	117,994.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>37,208.10</u>	<u>128,611.93</u>				

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

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

30/09/19

Dear Amanda

**Temporary Loan L5386**

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

Opening balance as 01/04/2019	<b>£118,942.74</b>
<b>Sub Total:</b>	<b>£118,942.74</b>
Interest at 0.50% from 01/04/19 to 30/09/19	£298.17
<b>Total Interest:</b>	<b>£298.17</b>
<b>Total:</b>	<b>£119,240.91</b>

Your new balance is £119,240.91 as at 1<sup>st</sup> October 2019.

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

Yours sincerely



**Rebecca Moore**  
Case Management Officer  
Support Services

# Hamble Parish Council

## Council Meeting 14 October

### Financial and governance - Pensions

#### End of year return

Each year the council has to submit a detailed return to Hampshire County Council (HCC) setting out the local administration of the HCC Local Government Pensions Scheme (LGPS). The return summaries a range of information derived from the payroll.

This year our payroll provider was asked to complete the form and return it on our behalf. Unfortunately, the email was not received by the deadline as a result of an IT issue. In addition, there were some detailed calculations that had not been completed for a former member of staff.

The report sets out recommendations which should be accepted. Next year the payroll provider will attend the training course that is provided to enable completion of the form.

Hampshire Pension Fund is proposing changes to the way in which scheme employers are grouped together for funding purposes. These changes would be made as part of the 2019 valuation and would therefore first impact on employer contribution rates from 1 April 2020.

Following the initial consultation, a paper with frequently asked questions for Town and Parish Councils in the Hampshire LGPS has been published, and this is attached for reference.

In addition, during the summer all staff had to be reenrolled with the Pensions Regulator. Confirmation of this is attached.

<p><b>Recommendation:</b> To accept the recommendations set out in the letter from HCC and to note the re-enrollment of all staff under the auto enrollment process.</p>
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#### Appendices

1. Hampshire Pension Fund letter dated September 2019
2. Town and Parish Councils in the Hampshire LGPS: Frequently Asked Questions regarding the proposed creation of a TPC pool
3. Pensions Regulator Re-declaration Confirmation

30 SEP 2019

**Hampshire Pension Fund**  
administered by



**Hampshire**  
County Council

**Personal & Confidential**

Amanda Jobling  
Clerk  
Hamble Le Rice Parish Council  
Memorial Village Hall  
2 High Street  
Hamble  
SO31 4JE

*Pension Services*  
The Castle, Winchester, Hampshire SO23 8UB  
Telephone 01962 845588  
Fax 01962 834537  
[www.hants.gov.uk/pensions](http://www.hants.gov.uk/pensions)

*Enquiries to:* Employer Services    *My reference:* Annual return / Employer Performance  
*Direct line:* 01962 845588    *Your reference:* 00706  
*Date:* September 2019    *Email:* Pensions.EOY@hants.gov.uk

Dear Amanda,

**Local Government Pension Scheme (LGPS) – 2018/19 Annual Return**

During the annual return process we benchmarked Scheme Employers for timeliness, financial control and data quality. Detailed below are the results of how your organisation was assessed, including a comparison to last year, if applicable:

	<b>2018</b>	<b>2019</b>
<b>Timeliness</b>	Return received before deadline	Return received between 1 May and 31 May
<b>Financial Control</b>	Minor reconciliation issues quickly resolved	Minor reconciliation issues quickly resolved
<b>Data Quality</b>	Data quality good	Minor data quality issues quickly resolved

*\*Please see the notes at the end of this letter for further information on the levels of the benchmarking standards.*

Although your organisation had no areas for immediate concern (you did not fail in any of the areas detailed above), there are some areas where you are rated as amber (as per the benchmarking standards at the end of this letter), and you may therefore wish to identify areas for improvement for 2019/20.

**Triennial Valuation 2018/19**

The Fund Valuation took place on 31<sup>st</sup> March 2019; it was therefore especially important that the data we received was accurate on your 2018/19 LGPS annual return.

*Deputy Chief Executive and Director of Corporate Resources*  
**Carolyn Williamson FCPFA**

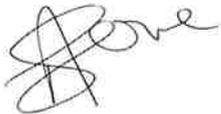
## **Actions you should take**

- Ensure that any outstanding 2018/19 annual return queries are promptly resolved and if you are having any problems contact us as soon as possible so we can try to support you through these if applicable;
- If you have outsourced your payroll and they undertake any of your administration, you should continue to talk to your payroll provider to ensure they understand the responsibilities that you have delegated to them (and agreed via your contractual arrangements) and to secure their assurance that they will meet your year end obligations;
- Ensure you put steps in place to ensure you are able to submit a correct and complete 2019/20 annual return by 30 April 2020.

Please be assured that we are committed to working with employers and offer a range of resources and free training events which you or your payroll provider may find useful. More details on these can be found on the employer area of our website.

In the meantime if you do have any questions about the content of this letter, please email [pensions.eoy@hants.gov.uk](mailto:pensions.eoy@hants.gov.uk)

Yours sincerely,



**Andy Lowe**  
**Head of Pensions, Investments and Borrowing**

## Notes

As part of the annual return process, Hampshire Pension Fund benchmark Scheme Employers for timeliness, financial control and data quality.

The benchmarking ratings are detailed below:

### Timeliness

The deadline for a correct and completed annual return to be submitted to the fund is 30 April.

Return received before deadline
Return received between 1 May and 31 May
Return received more than a month late

### Financial control

The contributions due as detailed on the annual return should match the pension contributions received by the Fund and reported as part of monthly reconciliation. If there are genuine reasons for a discrepancy then these should be detailed on the return so contributions can be reconciled.

No reconciliation issues
Minor reconciliation issues/quickly resolved
Major reconciliation issues and/or slow/failed to respond

### Data quality issues

The information contained on the annual return should match the member records that we hold for that organisation e.g. notification of starters, leavers, amendments.

No data quality issues
Minor data quality issues (less than 5% of membership)/quickly resolved
Major data quality issues (more than 5 queries or 5% of membership, whichever is higher) and/or slow/failed to respond

## **Town and Parish Councils in the Hampshire LGPS Frequently asked questions regarding the proposed creation of a TPC pool**

There were a number of questions received as part of the consultation feedback from TPCs. The majority of these were answered in the briefing note and presentations, as well as forming part of the report received by the PFPB. However answers to some of the common questions have also been provided below.

**We have not been given financial information about the options and therefore it is not possible to provide a response to the consultation.**

The purpose of the consultation was to get feedback from all employers affected by the proposals. It was important that this feedback was based on the principles of the proposed changes to avoid receiving positive feedback from employers who were 'winners' (i.e. who were subsidising others in the Group) and negative feedback from those who were 'losers' (i.e. who were currently being subsidised).

The change being put forward was to dismantle the existing scheduled body group because it is no longer sustainable, given the disparate nature of employers included within it and the growing need for employers to have transparency, and control, over their pension costs. The suite of proposals was designed to provide the best outcome for all employers in the fund, not just one employer or a particular group of employers.

The consultation and subsequent decision needed to take place prior to the start of the triennial valuation so that the Fund Actuary could build these changes into her calculations. All employers were presented with the impact of the changes for their own employer type based on the 2016 valuation position, but it is not possible to have provided individual figures prior to receiving the membership data for the 2019 valuation and starting to run the calculations.

**Do you not think that a TPC pool is too small?**

No. The purpose of the pool is to protect TPCs from the volatility in the future service rate caused by the aging of employees which can be significant for employers with only one or two members. Although the pool is small compared to the current scheduled body group, sharing membership experience across the TPCs will achieve the desired smoothing of costs for TPCs.

Since 2016, the costs of ill health and death in service (which represent the most material risk to small employers) have been shared across all employers in the Fund and this will continue to be the case at the 2019 valuation.

### **What will happen as TPCs leave and the TPC pool gets smaller?**

If TPCs choose to leave the LGPS or opt out of the TPC pool then the benefits of the smoothing effect will eventually be reduced to a level where it no longer outweighs the inequity between employers. At this point the remaining employers may prefer to instead have an individual rate. However it is not envisaged that the group will become too small to operate in the short or medium term and therefore it is right that the Fund offers TPCs the opportunity to protect themselves from volatile contribution rates at this and subsequent valuations. For the avoidance of doubt, as and when TPCs exit the Fund the exiting employer will be responsible for meeting their share of the deficit of the TPC pool, and their assets/liabilities will be removed from the TPC Pool and allocated to the Orphan Pool.

### **Is the intention of these changes to get TPCs to exit?**

No. The Fund operates for all employers who are eligible to offer the LGPS and there is no drive to reduce the number of employers who pay into the Fund. However the Fund has a duty to ensure that employers are paying a fair share of the costs of LGPS membership. The purpose of these changes is to remove the unacceptable level of cross subsidies, whilst still achieving the objective of stable contributions for employers.

### **You say that market performance means this is a good time to break up the scheduled body group – but what if there is a 3 year downturn between this valuation and the next?**

As above, the reasons behind the changes are to promote good governance and to ensure that employers are paying a fairer share of their pension costs. The dismantling of the scheduled body group could have been done at any time but the contrast between 'winners' and 'losers' would be much more extreme when the Fund is in deficit. Any future change in market conditions will be shared across employers / the new pools in much the same way as now, i.e. all employers/pools are assumed to have the same investment strategy and so are allocated the same rate of investment return. The Fund has an objective to keep contributions as stable and affordable as possible and these changes do not affect the measures already in place to ensure this objective is achieved (such as sharing ill health and death in service costs, stepping up contribution rates if increases are required, assessing the level of prudence etc).

**If TPCs have such disparate ages, as shown in the spread of the graph at the presentation, why are you recommending a TPC pool as this will continue the cross subsidy?**

Many TPCs have one or two employees in the LGPS. Sharing the future service rate across TPCs will ensure that the volatility of aging employees is instead smoothed across the whole group. A TPC may therefore start off as providing a cross subsidy but over the working life of the employee will then receive the benefit of the cross subsidy. The operation of the pool will be monitored and assessed at each valuation to ensure it remains fit for purpose.

**How can you say this is a genuine consultation if you did not provide financial information on all the options?**

The proposals were put to employers in the expectation of receiving feedback. This feedback, and all of the responses, was shared with the PFPB and formed part of their decision making.

As above, financial information at a group level based on the 2016 valuation position was provided to TPCs as part of the workshop presentation but it was not possible to give individual employer positions prior to the 2019 valuation work being carried out.

**Sharing common rate across TPCs is just convenient for administrators, it is not risk sharing.**

As a result of the feedback received, the PFPB agreed the recommendation that TPCs should be allowed to choose whether or not to participate in the TPC pool. From an administration perspective there is little difference between operating a common or individual future service rate for employers, as each is set up individually in the pension administration system, therefore the impact on pension scheme administration is negligible and this is not the reason for the change.

As set out on slide 27 of the workshop slides, within the TPC pool employers will continue to share all risks, adjusted for any differences in their deficit contributions where a different recovery period applies. It is beneficial for TPCs to continue to share risks to reduce the potential volatility in contribution rates that a small employer might otherwise face.

**Is it poor professional practice to have such small standalone employers?**

No. Most large LGPS funds do not operate pooling in the same way as Hampshire has through the scheduled body group but instead have individual rates or much smaller pools of similar employers. It would be poor professional practice to continue to allow significant cross subsidies when there had been an opportunity to remove them.

**Can you provide information on what is driving the change?**

The Hampshire Pension Fund is the only large LGPS fund to have continued operating a significant pool (i.e. the scheduled body group) for many years. The scheduled body group has been under increasing strain over the past 10 years and the Fund Actuary has had to put in place a number of measures to maintain the grouping arrangement. It has not been possible to consider dismantling the group until now as the relatively large deficit would have resulted in material gains for those employers who were subsidising others or material losses for those currently benefiting from the cross subsidies.

The Fund Actuary and officers have kept this position under review at each valuation and with an improving position over the last 3 years, took the opportunity to present proposals for change to the PFPB at this time.

Dismantling the group will improve the transparency of pension costs for employers, as well as allow employers who might exit the fund (including TPCs) to better plan for this outcome.

### **How does the ill health and death in service risk sharing work?**

Since 2016, the pension strain costs of ill health retirements and death in service have been shared across all employers in the Fund (not just within groups). This means that each employer is paying a small premium towards the overall costs within their contribution rate and their valuation position is assessed assuming their experience is in line with the average across all employers. For example, if a young employee is awarded an ill health pension causing an increase in liabilities of, say £100K, but the experience across the Fund is exactly in line with that expected, the employer would be credited with additional notional assets of £100K to meet that cost (met from the ill-health element "premium" of the future service costs paid by all employers).

Ill health and death in service pension costs can be material for small employers so it is right that all employers share this uncontrollable risk. The Fund Actuary does monitor the number of ill health retirements across employers to ensure that there are no outliers in terms of granting early access to benefits.

### **Can I have an estimate of the likely payment due should we stop offering the LGPS or our last active member leaves?**

The individual employer results schedule which will be given to all employers by the end of December 2019, will include an estimated exit deficit position based on having left the scheme on 31 March 2019.

It is anticipated if any employer wishes to request an estimated exit position before the end of December, or for a different exit date, this must be requested separately and the actuarial costs will be recharged to the employer. If you requested an exit position as part of your consultation response, and still would like one after reading this communication outside of the one that will be provided to you by the end of December 2019 then please can you let Pensions know by emailing your request to [pensions.employer@hants.gov.uk](mailto:pensions.employer@hants.gov.uk)



Making workplace pensions work

English Cymraeg

## Re-declaration

Please check all of the details below that will be in this re-declaration to The Pensions Regulator.

When you submit this declaration it will be an official record of what has been done to meet the employer's legal duties for re-enrolment, so you must make sure that all information is correct and complete.

If you are acting on behalf of the employer, you should check with the employer that this information is correct before you submit it.

To submit this declaration you must click on submit on the next page.

### Your details

**Your name**

Amanda Jobling,

**Your main telephone number**

02380453422

**Additional telephone number (optional)**

Not provided

**Your email address**

clerk@hamblepc.org.uk

**Your relationship to the employer**

Other

### Your contact address

**Address**

Hamble Parish Council  
Hamble Memorial Hall  
2 High Street, Hamble  
SOUTHAMPTON  
SO31 4JE  
United Kingdom

**Employer details****Name of the employer**

Hamble-le-Rice Parish Council

**VAT registration number**

GB189615517

**Employer contact details****Owner or most senior person at the employer**

Ms Amanda Jobling

**Job title**

Clerk to the Parish Council

**Email address (optional)**

clerk@hamblepc.org.uk

**Employer's address****Address**

Parish Office, 2 The High Street, Hamble. SO31 4JE  
2 High Street  
Hamble-le-Rice  
Hamble  
Hampshire  
SO31 4JE  
United Kingdom

**Employer's PAYE reference(s)**

663/H219

**Pension scheme details****The employer has used the following pension schemes for re-enrolment:****Scheme 1 - Occupational pension scheme(s)****Pension scheme name**

Hampshire Pension Fund

**Employer pension scheme reference (EPSR)**

00706

**Pension scheme registry number**

10079129

**Number of staff re-enrolled on the re-enrolment date.**

0

**Employer's re-enrolment date**

**14 Aug 2019**

**Staff details**

**Total number of staff in employment on 14 August 2019 (the re-enrolment date)**

**6**

**Number of staff already members of a scheme on 14 August 2019**

**6**

**Number of staff to whom the defined benefit transitional period has been applied**

**0**

**Number of staff who do not fall into the above categories**

**0**

Please make sure all the information above is correct





## Declaration of compliance checklist

This checklist has been designed to help you complete your declaration of compliance online. It shows you all of the information you will need and where you can find it.

You must complete your declaration of compliance to tell us how you have met your legal duties.

You need to provide all of the information below to the regulator. Make sure you start your declaration ahead of your deadline because the information you will need may take time to prepare.

You must complete your declaration with The Pensions Regulator within five calendar months after your duties start date or staging date.  
Visit: [www.tpr.gov.uk/online-declare](http://www.tpr.gov.uk/online-declare)

Information you'll need to provide	Guidance notes	✓
PAYE scheme reference(s) for all PAYE schemes the employer uses	If you operate more than one PAYE scheme, you must provide details for each of them. Your PAYE reference can be found on the letter you received from us about automatic enrolment. You can also find it on your letter from HMRC when you first registered as an employer, or from your payroll software.	<input type="checkbox"/>
Letter code from The Pensions Regulator	Your unique 10-digit number shown at the top of each automatic enrolment letter you receive from us. If you need to complete a declaration for more than one employer, you'll need the letter code for each one.	<input type="checkbox"/>
Your contact details	Your name, address, telephone number and email address.	<input type="checkbox"/>
Your relationship to the employer	For example an agent such as an accountant, or financial adviser. If you are the employer please state 'Employer'.	<input type="checkbox"/>
Name of the employer	The organisation or person who employs staff.	<input type="checkbox"/>
1. Companies House number 2. Industrial and provident society number 3. Registered charity number 4. VAT registration number	You only need to complete <u>one</u> of these if you have it. If you don't have any of these then tick the series of boxes stating that you don't have them.	<input type="checkbox"/>
Employer contact details	The name and job title of the owner or most senior person at the employer. This could be the person who employs a personal care assistant or someone to help them in the home. This must not be the name of an agent or third party completing a declaration on the employer's behalf.	<input type="checkbox"/>
Employer email address	The Pensions Regulator will send all official documents and legal notices to you by post. If you agree, we may also send them by email.	<input type="checkbox"/>
Employer correspondence address	Your main address or your registered company address.	<input type="checkbox"/>
Type of pension scheme(s) used for automatic enrolment (personal or occupational)	If you are unsure what type of scheme you have then please contact your pension scheme. Note NEST is an occupational pension scheme.	<input type="checkbox"/>
Employer pension scheme reference (EPSR)	This is your unique pension scheme reference, which can be found on any correspondence from your pension provider. For NEST it is the 'employer NEST ID' or for other schemes it may also be described as the group policy number.  You can find this reference on correspondence from your pension scheme. If in doubt, please contact your pension scheme.	<input type="checkbox"/>

Information you'll need to provide	Guidance notes	✓
Pension scheme registry number (PSR)	You will need this for all pension schemes except NEST. This is an 8-digit number starting with 1. Your pension scheme should have provided this to you already. If in doubt please contact them.	<input type="checkbox"/>
Name and address of the pension scheme(s) used for automatic enrolment	If you do not have a PSR you must complete this section.	<input type="checkbox"/>
The last day of the postponement period(s) <i>This only applies if you used postponement</i>	You cannot complete your declaration until after this date, although we encourage you to start your declaration as soon as possible.	<input type="checkbox"/>
The total number* of staff employed on your duties start date or staging date	This is the number of staff you employed on your duties start date or staging date. This includes personal care assistants and people employed to help you in your home.	<input type="checkbox"/>
The number* of staff you had to put into a pension scheme	This is the number of staff you had to put into a pension scheme on your duties start date or staging date (or postponement date). This should include anyone who asked to leave the scheme or left your employment since your duties start date or staging date. Don't include anyone who asked to join your pension scheme or who was already in a pension scheme on your duties start date or staging date.	<input type="checkbox"/>
The number* of staff who were already members of a pension scheme (on your duties start date or staging date)	This is the number of people who, on your duties start date or staging date, were already in a pension scheme that you have set up for them. Don't include anyone that you had to put into a scheme on your duties start date or staging date.  Don't include anyone who asked to join or was put into the scheme after the duties start date or staging date.	<input type="checkbox"/>
Are you using the defined benefit transitional period?	This facility is no longer available. Please enter 'No'.	<input type="checkbox"/>
The number* of staff who do not fall into the above categories	Everybody else who worked for you on your duties start date or staging date that you haven't already told us about. This includes those who have asked to join your pension scheme and anyone who has since left your employment. This must not include anyone who started working for you after your duties start date or staging date.	<input type="checkbox"/>

## Top tips

1. Make sure you're prepared – you'll need all of the information on this checklist.
2. This is your responsibility as an employer – don't assume an agent, third party or your pension scheme will do it for you.
3. Start ahead of time with information you already know – anything you add can be saved at any time.
4. If you have to put staff into a pension scheme, complete your declaration as soon as you've done this.
5. Only tell us about pension schemes you've used to put your staff into for automatic enrolment.
6. Make sure you know about and tell us about every PAYE scheme you use.

This checklist is designed to help you comply with your legal duties under the Pensions Act 2008 and Regulations. While we can offer guidance, this checklist should not be regarded as a substitute for, or definitive interpretation of, the law. If you have any doubts about your legal duties then you should seek legal or other specialist advice.

\*Please provide accurate figures where we ask for numbers or figures to be provided.

# Hamble Parish Council

## Council Meeting 14<sup>th</sup> October 2019

### St Andrews Cemetery

#### **Marking & Measuring grave plots**

Members of the AMC were sent the report, below, and asked to agree the work and cost in principle as it was essential the work was completed as soon as possible.

The existing graves plots were not measured and marked in advance, instead grave diggers and memorial masons have been trusted to dig graves at a spot indicated by a small stone slab laid by the Grounds Team. Large spaces between the rows has meant valuable burial space has been lost.

It is recommended that Murray Brooks of Alcrest is appointed as soon as possible to measure and mark grave plots in the next burial area to ensure the space is utilised to its full potential.

The new burial area will be separated from the current burial graves area by a pathway and some low planting, probably English lavender, which should thrive in the poor soil and full sun. The work will take around one day, the Grounds Team will be trained at the same time and should be able to undertake this work in future.

As the work is specialised and must be completed urgently the Committee is asked to waive the normal financial regulations and agree in principle so the work can be completed at the earliest opportunity. The recommendation will then be taken to the next Council meeting for approval.

#### **Memorial terms and conditions**

Following feedback from a stone mason it is recommended that the Council approve some minor amendments, shown in red on the attached document, to the terms and conditions:

#### **Memorials needing urgent attention**

There are several memorial headstones requiring urgent maintenances, one was found lying on the ground and others have been cordoned off. Notices have been posted asking families to contact the Parish Office. If nothing is heard by the end of October the Council should consider laying down, propping or carryout work to the memorials. Costs can be covered by the budget already set aside and reimbursement sought from the grave owners should they come forward at a later date. (as set out in HPC's Burial and Interment Regulations condition No 9)

If the Council decides to instruct a stonemason to carry out the necessary maintenance and fix the memorials to current standards the cost will be approximately £160 plus VAT each. The cost to prop memorials is estimated to be between £350 - £500 plus labour supplied by the Grounds Team.

**Recommendations:**

1. Approve the appointment of Murray Brooks of Alcrest to measure and mark burial graves at a cost of £490 plus VAT.
2. Approve minor amendments to Memorial Terms & Conditions - shown in red
3. Consider whether to prop, lay down or carry out maintenance work on memorials needing urgent attention.

## REGULATIONS FOR MEMORIALS AND TABLETS AT ST ANDREW'S CEMETERY, HAMBLE.

The Parish Council's Policy is to provide a space for quiet contemplation, whilst supporting biodiversity as the cemetery provides an important green corridor for wildlife. The cemetery will be managed on a naturalistic basis, with grass mown infrequently in some areas.

It is intended that St Andrew's Cemetery be a cemetery laid to grass as far as possible and to be kept free of anything that impedes the cutting of grass. This means that kerbs, railings, bird baths and stone chippings are not permitted on or around grave or cremation plots.

**The Parish Council has a statutory duty to ensure risks within the Council's cemetery are properly managed and these regulations are in place to ensure the safety of all those working at and visiting the cemetery.**

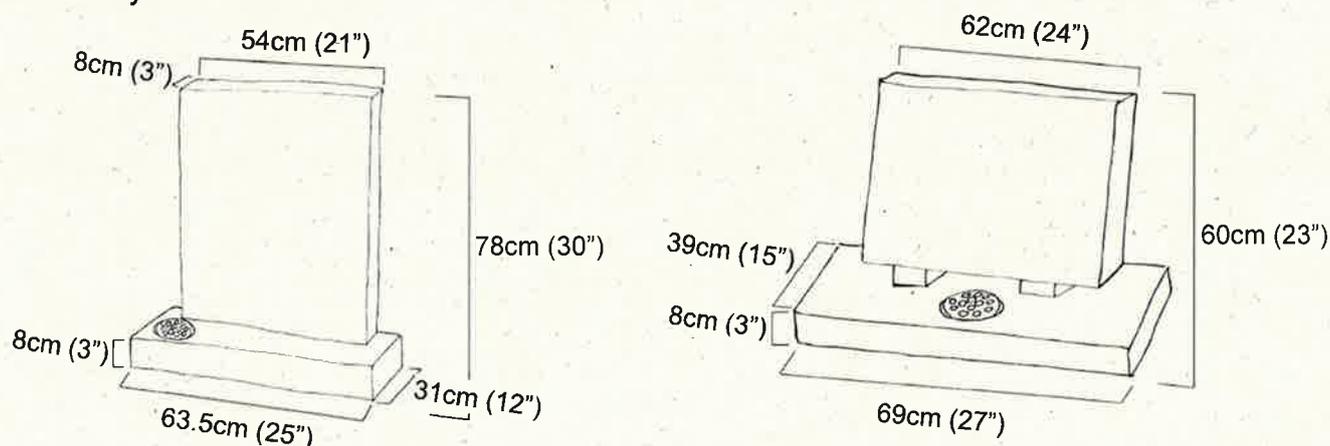
These regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate laws or statutes currently in force.

All memorials shall be fixed according to BS8415 and the relevant Codes of Practice or Guidance.

All memorial masons undertaking work at St Andrew's Cemetery shall be suitably qualified, registered with BRAMM or RQMF and provide proof of public liability, and if applicable, employer's liability insurance and provide:

- a. Health and Safety Policy and Risk Assessment relating to work in the cemetery including assessments for:
  - safe working with vehicles in public areas
  - safe fixing of structures.
- b. Safe method of working statement specific to the job
- c. Public Liability Insurance and if applicable employer's liability insurance

1. Application forms including a detailed sketch of each proposed memorial giving full details and dimensions in millimetres and inches, together with the grave owner's consent must be submitted to the parish office for approval. Forms are available on [www.hambleparishcouncil.gov.uk](http://www.hambleparishcouncil.gov.uk).
2. Memorials and tablets may not be erected or removed from the cemetery without the written consent of the Clerk and the written permission of the owner of the Grant of Exclusive Right of Burial. At least two working days notice must be given.
3. Exclusive Right of Burial must be purchased for a burial or ashes plot before a memorial can be installed or replaced. This applies to existing plots where Exclusive Right of Burial may not have been purchased at the time of the original burial or ashes interment.
4. All memorials are to be of natural stone (grey, black or white) and must not be coloured. No Bath, Caen, or other soft stone shall be allowed in the construction of any memorial. The Parish Council reserves the right to reject applications for memorials with stones of uneven thickness.
5. Only tablets are permitted on cremation plots. The Maximum outside measurements for memorial tablets is 460mm x 380mm. Memorial tablets must be laid directly into the ground and not exceed current ground level by more than 5cm. In the new mixed area of cremated remains and burial plots memorial tablets must be fitted flush with the surrounding ground level.
6. The maximum outside measurements, above ground level, for memorial headstones erected within the Cemetery are shown below:



7. All memorial headstones are to be laid firm, level and square with accredited ground anchors. Foundation slabs must be laid below ground level in accordance with BRAMM and NAMM lawn memorial fixing guide lines and memorials must not be mounted on multiple bases. No rails, wooden edging, chains of any description or glass wreath cases are allowed.
8. The memorial mason must mark the reverse of the memorial in the lower right corner with the plot number in letters no higher than 1.5cm. The mason's name may be inscribed on the reverse in unpainted and unleaded letters no larger than 1.5cm in height.
9. All monumental work shall be finished prior to the placement of any memorial, excepting the execution of a second inscription for which permission must be obtained. Inscriptions shall be gilded, leaded or painted lettering of gold or black only.
10. A copy of the RQMF Certificate of Compliance must be delivered to the Parish Council within 14 days of installation
11. No advertising boards, tablets or cards can be placed on or around a memorial. No form of advertisement may be displayed in any part of the cemetery.
12. Memorials will be inspected before and after installation. If the measurements or method of fixing do not comply with those authorised or relevant standards the Stonemason must remove it immediately and rectify at their own expense. Failure to remove non-compliant memorials or misrepresentation will mean a mason is refused access to St Andrew's Cemetery.
13. Carrying out, or attempting to carry out, unauthorised memorial installation or alterations will be treated very seriously by the Parish Council and will be reported to the police, relevant authorities and trade bodies.
14. Trees, shrubs and bushes must not be planted on grave or ashes plots as these undermine memorials and make them unsafe.

**Some older existing graves and ashes plots may have larger and different style memorials due to historical practice or regulations. This does not set a precedent for new memorial applications**

Applications forms and Burial Regulations are available at [www.hambleparishcouncil.gov.uk](http://www.hambleparishcouncil.gov.uk)

## Task list

Task	Who	Officer support	When	Completed
Electronic banking for payments	Cllrs Hand and Cohen	No	July 2019	
VE celebrations – Project plan?	Cllrs Thompson and Ryan	No		
Signage project - assessment	Cllr Thompson and Dajka	No		July 2019
Signage Project Project team	Cllr Thompson	Yes	Nov 2019	
Meeting with EBC on Car Park Permits	Cllr Hand	Yes	Aug 2019	Aug 2019
Review of the HRVF constitution	Cllr Underdown	No	Sept 19	
Christmas Lighting at Coronation Parade	Cllr Cross	No	Sept AMC 2019	
Village Magazine	Cllrs Nesbitt-Bell, Dann and Thompson	Yes JEH	Oct Council 2019	
Environmental Signage	Cllr Ryan	Yes AJ	Sept 2019	Sept 2019
Information Boards	Cllr Cohen	No	July 2019	
Meeting with Stakeholders – Footpath 13	Cllr Schofield and Hand	Yes AJ	Sept 19	
Logo and branding	?	Yes AJ & JEH	Dec 2019	
Meeting at Cemetery –and action plan	Cllrs Schofield and Underdown	Yes JS	July 19	
Well Lane footpath	???	Yes AJ, JS		
CCTV	Cllr Dajka and Cohen	No	??	
Southern Quay bench replacement	Cllrs Underdown, Schofield and Dajka	Yes AJ, RC		TBA
Notify EBC of the recent GE redundancies	AJ			10 <sup>th</sup> September 2019

and sale of business			9 <sup>th</sup> September 2019	
Letter to HCC regarding the reinstatement of lining at Shore Road to enable parking enforcement	AJ		9 <sup>th</sup> September 2019	10 <sup>th</sup> September 2019
Install new "Welcome to Hamble" sign at Mallards Way	AJ		9 <sup>th</sup> September	Letter to HCC 10/9/19

# Hamble Parish Council (HPC)

## Council Meeting 14<sup>th</sup> October 2019

### Officers Report

#### Foreshore Bench Renovations

The replacement slats have been ordered from Townscape and delivery expected at the end of October or early November.

#### Pay & Display Machine

The commissioning issues seemed to have been resolved and, following an engineer visit on 8<sup>th</sup> October 2019, we now have access to the online auditing and reporting software.

#### Terracycle

HPC is supporting Hound Parish Council's initiative to collect crisp packets. Details were published in the Village Magazine and several donations have already been delivered to the Parish Office.

#### Emergency Tree Work

The emergency tree work at the allotment plots has been completed at a cost of £420 and reimbursement is being sought from Hampshire County Council.

#### Fire Risk Assessment

The Summary of Significant Findings and Action Plan is attached for your information. The documents highlighted will be requested from the Trustees of the Memorial Hall by the Head Groundsman.

#### Health & Safety Review

The report from Ellis Whittam was circulated electronically for your information and a report from the Head Groundsman detailing actions and expected completion dates will be presented at the November Council meeting.

#### Planter Outside the HPC Office

The plants are beginning to wither and are likely to perish shortly. The planter could be repurposed as a Christmas display using battery operated lights and natural materials at a relatively low cost.

Recommendation: Approve a budget of £200 to repurpose the planter at the Parish Office as a Christmas display.

### Appendices

1. Fire Risk Assessment Summary of Significant Findings and Action Plan

## **SUMMARY OF SIGNIFICANT FINDINGS AND ACTION PLAN**

*The legislation requires that the responsible person/ premises management ensures that any duty imposed within its Articles is complied with in respect of these premises.*

*The responsible person/premises management must take such general fire precautions as will ensure, as far as reasonably practicable, the safety of employees and other relevant persons resorting to the premises.*

*Preventative and protective measures must be implemented on the basis of the principles specified in the legislation and risks must be avoided if possible and if not, they must be evaluated and combated at source.*

*The actions listed below are considered necessary to comply with these statutory duties*

*In order to comply with the Regulatory Reform (Fire Safety) Order 2005 Part 2 article 8 (Duty of responsible person to take general fire precautions).*

*Part 1 article 4 "Meaning of general fire precautions"*

- a) Measures to reduce the risk of fire on the premises and the risk of spread of fire on the premises.*
- b) Measures in relation to the means of escape from the premises.*
- c) Measures for securing that, at all material times, the means of escape can be safely and effectively used.*
- d) Measures in relation to the means of fighting fires on the premises.*
- e) Measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises.*
- f) Measures in relation to the arrangements for action to be taken in the event of fire on the premises, including: -*
  - (i) Measures relating to the instruction and training of employees.*
  - (ii) Measures to mitigate the effects of fire.*

The following areas require attention in group order of priority as shown

**URGENT MEASURES – HIGHEST PRIORITY: - NONE**

**SHORT TERM MEASURES - HIGH PRIORITY: NONE**

**MEDIUM TERM MEASURES - MEDIUM PRIORITY: NONE**

**LONG TERM MEASURES:** Review Fire Risk Assessment in 12 months

**SAFETY RECOMMENDATIONS:** Obtain copies of certificates as advised

*Please make notes against each item as it is actioned and then sign off when completed or document your reason for not completing in the designated column on the following Action Plans, in order to satisfy the requirements of your insurance company and any visiting Fire & Rescue Service Enforcement Officer.*

## SAFETY RECOMMENDATIONS

<b>ACTION NECESSARY AS PART OF A PLANNED PROGRAMME OF WORK TO MEET THE PRINCIPLES OF GOOD FIRE SAFETY PRACTICE</b>		
<b>Report Item No.</b>		<b>Sign &amp; Date when Actioned.</b>
3.74	<b>Obtain copy of Electrical Installation Condition Inspection from Memorial Hall</b>	
3.83 3.84	<b>Obtain copy of Gas safety Certificate from Memorial Hall</b>	
3.77 3.78 3.79 3.80	<b>Obtain copies of servicing of fire alarms and emergency lighting from Memorial Hall Management and confirmation of weekly and monthly tests of fire alarms and emergency lighting</b>	

## Hamble Parish Council - Office

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**From:** Clerk - Hamble Parish Council  
**Sent:** 07 October 2019 10:41  
**To:** Sally Schofield (sally.schofield@hambleparishcouncil.gov.uk); Cllr Cross; Cllr Rolfe; Cllr Ian Underdown; Andrew Thompson (andy.thompson@hambleparishcouncil.gov.uk); Janine Dajka; Tony Ryan (tony.ryan@hambleparishcouncil.gov.uk); Trevor Dann; joanne.nesbit-bell@hambleparishcouncil.gov.uk; Sharon Hayward  
**Cc:** Cllr Simon Hand; Sheelagh Cohen  
**Subject:** Personnel Committee

With the recent resignations the Personnel Committee has not been able to meet as we have not been quorate. Simon and Sheelagh are both Members but we need another two members and ideally from members who have experience of staff management and human resources.

I do need to convene the Committee to deal with both routine matters such as appraisals as well as a couple of new ones. It has met in the morning but will depend on the Chair's preference. Ideally it would be good to confirm membership at Council this week.

If you feel you can contribute can you let either Simon or I know before the end of the week. If it means jiggling the other committees around a bit to balance peoples involvement out, that's fine.

Many thanks.

Amanda

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# Hamble Parish Council

## Council Meeting 14<sup>th</sup> October 2019

### Issues from the Planning Committee

#### **Eastleigh Borough Council (EBC) Local Plan: Examination Hearing Sessions**

The EBC hearing will start on Thursday 21<sup>st</sup> November at Botleigh Grange Hotel. The final week of the examination will start the week commencing 28<sup>th</sup> Jan 2020. The Planning Committee noted and approved the Clerk and Deputy Clerk's attendance at the start of the hearings.

#### **Parish Sign**

The position for the sign for the entrance to the parish had been agreed with Hampshire County Council and a cost was now being sought: