

AGENDA

1. **Welcome**
 - a. Apologies for absence;
 - b. Declaration of interest and approved dispensations; and
 - c. To approve minutes of previous Council Meetings.
2. **Public Participation**
3. **Discover Hamble: Lucy and Gareth Discussing Their New Website**

COMMUNITY

4. **The Mercury Update**
5. **Letter to Eastleigh Borough Council Regarding the Mercury Library and Community Hub (report)**
6. **Coronation Parade (verbal)**
7. **Public Spaces Protection Order at Hamble Foreshore (letter from CEO Eastleigh Borough Council)**
8. **Crime and Community Safety Update (report to follow from Sgt Matt Moss)**

COMMITTEES AND OTHER MEETINGS

9. **Recommendations and Issues Arising from the Neighbourhood Plan Working Group (verbal)**
 - a. To decide whether to proceed with a Neighbourhood Plan following the results of the survey and the Annual Parish Meeting
10. **Recommendations and Issues Arising from the Asset Management (report)**
 - a. To agree quotes if available or agree to delegate to officers to accept the best quote for energy renewals
 - b. Authorisation of Cemetery Audit
 - c. Recommend that a Task and Finish Group is set up for each of the Following:
 - i. Replacement of Truck and Tractor
 - ii. CCTV Renewals
 - iii. To look into PID for work to Replace Benches
 - d. Agree Actions Following the Foreshore Site Meeting
 - i. Relocation of Beach Hut Café Bins
 - ii. Slipway Repairs
 - iii. Tap Replacement
 - iv. Improvements to Circular Bench
 - v. Installation of additional railings at the Dinghy Storage Park
 - e. Mudland Moorings Update
11. **Recommendations and Issues Arising from the Personnel Committee (reports - see Personnel Agenda Pack for meeting dated 26th March 2019)**
 - a. To consider reducing the frequency of the Asset Management Committee and to use the PID for all programmes and projects
 - b. Develop a risk assessment for all staff/volunteers covering lone-working
 - c. Develop a policy for dealing with harassment and violence and aggression
12. **Feedback from Working Groups: (verbal)**
 - a. Street Signage
 - b. Information Boards
 - c. Logo

OTHER ITEMS

13. **Clerk's Report (report)**

- a. Calor Gas Community Grant
- b. Sea Sunday Service

POLICY & PROCEDURES

- 14. **Standing Orders (report, digital only)**

FINANCE & PAYMENTS

- 15. **Applications for Grants (report)**
 - a. St. Andrew's Church
 - b. Citizens Advice Eastleigh
 - c. Hamble River Sailing Club
- 16. **Bad Debts (report to follow)**
- 17. **Review of Financial Risk Assessment (report)**
- 18. **Approve the Following (report):**
 - a. Petty Cash and Bank Reconciliations for March;
 - b. To Authorise the Schedule of Payments;
 - c. Increase in Rent for the Office at Hamble Village Memorial Hall; and
 - d. New Direct Debits and Standing Orders for regular payments.

EXEMPT BUSINESS

- 19. **Personal Injury Claim (update)**
- 20. **Recommendations and Issues Arising from the Personnel Committee**

Dated: 2nd April 2019

Signed: *Amanda Jobling*, Clerk to Hamble Parish Council, 2 High Street, Hamble. 023 8045 3422.

UPCOMING PARISH COUNCIL MEETINGS

Annual Parish Meeting – Thursday 4th April, 7pm at Hamble Primary School

Planning Committee – Tuesday 23rd April, 7pm at The Mercury

Asset Management Committee – Tuesday 7th May

Annual Council Meeting - Monday 13th May

OTHER UPCOMING MEETINGS

Local Area Committee Meetings

Thursday 13th June, 6pm at Hamble Primary School

HAMBLE-LE-RICE PARISH COUNCIL, FULL COUNCIL MEETING ON MONDAY 11TH MARCH 2019, HELD AT THE MERCURY LIBRARY AND COMMUNITY HUB, 1-3 ST ANDREW'S BUILDINGS, HIGH STREET, HAMBLE AT 7PM

PRESENT: Councillors: S Schofield (Vice Chair); M Cross; J Dajka; S Hand; I James; D Rolfe; T Ryan; A Thompson; I Underdown; and G Woodall.
Mrs A Jobling (Clerk) and Mr J Emerson-Heaney (Administration Assistant)

Members of the Public: One parishioner, Cllr David Airey (Eastleigh Borough Council and Hound Parish Council) and Cllr Keith House (Eastleigh Borough, Bursledon and Hampshire County Councils)

WELCOME

37/3/19 Apologies for Absence

Apologies had been received from Cllr Cohen (Chair). Cllr Schofield in Chair.

38/3/19 Declaration of Interest and Approved Dispensations

The following declarations were made: Cllr Cross – Planning; Cllr Underdown – the Foreshore and Dinghy Storage Park.

39/3/19 Minutes of the Full Council Meeting held on Monday 11th February 2019

It was **RESOLVED** that the minutes of the meeting, having been circulated, are approved and signed by the Vice Chair.

Proposed: Cllr Underdown Seconded: Cllr Rolfe

40/3/19 Public Participation

A parishioner spoke about recent incidences of antisocial behaviour, which they felt were becoming more regular in the village. They said they appreciated that police are under-resourced so wondered what, as a community, could be done to help, particularly in terms of deterrents and finding something else for those likely to partake in such behaviour to do instead.

Cllr Schofield agreed that there's an issue, not just with youths, and that a number of things were being looked at which it is hoped would elevate future problems; this includes Youth Options outreach across the three local parishes and also a Public Spaces Protection Order which was to be discussed later in the meeting, so the resident was invited to stay for this.

The Clerk mentioned that the Local Neighbourhood Policing Team would be holding regular Beat Surgeries from the end of March and that the Council had now started publishing quarterly crime figures which seemed to indicate that some issues may be being under-reported. It was acknowledged by the Vice Chair that people have also experienced problems when trying to report issues.

The Vice Chair thanked the resident for attending the meeting.

41/3/19 Discover Hamble: Lucy and Gareth Discussing Their New Website

This item had been deferred to the April Council meeting.

COMMUNITY

42/3/19 The Mercury Update

The Deputy Clerk had produced a report updating members on the progress at The Mercury Library and Community Hub.

The Vice Chair drew attention to the grant application that was to be made to Hampshire County Council to allow the purchase of a coffee machine, digital tablets, membership of Coffee Companions and subscriptions to magazines and newspapers. Once all figures have been received, the application would be sent.

43/3/19 Eastleigh Borough Council Update

Cllr Cross updated the Council on a number of matters relating to Eastleigh Borough Council and the Local Area Committee, including: Coronation Parade, parking restrictions - at Coach Road and Beulieu Road, proposed give way markings on the cycle path by the Old Telephone Exchange, and the proposed car park for Hamble Halt, which is currently being looked at along with Hampshire County Council.

44/3/19 Public Spaces Protection Order at Hamble Foreshore

The Clerk outlined the proposals for a Public Spaces Protection Order (PSPO) - this would be for an area around the public pontoon and last for up to 3 years. This Clerk emphasised that the PSPO was not about stopping young people either going to the area or swimming, just about stopping swimming in dangerous areas and the behaviour around these areas.

COMMITTEES AND OTHER MEETINGS

45/3/19 Recommendations and Issues Arising from the Planning Committee - Response to Councillor Humby/New Access Arrangements at Kings Avenue Linked to the GE Planning Application

Cllr Dajka proposed and Cllr Underdown seconded, and it was **RESOLVED** that the Council agreed and accept the comments made by the Clerk to Eastleigh Borough Council in an email dated 27th February 2019.

46/3/19 Annual Dinghy Storage Park Users Meeting

The Vice Chair drew attention to the notes from the Annual Dinghy Storage Park Users meeting and informed everyone that this would be on the Agenda for Asset Management at a forthcoming meeting.

Feedback from Working Groups

47/3/19 Street Signage

Cllr Thompson provided an update on the street signage work, saying he had taken all the photos needed and counted most of the signs. Cllr Thompson has started to compile a report with numbers, locations and state of repair and will look to get some expert advice as to what is legally needed and best practice in conservation areas.

48/3/19 Information Boards

Cllr Cohen wasn't present to report on this item, but Cllr Cross informed everyone that Matt Blythe, the Local Area Manager at Eastleigh Borough Council would be taking a look at the ones owned by Eastleigh Borough Council.

49/3/19 Logo

Cllr Beach wasn't present to report on this item.

50/3/19 School Competition Signage

The Working Group, the Chair of the Asset Management Committee and the Head of Grounds and Assets had met on 6th March and identified 10 winning posters. Cllr Ryan said it was good fun and all the winners were very deserving.

Signs had been designed and selected to cover different topics – including picking up litter, cleaning up after dogs, and looking after the environment – and they would be displayed in the most appropriate locations for each topic. The Clerk said that it was hoped all the entrants' posters could also be displayed in The Mercury.

It was recommended that each winner be awarded a £10 book token, totalling £100, and that an additional £400 was agreed to cover the cost of producing the signs.

RESOLVED that the Council agreed to award each competition winner a £10 book token, totalling £100, and £400 to cover the cost of producing the signs.

Proposed: Cllr Underdown Seconded: Cllr Ryan

PLANNING APPLICATIONS

51/3/19 CS/19/85002 - Veolia WTS, Portsmouth Road, Netley, Southampton SO31 8GD. Variation of condition 3 of planning permission S/11/68998 to amend the operating hours for the site until 23:00 on weekdays.

Cllr James proposes, Cllr Dajka seconded, all agreed, and **it was RESOLVED** that the Planning Committee objected to the application based on this application setting a precedent for future applications, the increase in noise for local residents, and the increase in movements during the extended hours. Also, if permission is granted, then the 'no increase in vehicle movements' stated is enforced.

OTHER ITEMS

Clerk's Report

52/3/19 75th Anniversary of the D-Day Landings

Cllrs discussed the importance and significance of the anniversary and it was **RESOLVED** that the Parish Council organise an event to commemorate the occasion.

Proposed: Cllr Hand Seconded: Cllr Thompson

53/3/19 Village Clean Up Days

The Clerk had been in contact with the Hamble Conservation Volunteers who agreed that they were happy to take the lead for two village clean up days as part of the Keep Britain Tidy Spring Clean campaign. The Clerk had also written to larger employers asking them if they would be able to release staff and also to look at their own sites to tidy up. GE Aviation had responded that they aren't able to do so in this period, but will in June.

The Vice Chair mentioned that some people had asked about weekend clean ups, and had directed them to the Clerk so that the Council could provide equipment needed to assist with this.

Cllr Schofield Proposed, Cllr Underdown seconded all agreed, and it was **RESOLVED** that the Council agreed to allowing the office to close on the mornings of 3rd and 17th April to allow staff to take part in Keep Britain Tidy Spring Clean.

54/3/19 Dinghy Storage Park

This item on the Clerk's Report was noted.

55/3/19 Clerk's Report (Other Items)

Annual Parish Meeting

It was noted from the report that the Annual Parish Meeting would take place at 7pm on Thursday 4th April at Hamble Primary School. Cllr Woodall, Chair of the Neighbourhood Planning Group confirmed that plans were underway for the meeting, which would be focused on Neighbourhood Planning following on from the current consultation exercise. Cllr Schofield asked that as many members as possible attend the meeting and encourage other people to do so too.

Youth Options

This item on the Clerk's Report was noted.

Friday Night Football

This item on the Clerk's Report was noted.

Hampshire County Council's Town and Parish Fund – Pilot Fly-Tipping Project

Members noted that the Parish Council had been selected for a pilot anti fly-tipping project. The Clerk said that Hampshire County Council were interested in understanding what the nature of the problem is, what measures can be taken, particularly at the most vulnerable sites, and how the use of CCTV is affected by the Regulation of Investigatory Powers Act 2000 ("RIPA"). The Clerk said that speeding up the process of removal also needs to be looked at, as this can lead to more problems if items are left on site.

FINANCE & PAYMENTS

56/3/19 Bad Debts

Aside from the team discussed last time, with the club folding, several teams had not met the VAT requirements for relief on games they had played so this is now being pursued and dealt with. It would now be a priority to get payment in before the end of the season and teams have been given until the end of current month to pay, having been told that they won't be able to play the rest of their games for the season if payment isn't made.

57/3/19 Accept the Asset Register

The Asset Register values of £1,339,786.99 were noted and accepted.

58/3/19 Approve the Petty Cash and Bank Reconciliations for January and February

Both were agreed and signed by the Vice Chair.

Signed: _____

Date: _____

59/3/19 To Authorise the Schedule of Payments

The Clerk drew attention to the Wicksteed payment of £47,500+VAT, which includes a 5% retention which will be held for 12 months as per the Project Specification.

The Schedule of Payments was accepted.

60/3/19 Approve the Income and Expenditure Schedule and Contract Increases

The Income and Expenditure Schedule and contract increases for Alliance UK and EE were noted.

61/3/19 Pensions Regulator Information

This was noted as there was no action was to be taken due to all members of staff being currently enrolled.

62/3/19 Exempt Business

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 of Part 1 of the Schedule 12A of the Act. Cllr Cross proposes, Cllr James seconded, all agreed, and **IT WAS RESOLVED** that in view of the confidential nature of the business to be discussed the public and press be excluded.

The matters to be discussed was as follows: (1) Roy Underdown Pavilion – feasibility and dilapidations; and (2) Pay Information for 2019/20.

All members of the public left the meeting. Mr J Emerson-Heaney left the meeting at 8:55pm.

HAMBLE-LE-RICE PARISH COUNCIL



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023 8045 3422

Mr N Tustian
Chief Executive
Eastleigh Borough Council
Eastleigh House
Eastleigh
Hants
28.03.19

Dear Nick,

The Personnel Committee has asked that I write to you following a review of the Council's work programme for 2019/20 so that you are aware of an issue that will be coming to the next council meeting.

Setting aside the many efforts on all sides to get the Mercury open and the impact this has had on the parish council's work this year, it is clear that the time commitment needed in the future from HPC will prevent core work from being done and priorities being taken forward. HPC right from the outset stated that they did not expect to pay or devote resources to the running of the Mercury and this has been acknowledged by Eastleigh. Yet nearly a year on from Jeanette's early involvement with the project we can see little prospect of her stepping back from her support of the volunteers without a paid coordinator. She has, since early last summer been almost full time on the project and the Committee were clear that this cannot continue.

The issue of resources has been raised on a number of occasions, both at official and elected level, and we have endeavoured to be as co-operative as possible in providing resources to overcome the problems to get the building up and running efficiently, but it is now clear that on-going support will be needed and this cannot be provided from our small admin team. The matter will be discussed at the Council's meeting on the 8th April and any comments which could help inform the discussions would be welcome.

Yours sincerely

Amanda Jobling
Clerk

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

Corporate Management Team

Our Ref: NT/PS/1119
Your Ref:
Contact: Nick Tustian
Direct Dial: 023 8068 8101
Email: nick.tustian@eastleigh.gov.uk

4 April 2019

Dear Amanda

Public Space Protection Order – Hamble

With reference to the telephone call yesterday I can confirm that we (Eastleigh Borough Council) have withdrawn the consultation on the proposed Public Spaces Protection Order (PSPO) for the area around Hamble pontoon as we have concerns about how it fits with the wider Council policy for dealing with antisocial behaviour in the Borough. This is something we take very seriously; however, we do have reservations about the use of PSPOs as a means of addressing it.

We will be discussing how to tackle issues of antisocial behaviour in the Hamble foreshore area, short of implementing a PSPO, with our community safety partners, including the Police and the Parish and County Councils, ahead of the summer period when problems have been most prevalent.

I apologise for any inconvenience this causes but look forward to working with you in the future on this very important issue.

Yours sincerely



Nick Tustian
CHIEF EXECUTIVE

Cc: Cllr Tonia Craig, Chair Bursledon, Hamble –Le-Rice and Hound Local Area Committee

Hamble-le-Rice Parish Council

**Minutes of the Asset Management Committee Meeting, held at 8.30am on Tuesday 2nd April 2019
8.30am at The Mercury Library and Community Hub, High Street, Hamble SO31 4JE**

Present; Councillors Schofield (chair), Thompson, Cross, Cohen, Dajka, Deputy clerk, Head of Grounds and Assets

Mike Lindsell Hamble/Warsash ferry.

1. **A, Apologies for absence**, Cllr Underdown
B, Declarations of interest none
C, Minutes of asset management committee 5/2/19
Proposed Cllr Cohen Seconded Cllr Cross Minutes agreed and signed by the Chair.
2. **Public session.** None in attendance
3. **Hamble/Warsash ferry**, Mike Lindsell gave an update of the removal of container and ongoing tidying of site.
4. **DDF application**, Application received from RAF yacht club
Acceptance (subject to previous sanctions being checked first) Proposed Cllr Schofield
Seconded Cllr Dajka
5. **Actions following Foreshore meeting**, To prioritise the work into groupings starting with the Relocating of the café bin, slipway repairs, tap replacement, improvements to circular bench, installing extra railings.
To set up a Task and finish group consisting of Cllrs Thompson, Cohen, Schofield, Dajka and head of Grounds and assets to look into a PID for all work.
6. **Memorial plaque application: IT WAS RESOLVED** To approve, in principle, the placement of a memorial plaque with the proviso that it will likely moved when the benches are replaced
Proposed Cllr Thompson Seconded Cllr Cohen
7. **Cemetery Audit, IT WAS RESOLVED** to appoint the ICCM to carry out an independent audit of the cemetery management for a maximum of three days £1500
Proposed Cllr Cohen Seconded Cllr Schofield
8. **Head of Grounds & Assets Report**
Utilities: It was agreed that prices for a 3 year contract should be obtained and taken to the next full Council meeting on Monday 8th April 2019 if at all possible. If this is not possible **IT WAS RESOLVED** that the Clerk and Head of Grounds and Assets are authorised to proceed on the basis of best value.
Proposed: Cllr Cohen Seconded: Cllr Dajka

Allotment Regulations: **IT WS RESOLVED** to approve the draft regulations
Proposed by Cllr Cross Seconded Cllr Dajka

Hamble Halt: The Head of Grounds was asked to investigate and report back the disconnection cost for the water meter, re-connection charge and check if permission is required from Hampshire County Council before any further action is taken.

Equipment Replacement: A Task and Finish will be formed to draw up a PID for a replacement truck and tractor consisting of Cllr Cross and the Head of Grounds.

CCTV: A Task and Finish Group will be formed to draw up a PID and put forward recommendations for the upgrade of the CCTV. Cllrs Cohen, Dajka will form the Task and Finish Group, they will also seek support from experts outside the Council.

Slipway Maintenance: **IT WAS RESOLVED** to accept the submitted estimate on the basis that all the materials meet the marine environmental requirements.

Proposed: Cllr Cohen Seconded: Cllr Dajka

Dinghy Park Storage Tap: The Head of Grounds was asked to contact Cllr Underdown and/or Ken Munro to find out details of the tap or recommended following their report to the Dinghy Park Working Group. The electricity supply should be left in place until a final decision has been reached. If necessary, an interim tap should be installed by the end of April.

Football: The Head of Grounds gave an update on steps being taken to recover moneys owed by two football teams.

Litter and Dog Waste Bins: Suggestions for new bins has been received from members of the Hamble Conservation Volunteers. Most of the locations are not on land owned by the Parish Council. Cllr Cross will take the list to Eastleigh Borough Council for its consideration.

9. Mudland Moorings

IT WAS RESOLVED that the mooring should be given over to a commercial operator.

Proposed Cllr Cohen Seconded: Cllr Cross

The meeting closed at 10:35am

Appendix 1: Donkey Derby Field and Foreshore Facilities Allocations 2019

Organisation	Event	Com Day	Other	FS	FS CP	DDF	DP	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
HRSC	Hamble Warming Pan & JRN Warming Pan		X			X	X			9									
Hampshire Farmers Markets	Hampshire Farmers Market	X			X	X						11							
Hamble River Raid + HRSC Open Day	Hamble River Raid	X		X	X	X						18							
AQ & Art Fairs	Brocant and Marine Memorabilia Market	X		X	X	X	X						1						
HRSC	Womens Open Keel Boat Champs		X			X							2						
HRSC	Womens Open Keel Boat Champs		X			X							3						
Local Churches	Sea Sunday Service	X				X							4						
HRSC	Centenary Regatta		X			X							7						
HRSC	Centenary Regatta		X			X	X						8						
HRSC	Centenary Regatta		X			X							9						
Britannia	Round the Island Race		X			X							28						
Britannia	Round the Island Race		X			X							29						
Britannia	Round the Island Race		X			X							30						
HRSC	SUP For Cancer	X				X	X							7					
HRSC	Founders Day		X			X									6				
Marketing Collective	Hamble Valley Festival of Food 2019	X		X	X	X	X									7			
RAFYC	Hamble Classics		X			X										20			
RAFYC	Hamble Classics		X			X										21			
RAFYC	Hamble Classics		X			X										22			
AQ & Art Fairs	Brocant and Marine Memorabilia Market	X		X	X	X	X									28			
RSYC Ladies Committee	Christmas Fayre	X				X												2	
Organisation	Event	Com Days	Other	FS	FS CP	DDF	DP	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec

8 13 4 5 21 6

Need to agree with the River Raid who will hold the Field

Energy Renewals

The Asset Management Committee decided to fix the term of energy contract renewals for a period of 3 years; quotes have now been updated and sought for this length.

ELECTRICITY AT MOUNT PLEASANT AND THE ROY UNDERDOWN PAVILIONS

These two supplies are currently out of contract. The best rates for renewal of these two contracts have been provided.

GAS AT THE ROY UNDERDOWN PAVILION AND ELECTRIC AT THE FORESHORE

These two supplies cannot yet be renewed with another supplier, but if we agree now to renew with the current supplier, Opus, then the prices given will take effect at the end of the current contract and be fixed for 3 years. The quotes provided for suppliers other than Opus are likely to change before these contracts are renewable, and prices could increase during this time.

RECOMMENDATION:

Enter in to a 3 year fixed-term contract for:

- Mount Pleasant Electricity and the Roy Underdown Pavilion with British Gas at a unit rate of 13.920 (pence/kWh) and daily standing charge of 25.020 pence for each site

AND agree to renew:

- the electric at the Foreshore with Opus Energy at a unit rate of 13.650 (pence/kWh) and daily standing charge of 25.000 pence; AND
- the Gas for the Roy Underdown Pavilion with Opus Energy at a unit rate of 3.370 (pence/kWh) and daily standing charge of 20.000 pence.

Mount Pleasant - Electric

Renweal Date Out of contract but need to give 30 days notice

Annual Consumption 2,168

Supplier	Unit Rate (p/kWh)	Standing Charge (pence)	Annual Cost £
British Gas	23.527	43.024	667.10
RENEWAL PRICES			
British Gas (Compare the Market)	13.920	25.020	393.11
Opus (Direct Quote)	13.950	25.000	393.69
D-Energi	15.127	27.847	429.59
British Gas	15.300	25.020	423.03
Total Gas	17.160	21.200	449.41

The following contracts aren't yet due for renewal, but if we agree to renew with Opus now they'll hold the rates given to take effect upon renewal. The rates given by other providers change frequently and could rise before the contract renewal dates.

Foreshore - Electric

Renweal Date 27/07/2019

If go with Opus, can agree at rates given to take affect from 28/07/2019

Annual Consumption 1,642

Supplier	Unit Rate (p/kWh)	Standing Charge (pence)	Annual Cost £
Opus	13.052	24.120	302.35
RENEWAL PRICES			
Opus (Direct Quote)	13.650	25.000	315.38
British Gas (Compare the Market)	13.980	25.020	320.87
BG Lite	15.300	25.020	342.55
Npower SME	15.900	23.460	346.71

Roy Underdown Pavilion - Electric

Renweal Date Out of contract but need to give 30 days notice

Annual Consumption 6,095

Supplier	Unit Rate (p/kWh)	Standing Charge (pence)	Annual Cost £
Opus (Current)	21.158	34.246	1,414.58
RENEWAL PRICES			
British Gas (Compare the Market)	13.920	25.020	939.75
Opus (Direct Quote)	14.950	25.000	1,002.45
BG Lite	15.290	25.020	1,023.25
Npower SME	15.900	23.460	1,054.73

Roy Underdown Pavilion - GAS

Renweal Date 26/10/2019

If go with Opus, can agree at rates given to take affect from 27/10/2019

Annual Consumption 22,773

Supplier	Unit Rate (p/kWh)	Standing Charge (pence)	Annual Cost £
Opus (Current)	3.640	27.137	927.99
RENEWAL PRICES			
YU Energy (Compare the Market)	3.208	20	803.56
Opus (Direct Quote)	3.370	20.000	840.45
Crown	4.266	0.000	971.50
Avanti	4.146	30.000	1,053.67
British Gas Business	3.925	49.490	1,074.48

Hamble Parish Council

Council 8th April 2019

Clerk's Report

Recommendation

To allocate £1000 from reserves to cover costs arising from the D-day event to be held on the 4th June 2019, to mark the day when local men left Hamble for the D-day landings on the 6th June 1944.

To approve the request to use the Foreshore on the 14th July 2019 for a Sea Sunday service to be organised by the churches of the Peninsula.

Note the changes to the Donkey Derby Field allocation for 2019/20 as a result of two days being used by HRSC, a request for 3 days for the Hamble Classics and the allocation for the 4th June D-day event.

1. D-day Anniversary Event - At the last Council Meeting it was agreed to arrange a 75th anniversary event to mark the D-day landings. A group has been organised representing organisations with a local interest chaired by Cllr Thompson.

The event is to be held on the 4th June two days ahead of the landings, to mark the departure from Hamble of the landing fleet. Other events are already arranged for the 6th and the following weekend across the area. It is hoped that choosing the 4th will enable the local story to be told and to avoid conflicts with other events.

It will be held on the Foreshore (similar to the 2014 service and the 2016 Jutland and the Somme event) and will start with a march from the RAFYC (waiting for consent for this) along Ropewalk to the Foreshore. It is hoped with a level march more veterans will be able to take part.

The DDF will be needed on the day and should be added to the allocation schedule. A request has been made to use the parking at both the RAFYC and the RSYC with staff using the DDF on the day. RSYC has also agreed to host a reception after the service.

A budget of £1000 is sought to cover a range of costs including the hire of the sound system, road closures and Brass Band and Pipe Players.

More details can be found in the APPENDIX to the report.

2. Sea Sunday Service – Father Graham Whiting has requested use of the Foreshore to arrange a service to mark all of those lost at sea on 14th July. The event will be a joint one organised by the Churches across the Peninsula and will be in the late afternoon. More details will be provided if the service is approved. At this stage there has been no request to close the Car Park and an event plan will be requested as with other users.

3. Calor Grants - Grants are available under this programme and details were sent out to Members on the 8th March 2019 requesting suggestions. One member came back agreeing to the suggestion to bid for pre-school books and no other suggestions were made.

In the light of this and the other work priorities and leave commitments during April (deadline is the end of the month) it is recommended that we do not bid for a grant but bear it in mind for next year.

4. Donkey Derby Allocation – Hamble River Sailing Club were able to return two days that were unused that had been allocated to them for the Warming Pan series. These have been added back to the “pot”.

AMC approved the allocation of three days on the 20th – 22nd September for the Hamble Classics being organised by RAFYC this year. In addition, the 4th June needs to be allocated.

Sea Sunday

Sea Sunday is the global celebration of the enduring and vital work of the Mission to Seafarers. It has been happening every year for over 160 years and is our biggest fundraising event of the year. Sea Sunday usually focuses on a church service and packs are available with suggested readings, hymns, information leaflets and fundraising envelopes.

Sea Sunday falls on 14th July in 2019 but your congregation can choose to host it whenever it suits them!

Our theme is 'Quietly saving Lives' which will focus on the amazing work our chaplains do each day with hundreds of thousands of seafarers around the world.

Bible readings for the Sea Sunday 2019:

Amos 7.7-17

Psalm 82

Colossians 1.1-14

Luke 10.25-37

You don't have to be a church group to celebrate Sea Sunday though – you can still order a pack and fundraisewith your school, community group or family.

On Sea Sunday, your church can become a powerhouse of prayer and fundraising for our work, each year in July you can join with thousands of other Christians from London to Lagos, Manila to Melbourne and Durban to Dunkerque who come together to pray, celebrate and fundraise for our vital work.

D-Day Commemoration

A initiation meeting was held at The Mercury on the 26th of March between Hamble Parish Council (HPC), Justyn Willsmore (BP) and representatives of the British Legion, RAFA, RNA and the RSYC:

It was decided that the 4th of June would be the most appropriate date as this is when forces left from Hamble to start the journey to the D-Day beaches.

The ceremony will broadly follow the format of previous events such as the Somme and Jutland ceremony.

Although all organisations will be busy around this time it is hoped that the following will be in attendance:

- At least a lone piper, hopefully more, dependent on availability
- A brass band
- Father Graham to give the religious ceremony
- Standard bearers and representatives from local branches of military associations and the British Legion.
- Schoolchildren from local schools

Flags will be flown from the Quay and RSYC.

Efforts will be made to see if a parade of yachts from the local clubs is possible, with maybe some historic vessels, one or more historic military vehicles, attendance from local active service units, reserves or cadets.

RSYC have generously agreed to provide a reception for attendees.

Due to the age of some attending, it was thought appropriate to have the parade starting in the RAFYC and proceeding along Rope Walk to the Quay, avoiding the steep hills.

The Foreshore car park will be closed before and during the event, disabled parking will be allowed. Rope Walk and the approach to the Quay will be closed for the duration of the event

Donkey Derby Field will be open for additional parking and the main car park in the square will remain open.

Agreed actions have been allocated and circulated to interested parties, the next progress meeting is scheduled for April 30th.

Report by: Cllr Andy Thompson

Hamble Parish Council

Council 8th April 2019

ANNUAL REVIEW OF STANDING ORDERS

Recommendation

To approve the changes to Standing Orders as outlined and propose others as needed.

Each year the Council is expected to review its Standing Orders. These are a key cornerstone for the operation of the council, guiding not only our actions and ways of working, but also a public document to help guide residents in the work we do. Sitting alongside Standing Orders are the councils Financial Regulations which should also be reviewed and will need adjustment if council agrees to using a project-based discipline to the management of its work.

Last year the Standing Orders were changed to reflect the newly amended national Standing Orders which we have been advised to use. Although they cover (albeit in arcane language) our key processes there are some additional features that we may wish to include. These are as follows:

General

References to Chairman should be replaced with Chair.

Voting by the Chair (includes chairs of committees)

The Chair has on the advice, indicated that she will not participate in voting unless she is called on to use the casting vote. The current wording sits slightly at odds with this as follows:

“The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.”

The advice received was that the Chair should seek to manage business not influence it by indicating their preference with a vote unless and until it is needed to decide an issue. If this principle it is recommended then the wording should be adjusted as follows:

“The Chair of the meeting can vote on any matter but will ordinarily desist unless the casting vote of the Chair is required”

Role of the Chair

The role of the Chair of Council or a Committee is an important one. Although the Chair cannot act unilaterally, they are the figurehead for the council or the area of work that they represent, and as such, they are its champion. They will have access to information, advice and support from the Clerk and the staff team and are important in representing the council and its business to the wider community and in partnership scenarios. Consequently, there is a requirement with the role to attend and represent the council/committee at meetings, events and other forum. Given this an additional paragraph is recommended after section 6 titled “The role of the Chair” stating:

“The Chair is important to the functioning of the Council/Committees, and play a central role in delivering the Councils overall objectives. They are the elected mouth piece for the Committee/Council and will represent their decision making/policy at meetings, events and forums as needed. They will be responsible for building an effective partnership with other organisations, as needed, to ensure that the Council can achieve its aims and objectives”

Contracts 18d

The current wording requires us to publish expressions of interest in the local newspaper. This is costly and unnecessary given that the council uses the government contract finder system and posts all such notices on its website. The wording should therefore remove the word newspaper and replace it with website.

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

No

Amounts already donated or granted by other bodies? None for this project. For our core service:

Eastleigh Borough Council - £188126, provides our core grant and we have a contract from the Money Advice Service to provide debt advice (approx. £50,000). However, these grants are not for the provision of outreach in Hamble.

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

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

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

What age groups do you cater for?

Anyone one 18+

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

How many Hamble
parishioners belong
to the organisation?

We have some
volunteers from
Hamble and in
17/18 112 clients
were from Hamble.

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

Yes - 1113797

Cash in hand available £108,000

Annual Income £274,496 estimated for the
current financial year.

Total amount raised last financial year by
fundraising?
(other than grant applications)

£1,698

Level of reserves:

Unallocated £108,000

Allocated £0

Is anyone in your organisation (Senior staff/ Trustees/Directors) related to any councillor or employee of Hamble le Rice Parish Council?

No If yes, please provide name(s) and state relationship

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

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

Signature of Responsible Adult (eg Chairman, President, Leader)	For Parish Council of Hamble-le-Rice use only
Date: 19.11.18	

You must attach the following to your application:

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

GRANT APPLICATION FORM

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



Name of organisation making the application: St Andrews Church Hamble	
Name of person to whom correspondence should be addressed: Rev Graham Whiting	Address for correspondence: The Vicarage, High Street, Hamble
Position within the organisation? Vicar	Post Code: SO314 3F
Email: grahamwhiting@yahoo.com	Daytime telephone number: 023 8045 2148

Details of organisation and its aims or activities
St Andrews Church serves the village of Hamble through its worship and service. It puts on a number of social events in its hall, and it exercises pastoral care to people in the village.

Amount of grant requested £ **2,500.00** Total cost of project or item £

Details of staff employed:	Salaries:
	£
	£

How many are:	Committee/Board	Employees	Members/Users	Volunteers
	12		95	

What is the Grant for and who will benefit? (Give details of the specific project or item to be funded)

- The maintenance of the churchyard throughout the year.**
- Maintaining the clock**
- Maintaining the 'Remembrance plaque and area'**

How will the people of Hamble benefit from the grant?

The churchyard will be a pleasant place to visit and enjoy. It will 'visually enhance' the village. The clock 'chiming' is part of the life of the village.

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

No

Amounts already donated or granted by other bodies? None		
How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc)		
What age groups do you cater for? Babies - 90	Total Membership: How many Hamble parishioners belong to the organisation?	Are you a registered charity, if yes please provide your number? The Church is an exempted charity

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

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

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

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

Signature of Responsible Adult (eg Chairman, President, Leader) Date: 6 th November 2018	For Parish Council of Hamble-le-Rice use only
------------------------------------------------------------------------------------------------------------	------------------------------------------------------

You must attach the following to your application:

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

GRANT APPLICATION FORM

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



Name of organisation making the application: Hamble River Sailing Club	
Name of person to whom correspondence should be addressed: Rich Thoroughgood	Address for correspondence: The Ferry Hard, Hamble, Hants
Position within the organisation? Sailing Manager	Post Code: SO31 4JB
Email: training@hrsc.org.uk	Daytime telephone number: 023 80452070

Details of organisation and its aims or activities: <i>As a sailing club we cater for all sizes of vessel, and are the only full time RYA dinghy training school on the River Hamble. We hold regular children's sailing activities each week during the warmer months of the year (typically May to October), host a number of Youth racing activities, formal training sessions, and RYA tuition. We also work in conjunction with Eastleigh Borough Council and provide their 'Park Sport' sailing activities each year, an initiative that facilitates for over one thousand children to try sailing during the summer holidays alone each year. Our aim is to grow year on year, making further provision for our members, the local community and it's sailing and non-sailing contingent alike. Aiding those that struggle to meet costs of formal training, Hamble River SC also undertake the administrative duties of The Flagstaff Trust, set up to facilitate access for all children within a 25 mile radius of Hamble.</i>	
Amount of grant requested £2808.00	Total cost of project or item £ 4836.00
Details of staff employed: Club Manager Sailing Manager	Salaries: ?
How many are Committee/Board: 26 Employees: 2 are our volunteers	Members/Users: 659 Volunteers: members
What is the Grant for and who will benefit? (Give details of the specific project or item to be funded): <i>The grant will be used to pay for a proportion of the dinghy park spaces for our sailing and safety boat fleet.</i>	
How will the people of Hamble benefit from the grant? <i>They will be able to use the facilities of the club and it's vessels for accessible and affordable training and sailing.</i>	
Have you applied to any other body for a grant towards this project? (If yes, please give details) NO	

Amounts already donated or granted by other bodies?

NONE

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

Membership, training courses, regattas, sailing events, moorings.

What age groups do you cater for?

All ages

Total Membership:
659

How many Hamble parishioners belong to the organisation?
70%

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

NO

Cash in hand available £ ???

Annual Income £ ????

Total amount raised last financial year by fundraising?
(other than grant applications)

£ ????

Level of reserves:

Unallocated £ ???

Allocated £ ???

Is anyone in your organisation (Senior staff/ Trustees/Directors) related to any councillor or employee of Hamble le Rice Parish Council?

No If yes, please provide name(s) and state relationship

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

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

Signature of Responsible Adult (eg Chairman, President, Leader)

Date:

For Parish Council of Hamble-le-Rice use only

You must attach the following to your application:

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

Hamble Parish Council

Council 8th April 2019

Financial Risk Assessment 2019/20

Recommendation: to add the recommendations listed below to the Financial Risk Assessment (FRA).

The council is expected to annually review its organisational risks and to identify ways to deal with high impact risks.

The Resources Working Group met on 19th March to review the FRA alongside the two annual audit reports. The recommendations from the group were as follows:

- To ensure that the council splits its capital across a number of financial organisations to ensure that the balances are protected under the Governments FSA guarantee of £80,000. It is recommended that this is done following the election of the new chair/vice chair in May when the Bank Mandate will be reviewed.
- To ensure that time is set aside to undertake proper business continuity planning to ensure that operations and income streams are protected.
- Need to improve the regularity of monthly team meetings and team working to help with business continuity
- To undertake an audit of current and historic practice in relation to the cemetery and agree an action plan to ensure compliance and address any previous poor practice.
- RBS accounts software has been updated to enable the Council to meet the new online VAT requirements which come into effect for the Parish Council in October 2019. Transactions will be automated as required.
- Banking mandate needs to be updated and those on it able and willing to authorise regular payments. Currently the Vice Chair authorises salary payments which has additional checks involved to safeguard personal information under GDPR. A similar arrangement will need to be put in place.
- Develop a user agreement for football teams to reduce the risk of default on payments from the 2019/20 season
- Within the year a new auditor will be appointed from 2020/21

It is also worth noting that the Personnel Committee recognised the need to improve the management of work programmes for 2019/20 to ensure that they met staffing resources. Although this is not a direct financial risk, the auditor has mentioned in both recent reports the need to get on and spend capital reserves, bringing them down to a more acceptable level. The Council's ability to do this is limited by staffing resources. It is important to ensure that sufficient time is allowed for regular day to day activities that safeguard core functions of the council alongside new areas of work which can be time intensive.

Members are asked to consider any further points which will then be used to update the FRA for 2019/20.

Appendix (digital copies only)

1. Financial Risk Assessment Report dated 12/03/2019

Hamble-Le-Rice Parish Council**Financial Risk Assessment**

Date Agreed: 12.03.18
Minute Number:
Prepared by:
Amanda Jobling
Version: 003

RISK AREA	RISK IDENTIFIED	MITIGATION	NOTES
To provide and maintain standards for Parish Council services to the residents of Hamble –Le- Rice	The risk of legislative change which will have an impact on the Parish Councils powers, duties and funding	Parish Clerk and staff keep apprised of developments. Members to receive regular updates as needed.	
	The protection of physical assets owned by the Parish Council including buildings and equipment (loss or damage)	All physical assets insured All assets checked regularly and training arranged to facilitate this. Management Systems being put in place	Asset Management Committee established and meeting to review assets including land, buildings, equipment and information.
	The risk of damage to third party property or individuals as a consequence of the Parish Council providing services (public liability)	Public liability Insurance renewed annually	Tree survey work now underway and policy agreed Health and Safety Action Plan being concluded.
	Insufficient staff or other resources to deliver the service needs	Staff have general awareness of other team members essential tasks and can provide cover when required. Parish Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Council	Monthly staff meetings taking place to share knowledge and information. Restructure in progress (12.03.18) and additional resources agreed including the use of bank staff and appointment of Admin

			Assistant (12.02.18) Additional risk arising from the work associated
To provide a safe and fulfilling working environment for staff	Employees contravene H & S Regs	H & S and First Aid training, insurance, Risk Assessments regularly checked, work practices observed and updated	Investigate need for legionella controls Legionella survey in place but training and systems still needed* Action Plan in place and work being taken to conclude it Risk Assessments concluded and checked by H&S external auditor Team meetings monitoring work practices
	Potential legal proceedings up to corporate manslaughter	Employers Liability insurance. Employee and Members training and awareness	Further training for staff as part of Appraisal process. Member training needed
	Staff retention issues	Staff training where appropriate	Low staff turnover but arrangements needed when staff hand in notice
To maintain financial records that are correct and comply with all recommended	Adverse audit reports, legal action and loss of confidence in Parish Council	Parish Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors	Financial Working Group in place to check compliance

accounting practice	Loss of income through error or fraud	Fidelity Guarantee Insurance Parish Clerk continually review controls and current procedures	
To ensure that all actions taken by the Parish Council comply with all current Legislation	Non-compliance with legislation or practice Council being 'Ultra Vires'	Parish Clerk to keep up to date with changes in legislation, seek advice from SLCC, HALC, NALC and others as necessary	Review Section 137 Grants for compliance
Cemetery	Inadequate space to meet demand Loss of income	Identify additional land for allocation if needed and flag up with EBC Local Plan.	
Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	Contract of employment in place Matters relating to staff discussed in confidential session and discussed by working party Parish Clerk/RFO to keep up to date with employment law and seek HR advice where appropriate Other policies in place and costed	Consultant appointed and handbooks and contracts completed.
	Compensation claim from employee for contractual employment defects (including statutory failure)	Legal insurance in place	
Staff	Loss of services of employee	By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business	Needs to be reviewed when new staff are appointed
	Loss of key staff trained in financial systems, process or rules	Staffing arranged so that knowledge is distributed between Parish Clerk/RFO and at least two other	Will be improved when new staff retained

		staff	
Financial Control	Inappropriate expenditure made	Payments reported to Parish Council for review and corrective action if necessary	
	Financial Regulations become out of date with change in technology, regulation or business	Council to review financial regulations once a year The Parish Clerk/RFO can react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices	
	Lack of budgetary overview/overspend against budget	Quarterly review of normal ledger Monthly review of income and expenditure	New arrangements being developed to improve scrutiny and accountability at member level. Accountant recruited to assist
	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	Contingency included in budget Reserves equivalent to at least three months spend available	Reserves above minimum level and precept increased
Financial Systems & Records	Accounts The RBS Omega accounts system is used which is an accepted accounts package	A back up is also made to the main server at the end of each day. Hard copies linked to Council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued All cheques issued from the main account are authorised by the Parish Council	To be reviewed in the light of electronic banking and storage – Risk has increased*

		Documents are retained for 6 years	
	<p>Vat</p> <p>The RBS Omega system incorporates a Vat schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts</p>	<p>Vat is applied to all mileage payments at the rate applicable at the time as advise by HMRC</p> <p>Vat returns are lodged on a quarterly basis in line with accepted procedures</p> <p>Procedures have been inspected by HMRC every three/four years and have been approved</p>	<p>Current arrangement with Bank relies on a single point of contact for contractual payments to be made in a timely fashion. Needs urgent review.</p> <p>E banking has reduced this risk and statutory payments could be delegated to accountant in the event that the Clerk is not in post or unavailable</p>
	<p>Payroll</p> <p>The payroll system is used which is an accepted payroll package</p>	<p>The Parish Clerk authorises any overtime, mileage, on a monthly basis</p> <p>SW Payroll – outsourced</p> <p>Hard copies linked to pay roll reports are held on file together with payslips, BACs payments and cheques issued to the pension fund provider</p> <p>BACs payments and cheques to the pension fund are authorised by Council</p> <p>Payments can only be issued for the nominated employees, which must be authorised in advance of the payment</p> <p>Documents are retained for 6 years</p> <p>Annual pension and year end payroll returns are</p>	<p>Current arrangement with Bank relies on a single point of contact for contractual payments to be made in a timely fashion. Needs urgent review.</p>

		issued in a timely manner to the appropriate bodies that inspect the information & highlight any discrepancies	
Banking Arrangements & Procedures Banking Security/Access to Finances	The Barclays Bank is used which offers no Bank charges Accounts	Bank account information used daily with Parish Clerk/RFO and Administrative Assistant Reviewing how much is placed into a higher rate deposit account	Council continues to pay bank charges each month but these are significantly lower with electronic banking. Working balance needs to be moved to the savings account within Barclays and the reserves invested in a higher yield account. Approved but still outstanding*
	Cheques	Each cheque from the main account must be signed by 2 Councillors as detailed on the mandates (which are amended when required to ensure that sufficient signatories are available at all times)	No longer using cheques
	Transfers	Monies may be transferred between the Councils accounts authorised by the Parish Clerk.	
	Bank Reconciliation	All accounts are reconciled using the RBS Omega system Any discrepancies are immediately reported to the bank for investigation All petty cash accounts which do not have statements are reconciled on a monthly basis by the Administrative Assistant against the cash held	

		and any discrepancies are immediately reported to the Parish Clerk. Members sign off the reconciliation monthly against the cash balances held.	
	Separation of Duties	The office has established separation of duties over the last few years to ensure that no one person has access to the bank balances or cash wherever possible	This is not feasible given the need to ensure business continuity arrangements are developed. This will be easier to achieve when the Admin Assistant post is filled.
	Access to the main bank accounts Cheques	As detailed under Banking arrangements and Procedures above, no one person has access to monies held in the main accounts All invoices are checked by the Administrative Assistant in advance of payment and if related to an order, this has passed through the ordering procedure which has numerous stages of authorisation to ensure that fraudulent activities are not taking place (please refer to the Ordering Procedure section)	Receipt of goods and services is checked and disputes identified if needed. The payments are approved at Council, the invoices are reconciled to the payment list by a councillor and initialled by them, the Clerk inputs the payment on the system and another councillor authorises them
	Access to petty cash accounts	The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money	
	Cheques	All payments must be authorised by the Parish Clerk/RFO before any cheque is issued. The RFO is to sign the invoice to confirm and record that the	This process is very rarely used/no longer relevant but is followed if needed.

		<p>cheques have been authorised.</p> <p>All payments accepted and are reported to the Parish Council</p>	
	Petty Cash – Cash Payments	<p>All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Parish Clerk</p> <p>All payments are reported to the Parish Council with a full reconciliation report for sign-off</p>	
	Hire Charges	<p>Council set the charges subject too periodic review</p> <p>The office must abide by these rates and any requests for preferential rates must be made by the hirer to Council for their approval</p> <p>All bookings must be paid for in advance to avoid bad debts, other block bookers are invoiced or given the option of paying the sites on a weekly basis</p>	<p>Recommended that no monthly payments are agreed for football as the rate of default and bad debt has been higher than the norm and is an overhead cost. Pay in advance for the first 5 matches.</p>
	Hire charges received within the office	<p>All post is logged and Any payments received are itemised and processed by the Administrative Assistant</p> <p>All cash received from hirers that visit the office is itemised on the Omega system</p>	<p>Recommended that hire charges are paid electronically except in exceptional circumstances.</p>
	Cash collected from car parks	<p>All cash collected from the car park machines is collected by appointed staff. The cash is emptied and counted manually the following working day by at least two members of staff.</p>	<p>Cash is counted by one member of staff but it is reconciled against machine receipt. Ringo will reduce the volume of cash and the scope</p>

			for errors or misappropriation. Radom cross checks of cash balances against the machine receipt to be introduced.
	Processing and banking	<p>When the money is received it is balanced against any receipts/invoices and any discrepancies are followed up</p> <p>When the monies have been balanced, it is input onto the RBS Omega system and all entry references are printed out and retained</p> <p>The hire charges are banked when received</p> <p>The cash element is usually below £500-800</p> <p>A unique pay in reference is applied to each batch of banking which is loaded onto the RBS Omega system which is then checked against the bank reconciliation</p>	No unique reference is given when its entered onto the system but the money is attributed by either name or a service request number (dinghy park number/grave etc) or by date in the case of car park income.
Financial Administration	Records non-compliant or inadequate	<p>Internal auditor reviews record keeping annually</p> <p>Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulation</p>	Auditor has raised concerns about the capacity of the office to manage the complexity of work hence the new appointment
	Expenditure/income coded incorrectly	<p>Parish Clerk checks nominal ledger every quarter</p> <p>Items are coded</p>	Descriptors to be identified for codes to ensure correct allocation in the next year

	<p>Standing Orders</p> <p>Standing Orders are reviewed and approved by Parish Council on an annual basis at the AGM</p>	<p>Parish Clerk reacts to any changes in legislation, requests from Parish Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices</p>	
	<p>Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns</p>	<p>Programme of meetings to meet statutory deadlines</p>	
	<p>Invoice payment without authority</p>	<p>All payments reviewed against purchase order</p> <p>Parish Clerk authorises two councillors to sign cheques</p>	<p>Only in urgent circumstances with a report back or within the scheme of delegation</p>
	<p>Incoming cash and cheque misappropriation</p>	<p>Individual receipts to be issued for all cash payments and for cheque payments on request</p>	<p>Receipts not issued for Parking Permits and Dinghy Park but a monthly reconciliation against sales is complete and variations reported monthly.</p>
	<p>Theft of funds</p>	<p>Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons</p> <p>Cash and cheques stored securely and banked within 5 working days of receipt</p>	<p>Electronic payments will reduce the risk further.</p>
	<p>Incorrect entries by bank</p>	<p>Bank statements reconciled monthly</p>	
<p>Ordering Procedure</p>	<p>To avoid fraud and ensure authority of expenditure</p>	<p>This system incorporates the RBS Omega codes so that any order can be traced from origin to finish</p>	<p>Not all order forms do include the codes. The forms are</p>

		across a variety of systems	basic and need review.
Annual Budget & Precept Calculations	The annual budget and precept calculations	<p>The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and council members</p> <p>The Parish Clerk also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based</p> <p>The new budget is discussed and fine-tuned through the October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by Eastleigh BC discuss and amend any highlighted budget levels in order to best achieve, an acceptable precept level</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p> <p>The final budget is approved in January and</p>	Need to review fees and charges in September based on a cost of living increase.

		Eastleigh BC is immediately advised of the precept	
Monitoring of Budgets	Comprehensive budgets	Comprehensive budgets are set for each committee and these are loaded onto RBS Omega accounts system at the start of the new financial year	
	Monitoring	<p>On-going daily expenditures have already been incorporated within the budget and the Parish Clerk/RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits</p> <p>All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget</p> <p>Any over expenditure is highlighted and brought to the attention of the Parish Clerk/RFO</p>	Need to develop this from 2018/9. Not been a focus this year as underspends elsewhere in budget and the advice on virements has not helped to clarify it.
	Reporting	<p>A full report of expenditures against budget is lodged with council at each quarter</p> <p>This incorporates a print out of the income and expenditure against each annual budget and the cashbook extract</p> <p>Any that do not meet the budget levels are highlighted by member if needed along with committed expenditure</p>	<p>Information is also published on the website to ensure compliance with the Transparency Act</p> <p>Spend against budget will be reported to the working group and then to Council to identify variances.</p>
Insurable Risks	Public Liability	Insurance cover	Limit of cover £10,000,000

		In addition, weekly, annual checks of play equipment	Public conveniences, dinghy park, cemetery and playing pitches and pavilions are inspected on a regular basis (daily, weekly or monthly/bimonthly) and recorded.
	Employers Liability	Insurance cover	Limit cover £10,000,000 Staff handbook and H&S audit now in place alongside PAT testing and other DSE assessments to minimise risk
	Theft of money by third party	Insurance cover	Cover varies depending on situation Reviewed annually
	Theft of money by employee or member	Fidelity Guarantee cover	Limit of cover £500,000
	Property	Cover for buildings & contents All risks cover for selected items	
	Officials Indemnity	Continue with existing cover (£250k)	
	Libel and Slander	Continued existing cover (£250k)	Limit of cover £250,000
	Personal Accident	Continue with existing cover (scale benefits)	
	Legal disputes	Cover for specified legal disputes	Limit of cover £10,000,000
	Long term sickness of employee	Not covered	

		Liability limited by contract	
	Business interruption	Potential alternative premises, IT back-up off site and ability to restore onto hired equipment etc Cover in place for excess costs	Limit of cover £50,000
	Loss/destruction of financial records	Key financial data held electronically and backed up off site All electronic documents backed up daily offsite	Residual risk considered acceptable Documents are now being scanned and backed up daily off site.
Loss of Records	Loss of documentation	Deeds and other legal documents relating to real estate stored in the office in a fire retardant cabinet. Historic information and minutes are held at the County Archive.	
Asset List	Purchased	An asset list is maintained by the Parish Council Office on an excel spread sheet This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., is kept on a secondary list The asset list is circulated to staff on an annual basis to ensure that all items are correct	When the asset list is updated it will be sent to Zurich
Internal Audit	Internal Audit	The Internal Auditor is approved annually by Council at the AGM and attends the office to complete the internal audit in May of each year	

		The report is presented to Council for acceptance	
Annual Audit	Annual Audit	<p>The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The Parish Clerk and Administrative Assistant completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p> <p>The Parish Clerk presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p> <p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the Parish Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>	This will be done alongside the Councils Accountant
Insurance	Fidelity Insurance	Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts	

		<p>Procedures in place (as previously detailed) have been established over the past few years incorporating separation of duties, cross referenced receipts of income and the decision not to currently use e-banking</p> <p>These provisions have ensured that no individual is able to gain access to withdraw funds without due process</p>	
	Insurance	<p>Zurich has been used as a recognised Parish Council provider</p> <p>Annual reviews are carried out to ensure sufficient cover is in place</p>	

Reviews will take place yearly unless clearly stated differently within each section.

Petty cash at 1st April 2019			Voucher		
£20	20.00	✓	1	£13.42 Stamps	20.00
£10			2	£14.64 Stamps	15.00
£5	15.00	✓	3		
£2			4		
£1	5.00	✓	5		
50p	1.50	✓	6		
20p	0.80	✓	7		
10p	0.10	✓	8		
5p	4.60	✓	9		
2p	0.64	✓	10		
1p	0.46	✓	11		
			12		
48.10				Income	
48.10					

S. Schofield

1-4-19

Bank Reconciliation Statement as at 31/03/2019
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	01/04/2019	1	48.10
			<u>48.10</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			48.10
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			48.10
		Balance per Cash Book is :-	48.10
		Difference is :-	0.00

S. Schofield
1-4-19.

Assistant Clerk - Hamble Parish Council

From: Hamble Village Memorial Hall <hall@hvmh.org.uk>
Sent: 26 March 2019 13:43
To: Assistant Clerk - Hamble Parish Council
Subject: Rent increase

Good Afternoon,

I know Michael has spoken to you but wanted to officially note that due to increased costs of gas, electricity and inflation the rent will increase by 2% in the next quarter,

with thanks

Rebecca Whitaker Veryard

Manager

HVMH

hall@hvmh.org.uk

07983 220588

Facebook

Direct Debits and Standing Orders for Regular Payments

Direct Debits	Standing Orders
Trade UK	Southampton Design and Print
Canon	Carrera UK
	LocalEyes
	Hamble Village Memorial Hall
	Alliance Cleaning