

Monday 8th February 2021 – 7pm virtual meeting

This meeting is open to members of the public.

If you wish to participate you must contact: clerk@hamblepc.org.uk to confirm any points you would like to raise and/or receive the link to the meeting no later than 10am on Monday 8th January 2021.

Minute reference for the meeting will follow the following format 08022021+item number.

1. Welcome
 - a. Apologies for absence
 - b. Declaration of interest and approved dispensations
 - c. Approve minutes of the Council meeting of 11th January 2021

2. Public Session

Community Issues

3. Hamble Parish Councils Mission Statement 2021
4. Agreement for the Development of an Action plan for town centre recovery from the covid-19 outbreak
5. Community restitution letter
6. Project list for Local Area Developer Contributions.

Recommendation from Committee

7. Personnel Committee (meeting as a Working Group)
 - To note the latest position on staff absences and the next steps under the council's absence policy

 - To note the gap analysis from the work carried on roles, functions and capacity

 - Add to the staff establishment the post of litter picker for a temporary period from April to the end of September based on two hours a day, five

days a week. The cost of employing a person 2 hours a day for 5 days a week at the minimum living wage (including weekends and bank holidays) would cost £4534.40 a year plus £857.04 in pension contributions. It is recommended the post would be an initial 12-month period. This is unbudgeted for and will be growth on the staffing budget 2021/22.

- To approve in principle the appointment of a consultant for a period of 12 months to assist the Council with its communication strategy including the design and production of the newssheet, other publications, manage key messages across all platforms – social media, website and physical information, targeted consultations and work to review and make recommendation on a new website. The budget for this will come from underspends in this year's staffing budget. Advertising for the post should in the first instance concentrate on the local community.
- To approve in principle the appointment of a Responsible Financial Officer. If approved a revised staffing structure will be created followed by consultation with effected staff. The post will be 2/2.5 days per week and will be funded from savings from the Administrative Assistant post which under the restructure will be deleted.
- To approve the retention of the existing temporary staff support for up to 6 months to enable staff to return to work and the restructure to bed down. Budget provision is available to cover this in both this year's budget and 2021/22
- To purchase software from Rialtas Business Solutions for Allotments (and to include the Dinghy park) and Cemetery software. For the purposes of our Financial Regulations the software is a specialist service linked to the supply of our financial system. This will be undertaken as an exception to Financial Regulations on the following grounds:

Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

..... (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants....

The cost of the for the allotments (and later the Dinghy Storage Park) package will be £ 644 in year one, plus £247.00 per annum thereafter with a further charge of £150 per year to enable mobile inspections.

- Appraisals for the start of the year are suspended and a new performance management system is being investigated

8. Issues to come from Asset Management Committee (meeting as a working group on 5 Feb 2021)

- Confirm to Hamble Aerospace Limited the Council's position regarding the mitigation package for the Roy Underdown Pavilion and College Playing Fields.
- Hamble Allotment pathway closure – consultation outcome.
- Use of contractors to assist grounds team

Finance and governance

9. Correspondence with EBC on precept for 2021/22

10. List of delegated decisions: E- version of payslips

Six month lease on home printer

11. Financial transactions

- a. Approve Payment list
- b. Approve Reconciliation for January 2021

Exempt Business

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

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

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

12. Staffing update

Dated: 01.02.21

Signed: Amanda Jobling, Clerk, Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton SO31 4JE. 023 8045 3422.

Council Meeting Minutes Monday 11th January 2021 – 7pm

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

Minute reference for the meeting will follow the following format 11012021+item number.

Members present:

Cllr Simon Hand, Cllr Sheelagh Cohen, Cllr Andy Thompson, Cllr Ian Underdown, Cllr Debbie Rolfe, Cllr Malcolm Cross, Cllr Janine Dajka, Cllr Joanne Nesbitt Bell, Cllr Trevor Dann, Cllr Sharon Hayward and Cllr Michelle Nicholson

Officers: Amanda Jobling Clerk

1. Welcome

- a. Apologies for absence – Cllr Sally Schofield,
- b. Declaration of interest and approved dispensations:
Cllr Underdown – Dinghy Park,
Cllr Nesbit-Bell Allotment
Cllrs Hand, Cohen and Hayward - Royal Southern Yacht Club
- c. Approve minutes of the Council meeting of 14th December 2020
Cllr Ian Underdown and Andy Thompson Proposed and Seconded and Resolved to accept the minutes subject to Cllr Hayward being shown to attend, the date being corrected and both first and second names being included.

2. Public Session – no members of the public joined the meeting.

Community Issues

3. Footpath and Rights of Ways annual report

Cllr Thompson outlined the purpose of the working group and the annual report which identified actions for improvements. A number of which had been actioned. Cllr Cross raised the issue of where the bench and sign had gone too at Car Park 2 at Westfield Common. It was confirmed that they had been maliciously removed. Cllr Dann also raised the issue of footpath 5 at the Royal Southern Yacht Club and the fact that the footway no longer accessed the landing point. The Clerk highlighted the difficulties in dealing with the issue

given the changes of personnel at the Club but it was assurances were given that the matter was still live and would be pursued in the coming months.

Council considered the report and the findings and the clerk was asked to ensure that the issue was Footpath 5 was pursued as soon as reasonably possible.

4. Corona Virus – National Lockdown – impact on services including:
Staffing and office cover

Cllr Hand, Cllr Cohen and the Clerk outlined the practical problems posed with the current staffing levels and the volume of work that is pending – much of which cannot be deferred due to the nature of the work. This includes financial matters, compliance and governance issues, health and safety matters, burials and customer enquiries. The backlog of work is continuing to grow and the capacity within the office remains inadequate for the work in the next quarter. Given this it was agreed that the Donkey Derby Field lettings – would be suspended for the moment. Also work on the Newsletter would be paused especially in the light of HCC have requesting that people do not deliver leaflets at this time. Cllr Hayward spoke in support of postponing the newsletter but all agreed there was a need to continue to get key messages out using all available routes. Following government guidance the MUGA was closed till further notice, although play areas remain open.

Proposed Cllr Ian Underdown Seconded Cllr Simon Hand

And recommended to accept the proposals set out in the report produce by Cllr Sheelagh Cohen as Chair of the Personnel Committee.

5. Community Governance Review

The Chair outlined the impact of Eastleigh Town not being parished and the resultant consultation to move to a Town Council. Members recognised the link to the potential local government review and pushing more activities down to the lowest level of local government. It was felt to reinforce the view of EBC that Town and Parish Council are useful in delivering services to communities and is part of a wider programme of devolution. The report did not prompt a vote or a formal response other than to encourage the programme.

Finance and governance

6. Approve the list of projects for 2021/22

To add the tree planting to the programme of projects. It was also discussed that had we known about the further lockdown going into the new Dinghy Park letting period that we wouldn't have set the increase an increase for 2021/22. That said the timing of it didn't permit a motion to reverse it given the advance notice needed. Cllr Andy Thompson suggested that we agree a discount on top of the fee to those renewing equivalent to the previous years charges.

It was agreed to authorise the Clerk and the Chair to agree the wording to allow for a discount for current users renewing, with the new charge being passed onto new users.

Cllr Simon Hand proposed and Cllr Ian Underdown seconded and all resolved to accept the budget recommendations as follows:

7. Approve the same precept for 2021/22 as last year £242,271
8. Approve the budget for 2021/22 including the transfer of underspends into EMR at the year end as set out in draft budget report
9. Approve the list of fees and charges for 2021/22 as detailed in the report with the exception of the Dinghy Park renewals.
10. Financial transactions
 - a. Approve Payment list
 - b. Reconciliation for November 2020 and December 2020
Proposed Cllr Hand Seconded Cllr Dann
And recommended to accept the Payment
11. Review of the Review Working Group
It was agreed that Cllrs Rolfe and Thompson would step down from the Group to be replaced by Cllr Underdown and Nesbitt-Bell
Proposed Cllr Hand Seconded Cllr Dajka and all approved the changes.

Public Meeting finished 20.25

Exempt Business

Proposed Cllr Hand and Seconded Cllr Underdown and all approved to move into exempt business

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

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

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

12. Staffing update

Council noted the update provided.

Meeting Ended 20.44

Hamble Parish Council – Mission statement



Principles/terms

- Recommend that we use **Community** or **Village** (in appropriate context)
- ‘Community’ feels the most people oriented, inclusive and future proof. Village used to reference the sense of place instead of Parish, which refers to an administrative area, feels a bit old fashioned.

[EDIT CONTROL Draft v5 – 28 January 2021 Deleted: v3 following WG group call, 19:00-20:00, 26-Jan 2021 (Michelle Nicholson, Andy Thompson, Trevor Dann, Sharon Hayward) Deleted: 26 We’ll delete before sending to HPC

Our purpose

- Hamble Parish Council aims to represent the best interests of the local community to serve our village.

Our aspiration for Hamble

To be a place that is:

- Safe, healthy and clean, where people want to live and work
- Inclusive and caring, with a strong sense of community spirit
- Welcoming and enjoyable for visitors and residents alike
- Proud of its historic, geographical and natural assets

(Please note that typically a vision is aspirational and not detailed i.e. not defining specific terms or objectives, so as to allow flexibility and not to limit future options)

Our commitment to the community

Hamble Parish Council represents the first tier of local government for our community. Our role is to:

- Help ensure the long-term wellbeing of our community
- Work with our local government partners* to access and deliver services that meet local needs
- Engage with the community to access wider services and voluntary organisations
- Act according to our code of conduct when representing the community
-

*Eastleigh Borough Council (EBC), Hampshire County Council and other relevant authorities

Deleted: To support development of a community

Deleted: that is:

Commented [MN3]: WG QUESTION FOR HPC: What is the view of others – do we represent business and employers in the village? Is that part of our scope?

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Deleted: place that

Deleted: in

Commented [CHPC4]: Inclusive is a bit jargony – friendly and caring?

Commented [SH5]: Again – the council should recognise and protect but arguably the community should embrace?

Commented [MN6]: @Sharon to review 6 bullets into 3 THEMES (Work in partnership; Represent & Engage; Deliver services... Manage assets/Act according to Code of Conduct

Deleted: primary aims are to

Commented [CHPC7]: And prosperity

Deleted: Strive towards the Hamble of our aspirations

Deleted:

Deleted: Work

Deleted: collaboratively with other organisations to secure and deliver services to ensure the long-term wellbeing and sustainability of our village, residents and visitors.

Commented [CHPC9]: People wont know what our code of conduct is, so maybe just we will act with integrity and always with the residents interests at heart

Deleted: Always act in accordance with our code of conduct and in the best interests of the community

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AUGUST 2020 – MARCH 2021

**AGREEMENT FOR THE DEVELOPMENT OF AN ACTION PLAN FOR TOWN
CENTRE RECOVERY FROM THE COVID-19 OUTBREAK**

between

EASTLEIGH BOROUGH COUNCIL

and

HAMBLE PARISH COUNCIL

This agreement is dated

PARTIES

- (1) **EASTLEIGH BOROUGH COUNCIL** of Eastleigh House, Upper Market Street, Eastleigh, Hampshire SO50 9YN (**Authority**).
- (2) **HAMBLE PARISH COUNCIL** of Memorial Hall, 2 High St, Hamble-le-Rice, Southampton SO31 4JE (**Delivery Partner**).

1. BACKGROUND AND GUIDING PRINCIPLES

- 1.1 Secure the long-term future and viability of local businesses in **Hamble** Town Centre by aligning the Action Plan to **Hamble's** identity and sense of place.
- 1.2 Undertake a research project to underpin the Action Plan by measuring facts and perceptions regarding footfall, the visitor offer and challenges to the town's recovery.
- 1.3 Support retail and town centre businesses in **Hamble** Town Centre.
- 1.4 Undertake a programme of business facing activity in **Hamble** Town Centre, to be determined between the Parties in advance, in line with the Action Plan.
- 1.5 Provide signage, pavement and road markings and any public realm alterations required to ensure that social distancing can be maintained whilst customers queue for points of sale in shops and other premises.
- 1.6 Promote and actively market **Hamble** Town Centre as a visitor destination including for shopping, leisure and cultural activities.
- 1.7 Contribute to a Town Centre Project Board in order to represent local businesses' interests in the development and planning of projects.
- 1.8 Monitor footfall and the number of vacant units in **Hamble** Town Centre and prepare other statistics, as agreed means.
- 1.9 Monitor the effectiveness of promotional campaigns and activities.
- 1.10 Seek other funding and opportunities to develop and extend the Services in order to achieve the outcomes proposed in Section 1 of this Schedule.

1. Interpretation

- 1.11 The following definitions apply:

(a) **“Term”** means from 1st August 2020 until and including 31 March 2021

- (b) **“Service Commencement Date”** means from and including 1 August 2020
- (c) **“Action Plan”** means the plan developed between 1st August 2020 and 31 March 2021 for a safe and sustained reopening of the town centre
- (d) **“Risk Assessments”** means evidence that due consideration has been given to identifying and mitigating risks arising from actions recommended in the Action Plan. Risks include but are not exclusive to those arising from the possible spread of the Covid-19 virus
- (e) **“Health and Safety Specialists”** means those staff employed by the Authority and/or the Delivery Partner that have expertise, experience and responsibility for keeping colleagues and visitors safe from danger and infection
- (f) **“Information Officers”** means temporary staff employed during the period of this agreement for the purpose of conducting research among the local business community and other stakeholders
- (g) **“Communications Consultants”** means temporary staff employed during the period of this agreement for the purpose of raising awareness of safety measures in place in the town centre

2. AGREED TERMS

- 2.1 The Delivery Partner shall work with the Authority from the Service Commencement Date until the expiry of the Term unless this agreement is terminated earlier in accordance with clause 4
- 2.2 The work to be undertaken by both parties is outlined in Schedule 1

3. HEALTH AND SAFETY

- 3.1 All actions proposed under this agreement, including those recommended in the Action Plan, will be subject to rigorous Risk Assessments that will require the approval of the Authority’s Health and Safety Specialists.
- 3.2 The Authority and Delivery Partner shall promptly notify each other of any health and safety hazards, which may arise in connection with the performance of the agreement.

4. VARIATION

- 4.1 No variation of this agreement shall be effective unless it is in writing and signed by the parties (or their authorised representatives).

4.2 TERMINATION

- 4.3 either party may terminate this agreement with immediate effect by giving written notice to the other party.

Schedule 1 Specification

5. OBLIGATIONS OF THE AUTHORITY

- 5.1 The Authority will be responsible for ensuring that all work is undertaken and completed within the agreed timelines.
- 5.2 The Authority will be responsible for ensuring that all insurances and other liabilities are in place, that all legal requirements are met and that all personnel involved in the work within the scope of the project are aware of data protection, diversity and confidentiality regulations.
- 5.3 The Authority will cover the cost of signage, footfall counters and changes to public realm such as pavement markings up to a maximum of £10,000
- 5.4 The Authority will provide Information Officers and Communications Consultants to assist with research, business-facing activity and promotional campaigns.

6. OBLIGATIONS OF DELIVERY PARTNER

- 6.1 The Delivery Partner shall contribute to the recovery of Hamble Town Centre by working with the Authority to develop an Action Plan for the safe reopening of the Town's businesses. Specifically, this will involve assisting with the services outlined in Section 1 above.

7. REPORTS

- 4.1 The Authority, with help from the Delivery Partner, will provide three reports during the project period: one at the outset (September 2020), one in mid-December and one at the completion of the project (March 2021) detailing the following performance indicators:
- (a) Footfall count
 - (b) Vacant unit count
 - (c) Reopened business count
 - (d) the number of safe reopening measures introduced such as hand sanitiser stations, signage items or pavement markings
 - (e) the number of communications campaigns in Hamble Town Centre (including but not limited to, press releases, brochures, use of social media, etc).
 - (f) the number of business consultation events held, subjects discussed and a reliable estimate of the number of people attending
 - (g) the number of testimonials and customer feedback reports,

This agreement has been entered by

Name and title

On behalf of Eastleigh Borough Council

And

Name and title

Hamble Parish Council



Hampshire Constabulary

FAO: Mr Richard Clarke
Hamble Parish Council
Hamble Village Memorial Hall
2 High Street
Hamble-le-rice
Southampton
SO31 4JE

12 JAN 2021

Criminal Justice Outcomes Team
Summary Justice Unit
Po Box 112
Winchester
Hampshire
SO23 7YY

Our ref: 44200321321
Your ref:

Telephone: 101
Ext 4636 148
Direct dial: 02380 479679
E-mail: outcomes@hampshire.pnn.police.uk

19/01/2021

Dear Mr Clarke

Offence of Criminal Damage to pillar on 20/08/2020

An offender received a Community Resolution with a condition to write a letter of apology.

Please find enclosed the letter of apology.

If you have any queries regarding this matter please contact me on direct dial 02380 479679.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Jr'.

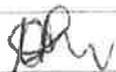
Outcomes Team

Dear Sir/Madam

I am writing to you as an apology for my act on the 21st August 2020. As you may know I was the person who broke the pillar. Keep in notice back then I thought I was cool but now I realise how foolish and stupid this act was.

What happened was we had been split in two different groups. Group 1 which I wasn't in started kicking the pillar. They did not succeed. They then called us over for some help. We went over. I had been asked to kick it. I glanced at it and was already hanging out. I proceed to kick it which is very silly of me. I kicked it 3 times and it dropped.

Luckily the pillar hadn't fallen on anyone however I am aware this has hurt you and your staff. As I have made this mistake I am offering me and my father come and work there voluntarily for 2-3 week ends.



Governance	Financial	Communication	Assets
That the Council is compliant with relevant statutory guidance, advice and best practice.	The Council's Responsible Financial Officer	To ensure that information is available across a range of mediums to enable the public to be involved in the work of the Council.	Ensure that assets are dealt with in an appropriate way delivering the best value to the community.
Ensure relevant returns are made in a timely fashion.	To ensure that the Council has sound financial systems that are risk based and proportionate.	Manage media interest to ensure the Council's reputation is maintained	Assets are maintained in good order and are managed for the good of all the community in an open and transparent way.
That the Council operates in accordance to the local government framework and within its own powers	Set an annual budget and spending priorities	Ensure that the voice of all the community is heard in decision making.	Manage enquiries from undertakers and members of the public about burials, internments and memorials within the Council cemetery.
Ensure that the reputation of the Council is maintained and meets expected standards of probity	Provide appropriate information to Members to ensure that there is a robust oversight of the council financial arrangements	That the Council is a focal point in the community capable of representing the views of residents, businesses and organisations to outside bodies.	Maintain specialist knowledge of the Dinghy Park, allotment and the burial and cemetery procedures
Advice is provided in a timely and nonpartisan fashion to all members of the Council	Ensure that all sources of funding for the Council are maximised and that costs are kept to a minimum	Ensure that other agencies especially principle authorities understand the needs of Hamble and the Local Area Committee has a list of priority projects for funding and developers contributions	To update & maintain a booking diary, answer queries and generate invoices for the hire of pitches and pavilions.

<p>That the Council organises its work in accordance with its published standards and that decision making is clear and subject to public scrutiny.</p>	<p>Manage the Councils investment portfolio and ensure that the council is well advised in the use of its resources.</p>	<p>Establish good relations with relevant organisations and partners to ensure the delivery of the Councils priorities.</p>	<p>Manage enquiries from undertakers and members of the public about burials, internments and memorials within the Council cemetery.</p>
<p>Support of the work of Committees and Working Groups to deliver organisational objectives.</p>	<p>Responsible for the maintenance of financial information/systems on a day to day basis and to reconcile the accounts each month.</p>	<p>Produce information, briefing notes and reports for Council meetings and members as needed.</p>	<p>Assist with the allocation of Dinghy Park Permits</p>
<p>Ensure services are delivered to a high standard that are accessible to all members of the community in a fair and equal way.</p>	<p>To be responsible and assist with setting the admin budget monitoring and budget setting</p>	<p>That our services and assets are promoted widely in the village and people know how to access them.</p>	<p>To ensure that people are able to access our services in the way that suits them best.</p>
<p>To work with elected members both formally and informally, ensuring that they comply with Standing Orders and Financial Regulations and that operate lawfully</p>	<p>Ensure that disputes with creditors and debtors are resolved and bad debt reported as needed.</p>	<p>To develop the council's website and social media presence</p>	
<p>Arrange and attend Council and Committee meetings as appropriate providing advice and guidance to the Council and Clerk as necessary.</p>	<p>To use the council's procedures for cash handling and reconciliation, including sales to the general public.</p>	<p>Liaise with Editor of Hamble le Rice Village Magazine and generate community articles.</p>	

<p>To ensure planning applications are considered by the Council/ Planning Committee and responses submitted to Eastleigh Borough Council</p>	<p>Liaise with creditors and debtors and resolve queries relating to invoices, orders and payments.</p>	<p>To act as a point of enquiry and source of general and visitor information for telephone and personal callers</p>	
<p>To arrange the distribution and display of Council documentation, including agendas, minutes & public notices, as directed by the Clerk/Deputy Clerk.</p>		<p>To use internal systems to record and monitor customer activity levels on a daily basis.</p>	
<p>To provide limited cover for Council and Committee meetings including note taking.</p>		<p>Ensure that council information is kept up to date across a range of mediums.</p>	

<p>Management and personal qualities/experience</p>	<p>Ensure that staff are clear about organisational policies, priorities and are motivated to deliver high quality services.</p>	<p>Manage the Admin Assistant on a day to day basis and ensure their training and development needs are addressed.</p>	<p>To provide general administrative support to include the processing of post, preparing and distributing letters, photocopying, maintenance of paper and electronic filing systems and databases, stationery and office equipment stocks, information and resource library.</p>
	<p>Set standards and review progress, identifying performance issues and establish programmes of improvement</p>	<p>Manage and oversee volunteers involved in the running of the community library and to be the point of contact with Eastleigh Borough Council.</p>	
	<p>Ensure safe systems of work are in place and adhered to</p>	<p>To work collaboratively as part of the Councils Management Team to ensure the smooth and safe operation of the Council and its services.</p>	
	<p>Manage staff fairly and equitably.</p>	<p>Undertake research linked to projects or secure value for money</p>	<p>Undertake research to identify the cost of supplies and services</p>
	<p>Ensure a published forward plan of work for the Council</p>	<p>Experience of local government administrative</p>	

	Ensure that training is available for Members and that they are aware of their duties and responsibilities.	Understanding of the Council's role within the community	
		Understand the council's exposure to risk and how to manage it.	
		An appreciation of the impact the role has on the Council and its objectives	
		Experience of working within a busy customer focused environment	

	Clerk	Deputy Clerk	Admin assistant
Main purpose of job			
What is has to achieve	Ensure that the services are delivered to a high standard and that assets and resources are appropriately managed and risk minimised. That it operates lawfully within the Parish Councils Governance and Accountability framework.	Ensure that the public receive a high level of customer service and that the Councils systems are maintained to deliver this. Services should be delivered in a cost effective way and opportunities to generate income and reduce costs will be central to the role. Also work on a number of discrete projects or areas of work as agreed with the Clerk.	The post holder will be expected to be the first point of contact to the public as well as ensuring that service requests are recorded and dealt with promptly. They will be expected to arrange meetings and other events including function room bookings, refreshments and agenda paper dispatch. Importantly they will need to handle cash and raise orders and invoice customers and ensure payments can be made as needed. You will report to the Deputy Clerk.
Financial	To ensure that the Council has sound financial systems that are risk based and proportionate.	Responsible for the maintenance of financial information/systems on a day to day basis and to reconcile the accounts each month.	To use the council's procedures for cash handling and reconciliation, including sales to the general public.
	Set an annual budget and spending priorities	To be responsible and assist with setting the admin budget monitoring and budget setting	

	Provide appropriate information to Members to ensure that there is a robust oversight of the council financial arrangements	Ensure that disputes with creditors and debtors are resolved and bad debt reported as needed.	Liaise with creditors and debtors and resolve queries relating to invoices, orders and payments.
	Ensure that all sources of funding for the Council are maximised and that costs are kept to a minimum		
	That the Council is compliant with relevant statutory guidance, advice and best practice.		
	Ensure that assets are dealt with in an appropriate way delivering the best value to the community.		
	Ensure relevant returns are made in a timely fashion.		
	Manage the Councils investment portfolio and ensure that the council is well advised in the use of its resources.		
Governance	That the Council operates in accordance to the local government framework and within its own powers	To work with elected members both formally and informally, ensuring that they comply with Standing Orders and Financial Regulations and that they operate lawfully.	

	Ensure that the reputation of the Council is maintained and meets expected standards of probity	Produce information, briefing notes and reports for Council meetings and members as needed.	
	Advice is provided in a timely and nonpartisan fashion to all members of the Council	To ensure planning applications are considered by the Council/ Planning Committee and responses submitted to Eastleigh Borough Council	
	That the Council organises its work in accordance with its published standards and that decision making is clear and subject to public scrutiny.	Arrange and attend Council and Committee meetings as appropriate providing advice and guidance to the Council and Clerk as necessary.	To arrange the distribution and display of Council documentation, including agendas, minutes & public notices, as directed by the Clerk/Deputy Clerk.
	Support of the work of Committees and Working Groups to deliver organisational objectives.		To provide limited cover for Council and Committee meetings including note taking.
Community	Ensure services are delivered to a high standard that are accessible to all members of the community in a fair and equal way.	To ensure that people are able to access our services in the way that suits them best.	To act as a point of enquiry and source of general and visitor information for telephone and personal callers
	To ensure that information is available across a range of mediums to enable the public to be involved in the work of the Council.	That our services and assets are promoted widely in the village and people know how to access them.	To use internal systems to record and monitor customer activity levels on a daily basis.

	Manage media interest to ensure the Council's reputation is maintained	To develop the council's website and social media presence	Ensure that council information is kept up to date across a range of mediums.
		Liaise with Editor of Hamble le Rice Village Magazine and generate community articles.	
	Ensure that the voice of all the community is heard in decision making.		
	Assets are maintained in good order and are managed for the good of all the community in an open and transparent way.		To update & maintain a booking diary, answer queries and generate invoices for the hire of pitches and pavilions.
		Manage enquiries from undertakers and members of the public about burials, internments and memorials within the Council cemetery.	Manage enquiries from undertakers and members of the public about burials, internments and memorials within the Council cemetery.
		Maintain specialist knowledge of the Dinghy Park, allotment and the burial and cemetery procedures	Assist with the allocation of Dinghy Park Permits
	That the Council is a focal point in the community capable of representing the views of residents, businesses and organisations to outside bodies.		

Working with others	Ensure that other agencies especially principle authorities understand the needs of Hamble and the Local Area Committee has a list of priority projects for funding and developers contributions		
	Establish good relations with relevant organisations and partners to ensure the delivery of the Councils priorities.		
Leadership and management	Ensure that staff are clear about organisational policies, priorities and are motivated to deliver high quality services.		
	Set standards and review progress, identifying performance issues and establish programmes of improvement		
	Ensure safe systems of work are in place and adhered to		
	Manage staff fairly and equitably.	Manage the Admin Assistant on a day to day basis and ensure their training and development needs are addressed.	

		Manage and oversee volunteers involved in the running of the community library and to be the point of contact with Eastleigh Borough Council.	
Organisational	<p>Scope projects and identify and appoint specialist support and advice when needed</p> <p>Ensure a published forward plan of work for the Council</p> <p>Ensure that training is available for Members and that they are aware of their duties and responsibilities.</p>	To work collaboratively as part of the Councils Management Team to ensure the smooth and safe operation of the Council and its services.	To provide general administrative support to include the processing of post, preparing and distributing letters, photocopying, maintenance of paper and electronic filing systems and databases, stationery and office equipment stocks, information and resource library.
Additional Duties & Accountabilities	The Council's Responsible Financial Officer		
		Undertake research linked to projects or secure value for money	Undertake research to identify the cost of supplies and services
			Keep the Office in a clean, secure and tidy condition.

		Undertake such other duties as may be required commensurate with the grade of the post.	Undertake such other duties as may be required commensurate with the grade of the post.
Business knowledge		Experience of local government administrative	Understanding of the Council's role within the community
		Understanding of the Council's role within the community	Understanding of the Council's responsibilities with regards to the areas it manages within the Parish
		Understand the council's exposure to risk and how to manage it.	An appreciation of the impact the role has on the Council and its objectives
		An appreciation of the impact the role has on the Council and its objectives	Experience of working within a busy customer focused environment
		Experience of working within a busy customer focused environment	Experience of administrative and accounting systems
			Willing to be a first aider



QUOTATION

Prepared for Hamble Parish Council

Dated 29th January 2021

1a. Purchase of Rialtas Allotment Management Software

Purchase Installation of the following:

Rialtas Allotment Management Software For Allotments and possibly Dingy Park	£ 295
Initial online set up of software and training	£ 225
Purchase of Software	£ 520
1 st Year Annual Support and Maintenance Single User Licence	£124 per annum
Total Costs 1st Year for Purchase of Software	£ 644

1b. Ongoing costs

Annual Support and Maintenance Multi 5 User Licence or Annual Support and Maintenance Single User Licence	£172 per annum £124 per annum
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1c. Optional Functionality

Allotments Inspections Mobile App Integration	£75 per annum*
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* The Mobile Inspections App is licensed separately from our Partner BBits, for which an additional charge from BBits will apply. If you are interested in this optional functionality, then we can provide more details upon request.

Bbits Mobile Allotments Inspection App

Bbits is responsible for the delivery and maintenance of the Mobile Inspections App Service which is charged at £150 a year. Bbits terms and conditions will apply. If you require a demonstration of the mobile App contact them via email at info@bbits.co.uk.

If you wish to place an order with bbits either email them at info@bbits.co.uk or visit



<https://bbitsai2.co.uk/surveys/> and select the Allotment Inspection App Service.

All of the above prices are subject to VAT at the standard rate.

Quotation valid for 90 days, unless otherwise agreed in writing. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to our terms and conditions overleaf.

If you wish to proceed with this Order please signed below, indicating your acceptance of the Quotation and our terms and conditions overleaf.

Name:

Position (Clerk/RFO):

Signature:

Software Purchase Terms and Conditions

1. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. After year 3 the contract will automatically renew annually, unless cancelled in writing. Cancellations require six months notice.
2. Annual Support and Maintenance charges are reviewed annually and will change over the contract term. If our charges increase by more than 5% over the rate of inflation, the customer can cancel their Annual Support and Maintenance within the 3 year minimum contract term.
3. Support and Maintenance Fees are charged Annually in advance for the coming 12 month period. The initial period commences upon the installation and setup.
4. If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.
5. After the minimum 3 year term, cancellations mid year will not receive a refund of Support and Maintenance fees already paid.
6. Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
7. Support and Maintenance services are provided subject to the Terms and Conditions of those services, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.
9. Rialtas are providing the following aspects of the solution:
 - a. Ability to import the Mobile Inspections App data.
 - b. Ability to view the photographs captured by the Mobile App.
 - c. Ability to provide an export of Plots and Conditions to enable BBits to configure the App with relevant information for the customer.
10. BBits are providing the following aspects of the solution, their terms and conditions will apply, and you should contact them if you have any queries.
 - a. Mobile Inspections App User Support
 - b. Mobile Inspections App Maintenance
 - c. Mobile Inspections App Database Support, Maintenance and Security
 - d. Mobile Inspections Portal to download Inspections Data
 - e. Mobile Inspections App configuration of Plot and Condition list.
11. Rialtas and BBits are each responsible for their respective aspects of the solution. As per points 9 and 10, the customer understands and will contact the relevant company related to the functionality.

Council 8th February 2021

Delegated decision

Since the last meeting the following two items have been agreed under either the Clerks authority or in conjunction with the relevant Chair

1. Contract for the supply of a home printer and copier – Carrera have supplied the Clerk with a home printer and copier to support home working. The contract for the copier is a minimum term of 6 months at £10.00 per week plus vat which over the term of the contract is £288.00 less consumables. The value of the contract is within the Clerks delegation and is an extension to an existing contract.
2. E version payslips – Currently payslips issued electronically, are printed off and then given to staff. They do not come in a format that is easy to share electronically and although some months have been sent electronically it has been time consuming.

For a further £5.00pw our current payroll supplier will send payslips out electronically. This is better when staff are working remotely or not in work. Again the value falls within the Clerks delegation and it is an extension to a current contract with J Humphries. February's payslips will be in this format.