



Council Meeting Agenda

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

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **FULL COUNCIL** on the Tuesday, April 11, 2023 at 7pm, which will be held at the Roy Underdown Pavilion for the transaction of business as set out in the agenda below.

This meeting is open to members of the public.

If you wish to participate you should contact the Clerk at Parish Office via
clerk@hambleparishcouncil.gov.uk

Minute reference for the meeting will follow the following format 11.04.2023+item number.

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1 - Welcome

Simon Hand

Chair's announcements - Chris Ayres's retirement
To approve apologies for absence
Dispensations and Interests

2 - Approve Minutes

Simon Hand

Approve Minutes of the 13th March 2023

Attachments

[2023-03-13 - Hamble Parish Council Meeting - Minutes - Copy.pdf](#)



Council Meeting

Minutes

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

Minutes of the **Hamble Parish Council Meeting** held on **Monday, March 13, 2023**
at **19:00 - 21:30** in the **Roy Underdown Pavilion, Baron Road, Hamble**

Present: Chris Jones (virtually), Malcolm Cross, Mark Venables, Tony Moody, Simon Hand (Chair), Sarah Lehneis, Michelle Nicholson, Andy Thompson, Trevor Dann (virtually) and Ian Underdown

Apologies: Tony Ryan, Sheelagh Cohen

Staff In Attendance: Clerk, Project Manager, Planning Consultant and Comms Manager (arrived at 19.25pm)

MINUTE REFERENCE 13032023+AGENDA NUMBER

1 WELCOME

There were seven members of the public present who were welcomed to the meeting.

The Chair explained that the meeting was not being recorded tonight although remote access was allowing Cllrs Dann and Jones to join the meeting – but they were not able to vote.

Announcements – Chair read out the letter from the Friday Snug Initiative highlighting the successes of the scheme and thanking the council for funding. The Council welcomed the update and hoped it continued to provide a vital service for the future.

Apologies for absence – Cllrs Cohen and Ryan

Dispensations or interests

Cllrs with dispensations for Cemex included Cllrs Dann, Lehneis, Underdown, Venable and Moody.

2 MINUTES

Resolved unanimously to approve both the Minutes of the last meeting 13th February 2023 and to approve the exempt minutes from 12th December 2022 which hadn't previously been formally approved.

3 PUBLIC SESSION

Introduce session.

Chair welcomed the public to this session. Three people had asked to speak so they were asked to confine their comments to five minutes.

The first resident tabled a paper which highlighted a number of changes within the High Street Conservation Area which they were concerned about. The issues identified included: design of the Lifeboat Station, condition of the cobbled highway, signage in and around the Foreshore including the newly painted areas in the car park and the slipway, the quay ladders, bins and bollards. An offer was made to set up a group to assess these issues and options to improve the area. Cllr Underdown highlighted work going on to review the conservation area policy due to Council concerns. It was agreed that a response would follow outside of the meeting.

A representative from the Hamble Peninsular Residents Group (HPRG) attended and welcomed work being done on mitigation and the Regulatory Committee site visit and welcomed the regular meetings that were taking place between the two groups each week.

The final representation was from a resident who had carried out work on Hamble Airfield mapping site distances to show the impact of the quarry location in relation to key positions around the village and Satchell Lane. Reference was also made to properties in The Close, Hamble which are one of the closest to the quarry boundary

and the impact it will have on them. A request was made to highlight the location to the Regulatory Committee so they could see it for themselves when they did the site visit.

4 FUTURE OF HAMBLE AIRFIELD - CEMEX PLANNING APPLICATION

Cllr Jones highlighted the work that the Coordination group had been focused on since the last meeting. Generally, it had been a quiet period waiting for the outstanding consultation responses. In the meantime, the Council have established a joint working group with the HPRG in preparation for the Regulatory Committee (RC). Details of the terms of reference for the group were attached.

Steve Tilbury referred to the outstanding responses and the importance of Natural England to the application in terms of both the acceptability of the proposals and the long-term management of the site.

He also outlined the process that the case officer would be going through trying to pull together the final report. This would be published a week ahead of the committee meeting which would leave a short timescale to respond to any final issues that emerge. We would be able to make further representations up to the morning of the committee.

Cllr Hand left the room at 7.38pm and returned 2 minutes later.

The Clerk then outlined the different papers that had been circulated to Council and their relevance. The planning conditions table produced by Steve Tilbury reflected the comments from other agencies and were likely to form part of the final report. The list of mitigations suggested by HPC were attached in the table that had originally been circulated in January but had been updated. A discussion then took place about the relative merits of sending it now versus once the highways mitigations were published. It was agreed to send now but with a covering letter highlighting our frustration at not having all the available information to comment and reserve the right to go back in due course.

Also discussed the route map for the Regulatory Committee and how to update that in the light of the additional distance information. Agreed to discuss it at the Coordination Meeting at the end of the week.

Cllr Nicholson introduced the latest position on the communications strategy and the proposals put forward by the Working Group. These set out three strands as follows:

Working with others – HPRG, other parishes, EBC etc.

Reaching out to the community – run a series of outreach sessions hosted by Cllrs and also target residents where they are likely to have specific issues due to location and proximity.

Focus on positive stories in the community and events that are running around the Coronation to provide positive messaging in what might be a difficult time.

Proposed by Cllr Underdown and Seconded by Cllr Cross and all resolved to approve the Terms of Reference for the Regulatory Committee Working Group

Proposed by Cllr Underdown and seconded by Cllr Venables and all resolved to submit the list of mitigations with a covering letter with any other amendments being signed off by the Coordination Working Group.

To conclude the discussion of the RC route and background information paper and to seek volunteers for the outreach outside of the meeting.

Steve Tilbury left the meeting.

5 COMMUNITY INTEREST ITEMS

Cllr Thompson highlighted his concerns about the increase in dog incidents in and around Hamble and what if anything could be done to regulate the current arrangements especially when people are using Hamble Parish Council's land?

Confirmed that the responsible authority is Eastleigh Borough Council and the legislation that covers it would be the Public Spaces Protection Orders. It was agreed that Cllr Cross would make enquiries and a report would come back to the next meeting.

Cllr Lehneis agreed that the issue of the outside gym equipment was best dealt with at Asset Management Committee and would be added to the net agenda for discussion.

6 EASTLEIGH BOROUGH COUNCIL - LOCAL AREA COMMITTEE PLAN

The document was noted along with the suggested changes that the Clerk had made which included the addition of the Cemex application and the insertion of the word Hamble in relation to anti-social behaviour at the Foreshore so it was clear it related to Hamble.

7 CIVILITY AND RESPECT POLICY

Proposed Cllr Lehneis and seconded Cllr Nicholson resolved to adopt the policy by majority.

8 FINANCIAL RISK ASSESSMENT

The Financial Risk Assessment for 2023/24 was introduced and the Council resolved to approve it unanimously.

9 INTERIM AUDIT REPORT 2022/23

The Chair introduced the report having met the new auditor. The comments were welcomed, and the Council resolved to accept the recommendations from the auditor unanimously.

Cllr Lehneis left the room for a minute at 8.30pm.

10 ACCOUNTS AND FINANCIAL INFORMATION

The Clerk highlighted that the Council was needing to manage its cash flow as we approached the end of the year. The Clerk had requested that the precept be paid early in the month of April but sought approval to use delegation with the Chair to draw down monies from the EBC loan if needed. This was not anticipated but it was a possibility. The delegation if used would be reported to the next meeting.

Council welcomed the improvement in the reports and the work carried out by the Admin Assistant (Finance) and the rest of the team in getting the sales invoices up to date. A question was raised about the contract with Nespresso and the Clerk confirmed there was no contract in place – purchases were made as needed which was more cost effective.

Council was also asked to note the movement of money from the business savings account to the business current account and Cllr Venables and Cllr Thompson resolved to approve the list of payments and the reconciliation statements for February and all were approved unanimously.

Cllr Tony Moody left the meeting at 8.37 for a minute

11 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.

Proposed by Cllr hand and seconded Cllr Underdown and all resolved to move into exempt business. The Project Manager and the Comms Consultant left the meeting.

3 - Public Participation

4 - Future of Hamble Airfield - Cemex

Update on the application. Please note Steve Tilbury will not be at the meeting.

4.1 - Future of Hamble Airfield - Update on Statutory
consultees

***Clerk - Hamble Parish
Council***

4.2 - Future of Hamble Airfield - Purpose of the meeting 19th April 2023

Chris Jones

Discuss the main detail of HPC's deputation presentation
Action Plan for the week the report is published.

5 - Follow up - Council meeting 13th March 2023

Simon Hand

Issues arising from the last meeting for consideration.

Attachments

[Council Meeting follow up March 20232.pdf](#)

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



6th April 2023

Dear 

Subject: Council meeting – 13th March 2023

Thank you for attending our Council meeting back in March to share the work you have done plotting distances from the proposed quarry to sensitive buildings in and around the village. The information was gratefully received as it clearly shows the proximity of the proposed quarry to people's homes and the impact that it will have on many householders.

We are still discussing with the Case Officer at Hampshire County Council how best to ensure that members of the Regulatory Committee, when they come to site, can gauge the impact of the proposals in key locations. Your plan demonstrates this clearly and we will send it to Councillors at HCC in the hope that it informs their time on site and directs them to the locations most effected by the proposals – which includes The Close which you raised as a specific issue.

Subsequently you raised the issue of mitigations and made some helpful suggestions. The issue of mitigations is always a difficult one when you believe that the development in question is harmful and will remain so whatever mitigations are made. Notwithstanding this we have tried to submit a package of measures that we hope HCC will take seriously so that the local impacts which we all too aware of are addressed.

Thank you again for your time and interest and I hope we can come back to you if we need further help with aspects of the mapping as your input has been invaluable.

Yours sincerely

Amanda Jobling

Clerk
Hamble Parish Council

5.1 - Action on Hamble Foreshore and Conservation Area - update

Simon Hand

Letter to resident attached for information and next steps.

Attachments

[Redacted.pdf](#)

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

03.04.2023

[REDACTED]

Subject: Follow up from Council

Thank you for coming along to our March Council Meeting and raising the issue of changes in the Hamble Conservation area which you feel detracts from it. Some of your comments chime with work that the Planning Committee has been involved discussing with Eastleigh Borough Council, and we have got agreement that work to revise the current policy will be considered towards the end of this year. I have provided a link to the current document for your information with the policies set out from page 24 onwards. The Parish Council certainly feels that over the last few years the interpretation of the policy is not as we would have hoped with design issues being the major bone of contention.

While we conclude the work on the Hamble Airfield application it is not possible to start further work but the planning committee has resolved to purchase additional support with a review later in the year and that would be a good time to involve the wider community.

We also are approaching our AGM in May. The current Chair is stepping down so there are likely to be a number changes to the way we organise our meetings and how we do business. Our Mission statement states that we will:

Engage with and listen to the local community, so that we can make better decisions

Your proposal clearly sits within this.

As a starting point I will be raising with Council the issue of the highways and the dreadful state they are in around the Square and High Street and how best we can get some action to resolve it.

Can I ask you to be patient until after Cemex and then we will be better able to decide how best to respond.

Yours sincerely

Amanda Jobling

Clerk

Hamble Parish Council

5.2 - Dog control orders

Andy Thompson

This was raised as a community interest item by Cllr Thompson at the last meeting and has been included in the April newsletter. Residents have been asked to identify areas of concern and report back. Thanks to Cllr Cross for following this up.

Attachments

[FW Dog control re dog walkers.pdf](#)

From: [Cross, Cllr Malcolm](#)
To: [Clerk - Hamble Parish Council](#)
Subject: FW: Dog control re dog walkers
Date: 14 March 2023 13:46:40

For your information.

Malcolm

From: Philpot, Kirsten <Kirsten.Philpot@eastleigh.gov.uk>
Sent: 14 March 2023 12:09
To: Cross, Cllr Malcolm <Malcolm.Cross@eastleigh.gov.uk>; Hartley, Melvin <Melvin.Hartley@eastleigh.gov.uk>
Cc: McClean, Ross <Ross.McClean@eastleigh.gov.uk>
Subject: RE: Dog control re dog walkers

Hello Cllr Cross

Thank you for your email.

Local Area Services have also noticed an increase in dog related incidents across the Borough over the last few years. We feel this is due to a number of reasons including, lockdown dogs being purchased and then poorly socialised, a lack of education in dog law and dog control, dog walkers walking too many dogs and being unable to control them, and sadly the increase in demand for dogs has resulted in the criminal fraternity becoming involved in breeding in poor conditions resulting in poorly bred animals with behavioural problems.

We are looking at implementing a Public Space Protection Order (PSPO) across the Borough, which could include dog control measures. These may include such measures as:-

- keep your dog on a lead
- put your dog on a lead if told to by a police officer, police community support officer or someone from the council
- stop your dog going to certain places - like farmland or parts of a park
- limit the number of dogs you have with you (this applies to professional dog walkers too)
- clear up after your dog
- carry a poop scoop and disposable bags

I am in the process of putting a report together to request permission to go out to consultation and on what matters are included in the PSPO moving forward.

If permission is granted we will consult hopefully on all the measures mentioned above. The final measures put in place in the PSPO will depend upon the responses received at consultation and approval from cabinet.

I would be grateful if you could advise me if you have received any separate complaints to those

already raised directly to EBC on the salesforce system?

I hope this information is useful. Please do not hesitate to contact me with any further enquiries.

Kind Regards

Kirsten Philpot

From: Cross, Cllr Malcolm <Malcolm.Cross@eastleigh.gov.uk>
Sent: 14 March 2023 09:38
To: Hartley, Melvin <Melvin.Hartley@eastleigh.gov.uk>
Cc: McClean, Ross <Ross.McClean@eastleigh.gov.uk>; Philpot, Kirsten <Kirsten.Philpot@eastleigh.gov.uk>
Subject: RE: Dog control re dog walkers

Hi Melvin

Thank for the quick response.

From: Hartley, Melvin <Melvin.Hartley@eastleigh.gov.uk>
Sent: 14 March 2023 09:33
To: Cross, Cllr Malcolm <Malcolm.Cross@eastleigh.gov.uk>
Cc: McClean, Ross <Ross.McClean@eastleigh.gov.uk>; Philpot, Kirsten <Kirsten.Philpot@eastleigh.gov.uk>
Subject: RE: Dog control re dog walkers

Hi Malcolm

Thanks for the message and the update about dogs and behaviour.

I am passing this over to Kirsten Philpot as she leads for the council on animal issues and coincidentally is just starting the work on exploring what control measures we may want to put in place across the Borough. Part of that process is gathering evidence of current problems. The more evidence we have the easier it will be to justify legally putting in place controls. Has the parish got a list of the complaints they could share?

Kind regards

Melvin

Melvin Hartley
Safety and Resilience Manager - Designated Safeguarding Lead

Strategy

Ext.: 8149

Mobile: [07850 753730](tel:07850753730)

From: Cross, Cllr Malcolm <Malcolm.Cross@eastleigh.gov.uk>

Sent: 14 March 2023 09:21

To: Hartley, Melvin <Melvin.Hartley@eastleigh.gov.uk>

Cc: McClean, Ross <Ross.McClean@eastleigh.gov.uk>

Subject: Dog control re dog walkers

Hi Melvin

We had a Parish Meeting last night.

A proposal was placed before the Parish by fellow Councillors to see what we can do control dog walkers with several dogs for example more than 3 and poss 5 on a lead and roaming free.

Can you advise on a public and safety concerns of residents anything that we can put in place or EBC can do.

We have had several complaints about dogs attacking other dogs which are under control.

Your help in this matter would be appreciated.

Regards

Malcolm.

6 - Grants - Section 137

Grant Application from Citizens Advice Eastleigh.

Attachments

[4 - Equality and Diversity Policy for paid staff 2023.docx](#)

[AGM Minutes 16 11 22.docx](#)

[CC Approved Articles of Association May 2022.pdf](#)

[Eastleigh Citizens Advice Bureau Full Accounts 31.03.2022.pdf](#)

[Grant Application CitA Eastleigh 23-24.docx](#)

[Hamble report 2022-2023.docx](#)

Citizens Advice Eastleigh Policies

Equality and Diversity Policy for Paid Staff

Version:	1.1
Authorisation Committee:	Trustee Board x Sub Committee Delegated Authority Other:
Date of Authorisation:	15.2.23
Evidenced:	Board minutes
Author:	AC (CitA template)
Date issued:	February 2023 (annual review)
Review date:	February 2024
Key recent changes:	BMIS updated the template in Feb 2020 – national template adopted in full
Number of pages:	7
Circulation:	Office Manual (hard copy in office, online version on the team Google drive)

1. Introduction

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

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

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

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

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

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

2. Scope

2.1 This policy relates to all aspects of work undertaken by Citizens Advice Eastleigh including employment and recruitment and selection, meeting clients' needs and service delivery, working with and supporting volunteers, suppliers, supporters and other associated third parties.

3. Legal obligations

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

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

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

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

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

4. Meeting clients' needs

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

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

4.2 Citizens Advice Eastleigh is committed to meeting the diverse needs of clients. We will take steps to identify the needs of clients in our community and develop policies and procedures accordingly. We aim to ensure that the services we provide are accessible to all. We will take into account, in particular, the needs of disabled clients (including mental health problems) and clients who are unable to communicate effectively in English, including those who are Deaf, who use BSL and who are hard of hearing. We will consider whether particular groups are predominant within our client base and devise appropriate policies / procedures to meet their needs. Such groups include: men and women; those who

identify as non-binary or who do not identify to binary genders, carers; older people; members of religious groups; ethnic groups or nationalities and lesbian, gay, bisexual, pansexual and transgender people.

5. Employment (paid staff)

5.1 General statement

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

5.2 Recruitment and selection

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

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

5.3 Training and development

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

5.4 Meeting individual needs

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

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

6. Volunteers

6.1 General statement

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

7. Implementing the policy

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

7.2 Responsibilities

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

7.2.1 All staff

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

7.2.2 All managers

Managers are responsible for promoting this policy and ensuring it is understood and complied with by all staff in their area, dealing with breaches and complaints (whether

reported or not) seriously, speedily, sensitively and confidentially and contributing ideas for the advancement of diversity principles within the organisation. Managers are expected to be proactive in identifying circumstances in which elements of the policy can benefit individual members of staff, and encourage and support staff in making use of such benefits.

7.3 Conduct and general standards of behaviour

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

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

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

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

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

7.4 Complaints of discrimination

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

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

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

8. Monitoring

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


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

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

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

9. Review

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

Citizens Advice Eastleigh Annual General Meeting			
MINUTES			
Venue: Dove Suite Pavillion on the Park 1 Kingfisher Road Eastleigh SO50 9LH			
Date of meeting	Wednesday 16 th November 2022	Start time	6pm
Board members:	Anne Winstanley (Chair), David Blenkarn (Vice-Chair), Samir Gaglani (Treasurer), Denise Bull, Steve De Bono, Martin Hollingsworth, Sam Jordan, Tanya-Jane Park, Emma Talbot, Annette Towgood, David Yeandle		
In attendance:	Annabella Crawford (CEO), Fiona Dorman (OM)		
Invited:	Tasnim Davies (CitA Relationship Manager), Steve Reader (Rothmans)		
Minutes:	Helen Caso		

1. Apologies
No formal apologies. Steve de Bono not present.
2. Matters arising
None.
3. Receive and approve the minutes of the previous meeting 17/11/21 (Resolution 1)
The minutes of the previous meeting were accepted and approved.
4. Approve and appoint the auditors for 2022/2023 (Resolution 2)
Rothmans approved and appointed.

5. Trustees (Resolution 3)

- David Blenkarn standing for re-election
- Confirmation of all Trustees

Brian Venney was approved as Interim Treasurer and Chair of the Finance Committee (replacing Sam Gagliani) until a new Treasurer is appointed.

All other officer roles accepted and approved.

Martin Hollingsworth has joined Finance and is to join Health & Safety. Denise Bull is to join IT. David Yeandle is to join Personnel.

Tanya Park is to be a reserve on Finance to make quorum if needed.

6. Overview of the annual accounts

These have been examined by Rothmans.

Net income seems to be £53,000 up but includes payment by CitA.

7. Overview of the Annual Report

A few are printed and mailed but most are emailed to interested parties.

The board felt the case studies are helpful to interested parties.

8. AOB

None.

Next AGM: 6pm, Tuesday 14th November 2023, venue/channel TBC

Articles of Association of Citizens Advice Eastleigh

1. The company's registered name is Eastleigh Citizens Advice Bureau (and in this document it is called the 'charity')

Interpretation

2. In the articles

'address' means a postal address or, for the purposes of electronic communication, a fax number, an e-mail or postal address or a telephone number for receiving text messages in each case registered with the charity;

'the articles' means the charity's articles of association;

'the charity' means the company to be regulated by these Articles;

"Citizens Advice" means the National Association of Citizens Advice Bureaux (company no. 01436945 and registered charity no. 279057)

'clear days' in relation to the period of a notice means a period excluding:

- the day when the notice is given or deemed to be given; and
- the day for which it is given or on which it is to take effect;

'the Commission' means the Charity Commission for England and Wales;

'Companies Acts' means the Companies Acts (as defined in section 2 of the Companies Act 2006) insofar as they apply to the charity;

'conflict of interest' means any situation in which a trustee's personal interests or loyalties could, or could be seen to, prevent them from making a decision only in the best interests of the charity.

'conflict of loyalty' means a particular type of conflict of interest, in which a trustee's loyalty or duty to another person or organisation could prevent the trustee from making a decision only in the best interests of the charity.

'delivery partners' means other organisations where the charity may sub-grant/subcontract funding received;

'the directors' means the directors of the charity. The directors are charity trustees as defined by section 177 of the Charities Act 2011;

'document' includes, unless otherwise specified, any document sent or supplied in electronic form;

'electronic form' and 'electronic means' have the meanings given in section 1168 of the Companies Act 2006;

'the memorandum' means the charity's memorandum of association;

'officers' includes the directors and the secretary (if any);

'secretary' means any person appointed to perform the duties of the secretary of the charity including any joint or assistant company secretary;

'the United Kingdom' means Great Britain and Northern Ireland; and

words imputing one gender shall include all genders, and the singular includes the plural and vice versa.

Unless the context otherwise requires, words or expressions contained in the articles have the same meaning as in the Companies Acts but excluding any statutory modification not in force when this constitution becomes binding on the charity.

Apart from the exception mentioned in the previous paragraph a reference to an Act of Parliament includes any statutory modification or re-enactment of it for the time being in force.

Liability of members

3. The liability of the members is limited to a sum not exceeding £10, being the amount that each member undertakes to contribute to the assets of the charity in the event of its being wound up while he, she or it is a member or within one year after he, she or it ceases to be a member, for:
 - 1) payment of the charity's debts and liabilities incurred before he, she or it ceases to be a member;
 - 2) payment of the costs, charges and expenses of winding up; and
 - 3) adjustment of the rights of the contributories among themselves.

Objects

4. The charity's objects ('Objects') are specifically:

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

Powers

5. The charity has power to do anything which is calculated to further its Objects or is conducive or incidental to doing so. In particular, the charity has power:

- 1) to establish, provide and assist in the provision of Local Citizens Advice services and outlets supplying a free, independent, confidential and impartial service of advice, information and counsel for the public;
- 2) to raise funds. In doing so, the charity must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;
- 3) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- 4) to sell, lease or otherwise dispose of all or any part of the property belonging to the charity. In exercising this power, the charity must comply as appropriate with sections 117 and 122 of the Charities Act 2011.
- 5) to borrow money and to charge the whole or any part of the property belonging to the charity as security for repayment of the money borrowed or as security for a grant or the discharge of an obligation. The charity must comply as appropriate with sections 124 - 126 of the Charities Act 2011 if it wishes to mortgage land;
- 6) to cooperate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
- 7) to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
- 8) to acquire, merge with or to enter into any partnership or joint venture arrangement with any other charity;
- 9) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
- 10) to employ and remunerate such staff as are necessary for carrying out the work of the charity. The charity may employ or remunerate a director only to the extent it is permitted to do so by article 7 and provided it complies with the conditions in that article;
- 11) to:
 - (a) deposit or invest funds;
 - (b) employ a professional fund-manager; and
 - (c) arrange for the investments or other property of the charity to be held in the name of a nominee; in the same manner and subject to the same

conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;

- 12) to provide indemnity insurance for the directors in accordance with, and subject to the conditions in, [section 189](#) of the Charities Act 2011;
- 13) to pay out of the funds of the charity the costs of forming and registering the charity both as a company and as a charity;
- 14) to make grants to delivery partners for the delivery of the services which advance the charity's objects.

Application of Income and property

6.

- 1) The income and property of the charity shall be applied solely towards the promotion of the Objects.
- 2) (a) A director is entitled to be reimbursed from the property of the charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the charity.
(b) A director may benefit from trustee indemnity insurance cover purchased at the charity's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
(c) A director may receive an indemnity from the charity in the circumstances specified in article 57.
(d) A director may not receive any other benefit or payment unless it is authorised by article 7.
- 3) Subject to article 7, none of the income or property of the charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the charity. This does not prevent a member who is not also a director receiving:
(a) a benefit from the charity in the capacity of a beneficiary of the charity;
(b) reasonable and proper remuneration for any goods or services supplied to the charity.

Benefits and payments to charity directors and connected persons

7.

1) General provisions

No director or connected person may:

- (a) buy any goods or services from the charity on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the charity;
- (c) be employed by, or receive any remuneration from, the charity;

(d) receive any other financial benefit from the charity;

unless the payment is permitted by sub-clause (2) of this article, or authorised by the court or the prior written consent of the Charity Commission has been obtained.

In this article a 'financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value.

2) Scope and powers permitting directors' or connected persons' benefits

(a) A director or connected person may receive a benefit from the charity as beneficiary provided that a majority of the directors do not benefit in this way.

(b) A director or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the charity where that is permitted in accordance with, and subject to the conditions in, sections [185 and 186](#) of the Charities Act 2011.

(c) Subject to sub-clause (3) of this article a director or connected person may provide the charity with goods that are not supplied in connection with services provided to the charity by the director or connected person.

(d) A director or connected person may receive interest on money lent to the charity at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

(e) A director or connected person may receive rent for premises let by the director or connected person to the charity. The amount of the rent and the other terms of the lease must be reasonable and proper. The director concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

(f) A director or connected person may take part in the normal trading and fundraising activities of the charity on the same terms as members of the public.

3) Payment for supply of goods only – controls

The charity and its directors may only rely upon the authority provided by sub-clause (2)(c) of this article if each of the following conditions is satisfied:

(a) The amount or maximum amount of the payment for the goods is set out in an agreement in writing between the charity or its directors (as the case may be) and the director or connected person supplying the goods

(‘the supplier’) under which the supplier is to supply the goods in question to or on behalf of the charity.

(b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

(c) The other directors are satisfied that it is in the best interests of the charity to contract with the supplier rather than with someone who is not a director or connected person. In reaching that decision the directors must balance the advantage of contracting with a director or connected person against the disadvantages of doing so.

(d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the charity.

(e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of directors is present at the meeting.

(f) The reason for their decision is recorded by the directors in the minute book.

(g) A majority of the directors then in office are not in receipt of remuneration or payments authorised by article 7 (for the purpose of this sub-clause a calculation of the “majority of the directors” shall include both the directors who are themselves in receipt of payments from the charity, and directors who have connected persons who are in receipt of payment from the charity).

4) In sub-clauses (2) and (3) of this article:

(a) ‘charity’ includes any company in which the charity:

(i) holds more than 50% of the shares; or

(ii) controls more than 50% of the voting rights attached to the shares; or

(iii) has the right to appoint one or more directors to the board of the company.

(b) ‘connected person’ includes any person within the definition in article 61 ‘Interpretation’

Declaration of directors’ interests

8. A director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the charity or in any transaction or arrangement entered into by the charity which has not previously been declared. A director must absent himself or herself from any

discussions of the charity directors in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any personal financial interest).

Conflict of interests and conflict of loyalties

9.

- 1) If a conflict of interests arises for a director because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the articles, the unconflicted directors may authorise such a conflict of interests where the following conditions apply:
 - (a) the conflicted director is absent from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
 - (b) the conflicted director does not vote on any such matter and is not to be counted when considering whether a quorum of directors is present at the meeting; and
 - (c) the unconflicted directors consider it is in the interests of the charity to authorise the conflict of interests in the circumstances applying.
- 2) In this article a conflict of interests arising because of a duty of loyalty owed to another organisation or person only refers to such a conflict which does not involve a direct or indirect benefit of any nature to a director or to a connected person.

Members

10.

- 1) The subscribers to the memorandum are the first members of the charity.
- 2) A director shall become a member on being appointed a director and shall cease to be a member when he or she ceases to be a director.
- 3) Membership is open to other individuals or organisations who:
 - (a) apply to the charity in the form required by the directors; and
 - (b) are approved by the directors; and
 - (c) are, if individuals, over 16 and not paid workers, employees or unpaid volunteers of the charity.

- 4) (a) The directors may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the charity to refuse the application.

(b) The directors must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.

(c) The directors must consider any written representations the applicant may make about the decision. The directors' decision following any written representations must be notified to the applicant in writing but shall be final.
- 5) Membership is not transferable.
- 6) The directors must keep a register of names and addresses of the members and the dates on which they became and ceased to be a member or representative

Classes of membership

11. There is a single class of membership. The same rights and obligations shall apply to all members.

Termination of membership

12. Membership is terminated if:

- 1) the member dies or, if it is an organisation, ceases to exist;
- 2) the member resigns by written notice to the charity unless, after the resignation, there would be less than two members;
- 3) any sum due from the member to the charity is not paid in full within six months of it falling due;
- 4) the member is removed from membership by a resolution of the directors that it is in the best interests of the charity that his or her or its membership is terminated. A resolution to remove a member from membership may only be passed if:

(a) the member has been given at least twenty-one days' notice in writing of the meeting of the directors at which the resolution will be proposed and the reasons why it is to be proposed;

(b) the member or, at the option of the member, the member's representative (who need not be a member of the charity) has been allowed to make representations to the meeting.

5) the member fails to attend two successive annual general meetings in person, by its appointed representative (if a member organisation) or by proxy without notifying the charity of his, her or its intention to remain a member.

6) the member ceases to be a director, if applicable.

General meetings

13.

- 1) The charity must hold its first annual general meeting within eighteen months after the date of its incorporation.
- 2) An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.

14. The directors may call a general meeting at any time.

Notice of general meetings

15.

- 1) The minimum period of notice required to hold a general meeting of the charity is fourteen clear days.
- 2) A general meeting may be called by shorter notice if it is so agreed by a majority in number of members having a right to attend and vote at the meeting, being a majority who together hold not less than 90 percent of the total voting rights.
- 3) The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so. The notice must also contain a statement setting out the right of members to appoint a proxy under section 324 of the Companies Act 2006 and article 22.
- 4) The notice must be given to all the members and to the directors, Citizens Advice, any President and the auditors.

16. The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the charity, or a member was absent during the course of the meeting due to technological failure as long as the meeting remains quorate.

Proceedings at general meetings

17.

- 1) No business shall be transacted at any general meeting unless a quorum is present.
- 2) A quorum is:
 - (a) 4 members present, in person or by proxy and entitled to vote upon the business to be conducted at the meeting; or
 - (b) one quarter of the total membership at the time;whichever is the greater.
- 3) The authorised representative of a member organisation shall be counted in the quorum.
- 4) The directors may make regulations permitting attendance at general meetings by any means whereby every participant can attend, speak and vote simultaneously with every other participant; such that persons may be considered present at the meeting even if not physically present in the same location. This is subject to a minimum of two members being physically present at the location address of the meeting.
- 5) Any representative from Citizens Advice attending general meetings of the charity as an observer shall have the right to speak but not to vote at such meetings

18.

- 1) If:
 - (a) a quorum is not present within half an hour from the time appointed for the meeting; or
 - (b) during a meeting a quorum ceases to be present;

the meeting shall be adjourned to such time and place as the directors shall determine.

- 2) The directors must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.

- 3) If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present in person or by proxy at that time shall constitute the quorum for that meeting.

19.

- 1) General meetings shall be chaired by the person who has been appointed to chair meetings of the directors.
- 2) If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting the Vice Chair of the board of directors (if any) shall take the chair and if none is in attendance a director nominated by the directors shall chair the meeting.
- 3) If there is only one director present and willing to act, he or she shall chair the meeting.
- 4) If no director is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present in person or by proxy and entitled to vote must choose one of their number to chair the meeting.

20.

- 1) The members present in person or by proxy at a meeting may resolve by ordinary resolution that the meeting shall be adjourned.
- 2) The person who is chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution.
- 3) No business shall be conducted at a reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- 4) If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting.

21.

- 1) Any vote at a meeting shall be decided by a show of hands unless before, or on the declaration of the result of, the show of hands a poll is demanded:
 - (a) by the person chairing the meeting; or
 - (b) by at least two members present in person or by proxy and having the right to vote at the meeting; or
 - (c) by a member or members present in person or by proxy representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.

- 2) (a) The declaration by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded.
(b) The result of the vote must be recorded in the minutes of the charity but the number or proportion of votes cast need not be recorded.
- 3) (a) A demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the person who is chairing the meeting.
(b) If the demand for a poll is withdrawn the demand shall not invalidate the result of a show of hands declared before the demand was made.
- 4) (a) A poll must be taken as the person who is chairing the meeting directs, who may appoint scrutineers (who need not be members) and who may fix a time and place for declaring the results of the poll.

(b) The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- 5) (a) A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.

(b) A poll demanded on any other question must be taken either immediately or at such time and place as the person who is chairing the meeting directs.

(c) The poll must be taken within thirty days after it has been demanded.

(d) If the poll is not taken immediately at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.

(e) If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting.

Content of proxy notices

22.

- 1) A proxy shall be appointed using a notice in the following written form (or in form as near thereto as circumstances allow or in any other form which is usual or which the board may approve):-

".....'registered name'

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

Address:.....

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

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

Resolution 1:

- *for
- *against
- *abstain
- *as the proxy thinks fit

Resolution 2:

- *for
- *against
- *abstain
- *as the proxy thinks fit

All other resolutions properly put to the meeting:

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

Signed:

Dated:"

- 2) A Proxy notice must be delivered to the charity in accordance with the provisions of these Articles concerned with delivery of communications and notice to the charity and shall be so delivered:

- (a) at least 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the form proposes to vote;
- (b) in the case of a poll taken more than 48 hours after it is demanded: at least 24 hours before the time appointed for the taking of the poll; or
- (c) in the case of a poll not taken at the meeting but taken within 48 hours after it is demanded: at the meeting at which the poll is demanded, by delivering the form to the chair of the meeting or to the Secretary or to any director;

and an instrument of proxy which is not so delivered shall be invalid.

Delivery of proxy notices

22A

- 1) A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the charity by or on behalf of that person.
- 2) An appointment under a proxy notice may be revoked by delivering to the charity a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- 3) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- 4) If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf

Written resolutions

23.

- 1) A resolution in writing agreed by a simple majority (or in the case of a special resolution by a majority of not less than 75%) of the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective provided that:
 - (a) a copy of the proposed resolution has been sent to every eligible member;
 - (b) a simple majority (or in the case of a special resolution a majority of not less than 75%) of members has signified its agreement to the resolution; and
 - (c) it is contained in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date.
- 2) A resolution in writing may comprise several copies to which one or more members have signified their agreement.

- 3) In the case of a member that is an organisation, its authorised representative may signify its agreement.

Votes of members

24. Every member, whether an individual or an organisation, shall have one vote (so a proxy shall have one vote for each member he or she is representing).

- 1) No member may vote on any matter in which he, she or it is personally interested, pecuniarily or otherwise, or debate on such a matter without in either case the permission of the majority of the members present in person at the meeting, such permission to be given or withheld without discussion.
- 2) In the case of an equality of votes, whether on show of hands or on a poll, the Chair of the meeting shall be entitled to the casting vote in addition to any vote he or she may have.

25. Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final.

26.

- 1) Any organisation that is a member of the charity may nominate any person to act as its representative at any meeting of the charity.
- 2) The organisation must give written notice to the charity of the name of its representative. The representative shall not be entitled to represent the organisation at any meeting unless the notice has been received by the charity. The representative may continue to represent the organisation until written notice to the contrary is received by the charity.
- 3) Any notice given to the charity will be conclusive evidence that the representative is entitled to represent the organisation or that his or her authority has been revoked. The charity shall not be required to consider whether the representative has been properly appointed by the organisation.
- 4) If the representative or alternate resigns or otherwise leaves the member organisation, he or she shall immediately cease to be the representative of the member organisation. The member organisation may appoint a new representative in the departing representative's place.

Directors

27.

- 1) A director must be a natural person aged 16 years or older;
- 2) No one may be appointed a director if he or she would be disqualified from acting under the provisions of article 39;
- 3) No paid worker, employee or unpaid volunteer of the charity may be a director;
- 4) A director must also be a member (or duly appointed representative of a member organisation) of the charity.

28. The maximum number of directors shall be fifteen (unless otherwise determined by ordinary resolution) and the minimum number shall be four.

29. The first directors shall be those persons notified to Companies House as the first directors of the charity.

30. A director may not appoint an alternate director or anyone to act on his or her behalf at meetings of the directors.

Powers of directors

31.

- 1) The directors shall manage the business of the charity and may exercise all the powers of the charity unless they are subject to any restrictions imposed by the Companies Acts, the articles or any special resolution.
- 2) No alteration of the articles or any special resolution shall have retrospective effect to invalidate any prior act of the directors.
- 3) Any meeting of directors at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the directors.

Retirement of directors

32.

- 1) At the first annual general meeting all the directors must retire from office unless by the close of the meeting the members have failed to elect sufficient directors to hold a quorate meeting of the directors. At each subsequent annual general meeting one-third of the directors or, if their number is not three or a multiple of three, the number nearest to one-third, must retire from office. If there is only one director he or she must retire.
- 2) Other than at the first three general meetings following incorporation, all elected directors shall retire from office at the third annual general meeting following the annual general meeting at which they were elected but may be re-elected

33.

- 1) The directors to retire by rotation shall be those who have been longest in office since their last appointment. If any directors became or were appointed directors on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.
- 2) If a director is required to retire at an annual general meeting by a provision of the articles the retirement shall take effect upon the conclusion of the meeting.

Appointment of directors

34. The charity may by ordinary resolution:

- 1) appoint a person who is willing to act to be a director; and
- 2) determine the rotation in which any additional directors are to retire.

35. No person other than a director retiring by rotation may be appointed a director at any general meeting unless:

- 1) he or she is recommended for election by the directors; or
- 2) not less than fourteen nor more than thirty-five clear days before the date of the meeting, the charity is given a notice that:
 - (a) is signed by a member entitled to vote at the meeting;
 - (b) states the member's intention to propose the appointment of a person as a director;
 - (c) contains the details that, if the person were to be appointed, the charity would have to file at Companies House; and
 - (d) is signed by the person who is to be proposed to show his or her willingness to be appointed.

36. All members who are entitled to receive notice of a general meeting must be given not less than seven nor more than twenty-eight clear days' notice of any resolution to be put to the meeting to appoint a director other than a director who is to retire by rotation.

37.

- 1) The directors may appoint a person who is willing to act to be a director
- 2) A director appointed by a resolution of the other directors must retire at the next annual general meeting, and must not be taken into account in determining the directors who are to retire by rotation.
- 3) Each appointment of a director pursuant to article 37(1) shall be made at a meeting of the Board and shall take place immediately unless the appointment is to fill a place which has not yet been vacated in which case the appointment shall run from the date when the post becomes vacant.

38.

- 1) The appointment of a director, whether by the charity in general meeting or co-opted by the other directors, must not cause the number of directors to exceed any number fixed as the maximum number of directors.
- 2) A Director who retires at an annual general meeting may, if willing to act, be re-elected. If he or she is not re-elected, he or she shall retain office until the meeting elects someone in his or her place, or if it does not do so, until the end of the meeting.

Disqualification and removal of directors

39. A director shall cease to hold office if he or she:

- 1) ceases to be a director by virtue of any provision in the Companies Acts or is prohibited by law from being a director;
- 2) is disqualified from acting as a director by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of those provisions);
- 3) ceases to be a member of the charity;
- 4) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;
- 5) resigns as a director by giving at least one month's written notice to the charity stating the date on which the resignation is to take effect (but only if at least four directors will remain in office when the notice of resignation is to take effect);
- 6) is absent without the permission of the directors from all their meetings held within a period of six consecutive months and the directors resolve that his or her office be vacated; or
- 7) at a meeting of the directors at which at least half of the directors are present, a resolution is passed that he or she be removed from office. Such a resolution shall not be passed unless the director has been given at least 14 clear days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been afforded a reasonable opportunity of being heard by or of making written representations to the directors.

Remuneration of directors

40. The directors must not be paid any remuneration unless it is authorised by article 7.

Proceedings of directors

41.

- 1) The directors may regulate their proceedings as they think fit, subject to the provisions of the articles.
- 2) Any three directors may call a meeting of the directors.
- 3) The secretary (if any) must call a meeting of the directors if requested to do so by a director.
- 4) Questions arising at a meeting shall be decided by a majority of votes.
- 5) In the case of an equality of votes, the person who is chairing the meeting shall have a second or casting vote.
- 6) A meeting may be held by suitable electronic means agreed by the directors in which each participant may communicate with all the other participants.
- 7) A representative from Citizens Advice shall be invited to attend all meetings of the board and receive papers for the board and its sub-committees. Such representative shall have the right to speak but shall not have the right to vote at meetings.
- 8) The Charity's Chief Officer, a representative from the Charity's paid staff and a representative from the Charity's volunteer workers shall be entitled to attend all meetings of the board and shall have the right to speak but shall not have the right to vote. The board may require any such person to withdraw from the meeting.
- 9) The board shall hold at least four meetings each year. A meeting of the board may be called at any time by the Chair or by three directors upon at least seven clear days' notice being given to the other directors and to Citizens Advice. A meeting of the board of directors may be called at shorter notice if the circumstances require a meeting to be convened urgently. The notice shall specify the date, time and place of the meeting and any special matters to be discussed.

42.

- 1) No decision may be made by a meeting of the directors unless a quorum is present at the time the decision is purported to be made. 'Present' includes being present by suitable electronic means agreed by the directors in which a participant or participants may communicate with all the other participants.
- 2) The quorum shall be four or the number nearest to one-third of the total number of directors, whichever is the greater, or such larger number as may be decided from time to time by the directors.
- 3) A director shall not be counted in the quorum present when any decision is made about a matter upon which that director is not entitled to vote.

43. If the number of directors is less than the number fixed as the quorum, the continuing directors or director may act only for the purpose of filling vacancies or of calling a general meeting.

44.

- 1) The board of directors shall appoint a director to chair their meetings and a Treasurer and may appoint a Vice Chair and may at any time revoke such appointment.
- 2) If no-one has been appointed to chair meetings of the directors or if the person appointed is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Vice Chair (if any) shall preside. Otherwise the directors present shall appoint one of their number to chair the meeting.
- 3) The person appointed to chair meetings of the directors shall have no functions or powers except those conferred by the articles or delegated to him or her by the directors.
- 4) A person shall not hold office as Chair, Vice Chair or Treasurer for more than six consecutive years . After the end of this period, two further years must pass before any former Chair, Vice Chair or Treasurer shall be eligible for re-election to the same offices, subject to Article 38.

45.

- 1) A resolution in writing or in electronic form agreed by all of the directors entitled to receive notice of a meeting of the directors and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the directors duly convened and held.
- 2) The resolution in writing may comprise several documents containing the text of the resolution in like form to each of which one or more directors has signified their agreement.
- 3) Questions arising at a meeting shall be decided by a majority of votes. In the case of equality of votes, the chair of the meeting shall have a second or casting vote.

Delegation

46.

- 1) The directors may delegate any of their powers or functions to a committee of two or more directors but the terms of any delegation must be recorded in the minute book.
- 2) In the case of delegation of functions and duties to committees:
 - (a) the relevant powers are to be exercised exclusively by the committee to whom they delegate;
 - (b) the resolution making that delegation shall specify those who shall serve or be asked to serve on any committee (although the resolution may allow the committee to make co-options up to a specified number)

(c) no expenditure may be incurred on behalf of the charity except in accordance with a budget previously agreed with the directors.

(d) the directors may make such regulations and impose such terms and conditions and give such mandates to any such committee as they may from time to time think fit.

(e) the meetings and proceedings of any committee shall be governed by the provisions of the Articles regulating the meetings and proceedings of the directors so far as the same are applicable and are not superseded by any regulations made by the directors.

- 3) The directors may revoke or alter a delegation.
- 4) All acts and proceedings of any committees must be fully and promptly reported to the directors.
- 5) In the case of delegation of the day-to-day managements of the charity to a chief executive or other manager or managers:
 - (a) the delegated power shall be to manage the charity by implementing the policy and strategy adopted and within the budget approved by the directors and if applicable to advise the directors in relation to such policy, strategy and budget;
 - (b) the directors shall provide the manager with a description of his or her role and the extent of his or her authority; and
 - (c) the manager shall report regularly to the directors on the activities undertaken and (where those activities involve managing the Charity generally) to provide them regularly with management accounts sufficient to explain the financial position of the charity.
- 6) The directors may appoint any person to be the agent of the charity for such purposes and on such conditions as they determine.

Validity of directors' decisions

47.

- 1) Subject to article 47(2), all acts done by a meeting of directors, or of a committee of directors, shall be valid notwithstanding the participation in any vote of a director:
 - (a) who was disqualified from holding office;
 - (b) who had previously retired or who had been obliged by the

constitution to vacate office;
(c) who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise;

if without:

- (d) the vote of that director; and
- (e) that director being counted in the quorum;

the decision has been made by a majority of the directors at a quorate meeting.

- 2) Article 47(1) does not permit a director or a connected person to keep any benefit that may be conferred upon him or her by a resolution of the directors or of a committee of directors if, but for article 47(1), the resolution would have been void, or if the director has not complied with article 8.

Citizens Advice membership

48.

- 1) The charity shall be a member of Citizens Advice and must conform to its membership requirements and to its aims, principles and policies.
- 2) The charity and its directors shall operate in line with our Equity, Diversity and Inclusion principles to achieve its objects and when exercising their powers.
- 3) The Articles may be amended in accordance with the Companies Acts and the Charities Act 2011 (or any statutory re-enactment or modification of those Acts) provided that no amendment shall be made which is inconsistent with the mandatory policies of Citizens Advice.

Minutes

49. The directors must keep minutes of all:

- 1) appointments of officers made by the directors;
- 2) proceedings at meetings of the charity;
- 3) meetings of the directors and committees of directors including:
 - (a) the names of the directors present at the meeting;
 - (b) the decisions made at the meetings; and
 - (c) where appropriate the reasons for the decisions.

Accounts

50.

- 1) The directors must prepare for each financial year accounts as required by the Companies Acts. The accounts must be prepared to show a true

and fair view and follow accounting standards issued or adopted by the Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice.

- 2) The directors must keep accounting records as required by the Companies Act.

Annual Report and Return and Register of Charities

51.

- 1) The directors must comply with the requirements of the Charities Act 2011 with regard to the:
 - (a) transmission of a copy of the statements of account to the Commission;
 - (b) preparation of an Annual Report and the transmission of a copy of it to the Commission;
 - (c) preparation of an Annual Return and its transmission to the Commission.
- 2) The directors must notify the Commission promptly of any changes to the charity's entry on the Central Register of Charities.

Means of communication to be used

52.

- 1) Subject to the articles, anything sent or supplied by or to the charity under the articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the charity.
- 2) Subject to the articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.

53. Any notice to be given to or by any person pursuant to the articles:

- 1) must be in writing; or
- 2) must be given in electronic form.

54.

- 1) The charity may give any notice to a member either:
 - (a) personally; or
 - (b) by sending it by post in a prepaid envelope addressed to the member at his or her address; or
 - (c) by leaving it at the address of the member; or
 - (d) by giving it in electronic form to the member's address.

(e) by placing the notice on a website and providing the person with a notification in writing or in electronic form of the presence of the notice on the website. The notification must state that it concerns a notice of a company meeting and must specify the place date and time of the meeting.

- 2) A member who does not register an address with the charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the charity.

55. A member present in person at any meeting of the charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.

56.

- 1) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
- 2) Proof that an electronic form of notice was given shall be conclusive where the company can demonstrate that it was properly addressed and sent, in accordance with section 1147 of the Companies Act 2006.
- 3) In accordance with section 1147 of the Companies Act 2006 notice shall be deemed to be given:
 - (a) 48 hours after the envelope containing it was posted; or
 - (b) in the case of an electronic form of communication, 48 hours after it was sent.
- 4) Without prejudice to Article 56, 3), if any document or information has been sent or supplied by electronic means and the sender becomes aware of a failure in delivery (and subsequent attempts to send or supply such documents or information by electronic means also result in failure in delivery) the sender shall either:
 - (a) send or supply a hard copy of such document to the intended recipient; or
 - (b) (where applicable) give notice to such recipients in hard copy form of the availability of the documents or information on a website in accordance with the Companies Acts.

57.

- 1) The charity shall indemnify a relevant director against any liability incurred in that capacity, to the extent permitted by sections 232 to 234 of the Companies Act 2006
- 2) In this article a 'relevant director' means any director or former director of the charity.

Rules

58.

- 1) The directors may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the charity.
- 2) The bye laws may regulate the following matters but are not restricted to them:
 - (a) the admission of members of the charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
 - (b) the conduct of members of the charity in relation to one another, and to the charity's employees and volunteers;
 - (c) the setting aside of the whole or any part or parts of the charity's premises at any particular time or times or for any particular purpose or purposes;
 - (d) the procedure at general meetings and meetings of the directors in so far as such procedure is not regulated by the Companies Acts or by the articles;
 - (e) generally, all such matters as are commonly the subject matter of company rules.
- 3) The charity in general meeting has the power to alter, add to or repeal the rules or bye laws.
- 4) (4) The directors must adopt such means as they think sufficient to bring the rules and bye laws to the notice of members of the charity.
- 5) The rules or bye laws shall be binding on all members of the charity. No rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the articles.

Disputes

59. If a dispute arises between members of the charity about the validity or propriety of anything done by the members of the charity under these articles, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

Dissolution

60.

- 1) The members of the charity may at any time before, and in expectation of, its dissolution resolve that any net assets of the charity after all its debts and liabilities have been paid, or provision has been made for them, shall on or before the dissolution of the charity be applied or transferred in any of the following ways:
 - (a) directly for the Objects; or
 - (b) by transfer to any charity or charities for purposes similar to the Objects; or

(c) to any charity or charities for use for particular purposes that fall within the Objects.

- 2) Subject to any such resolution of the members of the charity, the directors of the charity may at any time before and in expectation of its dissolution resolve that any net assets of the charity after all its debts and liabilities have been paid, or provision made for them, shall on or before dissolution of the charity be applied or transferred:
 - (a) directly for the Objects; or
 - (b) by transfer to any charity or charities for purposes similar to the Objects; or
 - (c) to any charity or charities for use for particular purposes that fall within the objects.

3) In no circumstances shall the net assets of the charity be paid to or distributed among the members of the charity (except to a member that is itself a charity) and if no resolution in accordance with article 60 (1) is passed by the members or directors the net assets of the charity shall be applied for the charitable purpose as directed by the Court or the Commission.

Connected person

61. In article 7, sub-clause (2) of article 9 and sub-clause (2) of article 47 'connected person' means:

- 1) a child, parent, grandchild, grandparent, brother or sister of the director;
 - 2) the spouse or civil partner of the director or of any person falling within sub-clause (1) above;
 - 3) a person carrying on business in partnership with the director or with any person falling within sub-clause (1) or (2) above;
 - 4) an institution which is controlled –
 - (a) by the director or any connected person falling within sub-clause (1), (2), or (3) above; or
 - (b) by two or more persons falling within sub-clause 4(a), when taken together
 - 5) a body corporate in which –
 - (a) the director or any connected person falling within subclauses (1) to (3) has a substantial interest; or
 - (b) two or more persons falling within sub-clause (5)(a) who, when taken together, have a substantial interest.
- (c) Sections 350 – 352 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this article.

REGISTERED COMPANY NUMBER: 05730866 (England and Wales)
REGISTERED CHARITY NUMBER: 1113797

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022
FOR
EASTLEIGH CITIZENS ADVICE BUREAU
(LIMITED BY GUARANTEE)**

**EASTLEIGH CITIZENS ADVICE BUREAU
(LIMITED BY GUARANTEE)**

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FOR THE YEAR ENDED 31 MARCH 2022**

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**EASTLEIGH CITIZENS ADVICE BUREAU
(LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in October 2019. The operating name of Eastleigh Citizens Advice Bureau is 'Citizens Advice Eastleigh'.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's objects are to promote any charitable purpose for the benefit of the community in Eastleigh and surrounding areas by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress. The Citizens Advice service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination. The trustees confirm they have referred to the Charity Commission's guidance on public benefit when reviewing the charity's aims and objectives. The charitable activities undertaken by their nature and the improvements the activities have made to many lives are without doubt undertaken for the benefit of the public. The service aims:

1. To provide the advice people need for the problems they face.
2. To improve the policies and practices that affect people's lives.

Public benefit

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB20)'.

**EASTLEIGH CITIZENS ADVICE BUREAU
(LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Between our main office, outreach venues, and project work we advised 2,251 new and repeat clients with 11,207 issues. The top enquiry areas were:

- Debt - 4,194 issues (37%)
- Benefits and Tax Credits - 3,329 (30%)
- Relationships and family - 557 issues (5%)
- Employment - 579 issues (5%)
- Housing - 736 issues (7%)

As well as the main office in Leigh Road, Eastleigh, we usually operate from three additional locations in the Borough. We offer weekly drop-in advice sessions and appointments at the Pilands Community Centre and The United Reformed Church in Hedge End and a monthly drop-in advice session at the Mercury Library and Community Hub in Hamble.

Due to the Covid-19 global pandemic, we were forced to close our various venues and move the team to a home-working model. Over 2021-22 we have developed a hybrid working model, with our team assisting clients through a variety of channels depending on demand and client requirements.

As part of Hampshire Advice Line, our partnership with Citizens Advice Hampshire and other Local Citizens Advice, we answered 383 telephone calls during the year. In response to Covid-19 we also began advising via email and more lately through a contact form on our website, assisting 810 local residents over the course of the year.

Funding for the Money and Pensions Service Debt Advice Project, in partnership with Citizens Advice, was extended for a further year, whereas the recommissioning of the DWP funded Help to Claim project meant that the office no longer delivered this service, with provision passing to another local office for the county.

We work with Citizens Advice Hampshire to deliver Healthwatch Hampshire. We receive funding to give clients a voice locally and nationally, influencing the way health services are shaped and delivered.

Research and campaigns

Citizens Advice Eastleigh collects evidence from clients and then submits this evidence to Citizens Advice, who organise national campaigns. We submitted 159 evidence forms during the year and took part in client experience surveys. Collecting evidence relating to issues with the Universal Credit formed our largest campaign.

Performance Quality Framework and Advice Quality Standard

We take part in the Citizens Advice Performance Quality Framework, to understand the quality of our services. We self-assess samples of our own advice cases each month and report on a quarterly basis. Samples of these are reassessed externally. We also achieved the casework standard quality mark in telephone advice and a 'green' (excellent) rating under the Leadership Self-Assessment, externally audited by Citizens Advice.

Funding

In addition to our core grant from Eastleigh Borough Council and the project funding mentioned above, Citizens Advice Eastleigh received donations from Botley Parish Council, Hound Parish Council, Chandler's Ford Methodist Church, Hamble Parish Council, Eastleigh Rotary, Eastleigh Primary Care Network, DEOS, Eastleigh Local Area Committee, The Household Support Fund, several Hampshire County Councillors, Hampshire Citizens Advice and Hampshire Healthwatch. We also received funding to help support our work with the Ministry of Justice.

PLANS FOR THE FUTURE

We will continue to work closely with Eastleigh Borough Council to meet the requirements of our Service Level Agreement and identify where we can achieve more for our clients by working together. We will endeavour to renew our funding for the Debt Advice Project in partnership with Citizens Advice. We will also continue our partnership working with Citizens Advice Hampshire.

FINANCIAL REVIEW

Principal funding sources

The majority of the Bureau's incoming grants were received from Eastleigh Borough Council.

**EASTLEIGH CITIZENS ADVICE BUREAU
(LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

FINANCIAL REVIEW

Reserves policy

The position of the unrestricted reserves is reviewed at each Trustee Board meeting and the reserves policy is reviewed annually when the financial statements are being approved. The Trustees consider it prudent to retain a minimum of cash reserves equivalent to four month's expenditure. At this level the Trustee Board feel that it would be able to continue activities of the charity in the event of a significant drop in funding.

The Statement of Financial Activities for the year shows net movement in funds of £53,944 (2021: £12,995), which has increased the accumulated surplus of general funds carried forward to £174,664 (2021: £120,720).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governance and management

The charity is controlled by its governing document, a memorandum and articles of association. The organisation is a charitable company limited by guarantee, as defined by the Companies Act 2006.

Governance

Citizens Advice Eastleigh is governed by its Trustee Board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The trustees carry the ultimate responsibility for the conduct of Citizens Advice Eastleigh and for ensuring that the charity satisfies its legal and contractual obligations.

Management

Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to the Chief Executive. As at the date of this report the Chief Executive is Ms. A Crawford. The Trustee Board is independent from management. The Trustee Board has also established sub-committees for finance, personnel, IT, and health and safety. Each sub-committee must comprise of at least two trustees and report on activities at each general meeting. The Trustee Board reviews sub-committee terms of reference annually.

Recruitment and appointment of new trustees

Where there is a requirement for new trustees, these are identified and elected by the existing trustees and are recruited from the local community. Under the requirements of the memorandum and articles of association there must be a maximum of fifteen and a minimum of three trustees. The trustees can be elected at the AGM, nominated by member organisations or co-opted by the Trustee Board. Co-opted and nominated trustees are elected at ordinary meetings of the Trustee Board. Trustees serve a term of three years after which they must be re-elected. The induction and training of new Trustees is also overseen by existing or continuing Trustees.

Key management personnel remuneration

The pay of senior staff is based on experience, seniority and length of service and is appropriate to the role they fulfil. The trustees ensure that salaries are in-line with what is being paid for their role in the Charity Sector. There were no trustees' remuneration or other benefits paid for the year.

Related parties

Citizens Advice Eastleigh is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards. Operating policies are independently determined by the Trustee Board of Citizens Advice Eastleigh in order to fulfil its charitable objects and comply with the national membership requirements. Where one of the trustees holds the position of trustee/director of another charity they may be involved in discussions regarding that other charity but not in the ultimate decision-making process.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

05730866 (England and Wales)

Registered Charity number

1113797

Registered office

101 Leigh Road
Eastleigh
Hampshire
SO50 9DR

**EASTLEIGH CITIZENS ADVICE BUREAU
(LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

Trustees

Ms A Winstanley
Mr B Venney
Mr D Blenkarn
Mr J Doguie (resigned 12.5.21)
Mr D J Yeandle OBE (appointed 12.5.21)
Ms D Bull (appointed 12.5.21)
Mr S De Bono (appointed 12.5.21)
Mr M Hollingsworth (appointed 12.5.21)
Mr S Jordan (appointed 12.5.21)
Ms E Talbot (appointed 12.5.21)
Ms A Towgood (appointed 12.5.21)
Ms T Park (appointed 17.11.21)
Mr S Gaglani (appointed 17.11.21)

Independent Examiner

Lisa Wilson FCA
Institute of Chartered Accountants in England and Wales
Rothmans LLP
Chartered Accountants
Chilworth Point
1 Chilworth Road
Southampton
SO16 7JQ

Bankers

Barclays

Approved by order of the board of trustees on and signed on its behalf by:

.....
Ms A Winstanley - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
EASTLEIGH CITIZENS ADVICE BUREAU
(LIMITED BY GUARANTEE)**

Independent examiner's report to the trustees of Eastleigh Citizens Advice Bureau (Limited by Guarantee) ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Lisa Wilson FCA
Institute of Chartered Accountants in England and Wales
Rothmans LLP
Chartered Accountants
Chilworth Point
1 Chilworth Road
Southampton
SO16 7JQ

Date:

**EASTLEIGH CITIZENS ADVICE BUREAU
(LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities					
Provision of advice and information		215,663	89,150	304,813	306,718
Investment income	3	3,128	-	3,128	1,968
Other income		<u>-</u>	<u>-</u>	<u>-</u>	<u>30,000</u>
Total		<u>218,791</u>	<u>89,150</u>	<u>307,941</u>	<u>338,686</u>
 EXPENDITURE ON					
Charitable activities					
Provision of advice and information	5	103,527	101,793	205,320	285,703
Improving policies and practices		<u>29,068</u>	<u>19,609</u>	<u>48,677</u>	<u>39,988</u>
Total		<u>132,593</u>	<u>121,402</u>	<u>253,997</u>	<u>325,691</u>
 NET INCOME/(EXPENDITURE)		 86,198	 (32,252)	 53,944	 12,995
Transfers between funds	15	<u>(27,699)</u>	<u>27,699</u>	<u>-</u>	<u>-</u>
Net movement in funds		58,498	(4,554)	53,944	12,995
 RECONCILIATION OF FUNDS					
Total funds brought forward		116,166	4,554	120,720	107,725
 TOTAL FUNDS CARRIED FORWARD		<u>174,664</u>	<u>-</u>	<u>174,664</u>	<u>120,720</u>
 CONTINUING OPERATIONS					
All income and expenditure has arisen from continuing activities.					

The notes form part of these financial statements

**EASTLEIGH CITIZENS ADVICE BUREAU
(LIMITED BY GUARANTEE)**

**BALANCE SHEET
31 MARCH 2022**

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
FIXED ASSETS					
Tangible assets	11	15,515	-	15,515	5,942
CURRENT ASSETS					
Debtors	12	8,136	-	8,136	38,169
Cash at bank		<u>154,956</u>	<u>-</u>	<u>154,956</u>	<u>138,721</u>
		163,092	-	163,092	176,890
CREDITORS					
Amounts falling due within one year	13	(3,943)	-	(3,943)	(62,112)
NET CURRENT ASSETS		<u>159,149</u>	<u>-</u>	<u>159,149</u>	<u>114,778</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>174,664</u>	<u>-</u>	<u>174,664</u>	<u>120,720</u>
NET ASSETS		<u>174,664</u>	<u>-</u>	<u>174,664</u>	<u>120,720</u>
FUNDS	15				
Unrestricted funds				174,664	116,166
Restricted funds				<u>-</u>	<u>4,554</u>
TOTAL FUNDS				<u>174,664</u>	<u>120,720</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on
and were signed on its behalf by:

.....
Ms A Winstanley - Trustee

The notes form part of these financial statements

**EASTLEIGH CITIZENS ADVICE BUREAU
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

1. STATUTORY INFORMATION

Eastleigh Citizens Advice Bureau is a charitable company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Report of the Trustees.

2. ACCOUNTING POLICIES

BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice Applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', the Companies Act 2006 and the Charities Act 2011.

The charity meets the definition of a public benefit entity under FRS 102. The charity has prepared the financial statements in compliance with the Charity's governing documents and in accordance with the following accounting policies.

The accounts also comply with the Charity's governing documents.

These financial statements have been prepared on the going concern basis, as there are no material uncertainties about the charity's ability to continue. The trustees' have reached this conclusion based on the nature of the grant funding, contracts for which have been agreed for the foreseeable future.

Eastleigh Citizens Advice Bureau meets the definition of a public benefit entity under FRS 102.

The functional currency of the charity is £ Sterling and the accounting policies have been applied consistently in each reporting period.

Exemption from preparing a cash flow statement

The charity has opted to adopt Bulletin 1 published on 2 February 2016 and has therefore not included a cash flow statement in these financial statements.

INCOMING RESOURCES

All incoming resources are recognised in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Voluntary income by way of donations and grants that provide core funding or are of a general nature are recognised in the Statement of Financial Activities when receivable. Grant income that is related to performance and specific deliverables is recognised once the charity earns the right to consideration by its performance.

Such income is only deferred when:-

1. The donor specifies that the grant or donation must only be used in future accounting periods; or
2. The donor has imposed conditions that must be met before the charity has unconditional entitlement.

Investment income in respect of rental activities is recognised as the letting service is provided. Investment income comprising deposit account interest is recognised on a receivable basis.

RESOURCES EXPENDED

Expenditure

Expenditure is accounted for on an accruals basis as a liability is incurred, this being when there is a legal or constructive obligation to that expenditure, when the amount can reliably be measured and settlement is probable. Expenditure includes any VAT charged which cannot be recovered and is reported as part of the expenditure to which it relates.

**EASTLEIGH CITIZENS ADVICE BUREAU
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

2. ACCOUNTING POLICIES - continued

RESOURCES EXPENDED

Charitable expenditure

Comprises those costs incurred by the charity in the delivery of its activities and services for the community. It includes both costs that can be directly allocated to the charity's activities and those indirect costs necessary to support them.

Advice costs

Advice that relates directly to the charity's principal activities is recognised as charitable expenditure.

Support costs

Support costs that comprise rent, rates, light & heat and repairs to property, all of which are considered to be costs of an indirect nature necessary to support the charity's ability to perform its day to day activities is recognised as charitable expenditure.

Governance costs

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

Allocation and Apportionment of Costs

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and costs which support the Charities programmes and activities. Support costs are allocated in proportion to the charitable expenditure.

TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 25% on cost
Fixtures and fittings	- 25% on cost
Computer equipment	- 25% on cost

Tangible fixed assets are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost included expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by the charity.

The assets' residual values, useful lives and depreciation methods are reviewed and if appropriate are adjusted if there is an indication of a significant change since the last reporting date.

TAXATION

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Financial Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

There are two restricted funds within the financial statements:-

The Money Advice Service Debt Advice Project (formerly Face-to-Face Debt Advice Project) fund is restricted to providing debt advice services.

**EASTLEIGH CITIZENS ADVICE BUREAU
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

2. ACCOUNTING POLICIES - continued

FUND ACCOUNTING

The Help To Claim is restricted to providing assistance with making Universal Credit claims.

PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined pension scheme plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

OPERATING LEASE COMMITMENTS

The charity classifies the leasing of the office premises as an operating lease. Rental charges are recognised in the SOFA on a straight line basis over the term of the lease.

LEGAL STATUS OF THE CHARITY

The Charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

CASH AND CASH EQUIVALENTS

Cash and short-term deposits included in the balance sheet comprise cash in hand and short-term deposits.

DEBTORS

Prepayments are measured at the amount prepaid net of any trade discounts due. Other debtors are recognised when a legal or constructive obligation exists and it is considered probable the debtor will pay.

CREDITORS

Creditors are recognised where the charity has a present obligation arising from a past event that will likely result in the transfer of funds to a third party and the amount due to settle the obligation can be reliably measured or estimated.

3. INVESTMENT INCOME

	2022	2021
	£	£
Service charges received	2,870	1,678
Deposit account interest	<u>258</u>	<u>290</u>
	<u><u>3,128</u></u>	<u><u>1,968</u></u>

**EASTLEIGH CITIZENS ADVICE BUREAU
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Donations	5,179	-	5,179	80
Grants received	210,484	89,150	299,634	306,638
	<u>215,663</u>	<u>89,150</u>	<u>304,813</u>	<u>306,718</u>

Grants analysis

	Unrestricted £	Restricted £	Total £
EBC Core Funding	196,442	-	196,042
Healthwatch	1,000	-	1,000
Money Advice Service	-	38,064	38,064
Help to Claim	-	51,086	51,086
Citizens Advice	4,922	-	4,922
Royal Courts of justice advice bureau	2,000	-	2,000
Hamble Parish Council	1,700	-	1,700
Hound Parish Council	550	-	550
Botley Parish Council	750	-	750
U benefit - debt project	3,119	-	3,119
Total	<u>210,484</u>	<u>89,150</u>	<u>299,634</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 6) £	Totals £
Provision of advice and information	198,948	6,372	205,320
Improving policies and practices	46,892	1,785	48,677
	<u>245,840</u>	<u>8,157</u>	<u>253,997</u>

6. SUPPORT COSTS

	Management £	Finance £	Governance costs £	Totals £
Provision of advice and information	3,766	74	2,532	6,372
Improving policies and practices	1,054	21	710	1,785
	<u>4,820</u>	<u>95</u>	<u>3,242</u>	<u>8,157</u>

**EASTLEIGH CITIZENS ADVICE BUREAU
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

6. SUPPORT COSTS - continued

Support costs, included in the above, are as follows:

			2022	2021
	Provision of advice and information £	Improving policies and practices £	Total activities £	Total activities £
Advertising	270	75	345	-
Depreciation of tangible and heritage assets	3,496	979	4,475	4,514
Bank charges	74	21	95	84
Subscriptions	649	182	831	1,421
Accountancy	1,485	416	1,901	1,901
Legal fees	398	112	510	28,669
Compensation	-	-	-	30,000
	<u>6,372</u>	<u>1,785</u>	<u>8,157</u>	<u>66,589</u>

7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation - owned assets	4,477	4,514
Deficit on disposal of fixed assets	29	-
Independent Examiner's/Accountancy fees	<u>1,901</u>	<u>1,902</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

9. STAFF COSTS

	2022	2021
	£	£
Wages and salaries	154,905	182,520
Social security costs	6,813	2,125
Other pension costs	<u>9,379</u>	<u>19,235</u>
	<u>171,097</u>	<u>203,880</u>

The total employee benefits of key management personnel of the charity were £36,962 (2021 £32,233).

The average monthly number of employees during the year was as follows:

	2022	2021
Advisory staff - full time	2	2
Advisory staff - part time	5	9
Administrative staff	<u>3</u>	<u>2</u>
	<u>10</u>	<u>13</u>

**EASTLEIGH CITIZENS ADVICE BUREAU
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

9. STAFF COSTS - continued

No employees received emoluments in excess of £60,000.

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Provision of advice and information	208,756	97,962	306,718
Investment income	1,967	1	1,968
Other income	<u>30,000</u>	<u>-</u>	<u>30,000</u>
Total	<u>240,723</u>	<u>97,963</u>	<u>338,686</u>
 EXPENDITURE ON			
Charitable activities			
Provision of advice and information	183,279	102,424	285,703
Improving policies and practices	<u>25,433</u>	<u>14,555</u>	<u>39,988</u>
Total	<u>208,712</u>	<u>116,979</u>	<u>325,691</u>
 NET INCOME/(EXPENDITURE)	32,011	(19,016)	12,995
Transfers between funds	<u>(5,380)</u>	<u>5,380</u>	<u>-</u>
Net movement in funds	26,631	(13,636)	12,995
 RECONCILIATION OF FUNDS			
Total funds brought forward	89,533	18,192	107,725
 TOTAL FUNDS CARRIED FORWARD	<u>116,164</u>	<u>4,556</u>	<u>120,720</u>

**EASTLEIGH CITIZENS ADVICE BUREAU
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

11. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 April 2021	9,257	9,029	21,242	39,528
Additions	1,700	-	12,578	14,278
Disposals	-	-	(342)	(342)
At 31 March 2022	<u>10,957</u>	<u>9,029</u>	<u>33,478</u>	<u>53,464</u>
DEPRECIATION				
At 1 April 2021	7,173	7,405	19,008	33,586
Charge for year	1,156	994	2,327	4,477
Eliminated on disposal	-	-	(114)	(114)
At 31 March 2022	<u>8,329</u>	<u>8,399</u>	<u>21,221</u>	<u>37,949</u>
NET BOOK VALUE				
At 31 March 2022	<u>2,628</u>	<u>630</u>	<u>12,257</u>	<u>15,515</u>
At 31 March 2021	<u>2,084</u>	<u>1,624</u>	<u>2,234</u>	<u>5,942</u>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Other debtors	-	30,000
Prepayments	<u>8,136</u>	<u>8,169</u>
	<u>8,136</u>	<u>38,169</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Other creditors	<u>3,943</u>	<u>62,112</u>

14. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2022 £	2021 £
Within one year	18,850	19,350
Between one and five years	<u>4,713</u>	<u>23,062</u>
	<u>23,563</u>	<u>42,412</u>

**EASTLEIGH CITIZENS ADVICE BUREAU
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

15. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
CORE fund	116,166	86,197	(27,699)	174,664
Restricted funds				
Money Advice Service	-	(11,713)	11,713	-
Help to Claim	<u>4,554</u>	<u>(20,540)</u>	<u>15,986</u>	<u>-</u>
	<u>4,554</u>	<u>(32,253)</u>	<u>27,699</u>	<u>-</u>
TOTAL FUNDS	<u>120,720</u>	<u>53,944</u>	<u>-</u>	<u>174,664</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
CORE fund	218,793	(132,596)	86,197
Restricted funds			
Money Advice Service	38,063	(49,776)	(11,713)
Help to Claim	<u>51,085</u>	<u>(71,625)</u>	<u>(20,540)</u>
	<u>89,148</u>	<u>(121,401)</u>	<u>(32,253)</u>
TOTAL FUNDS	<u>307,941</u>	<u>(253,997)</u>	<u>53,944</u>

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
CORE fund	89,533	32,013	(5,380)	116,166
Restricted funds				
Money Advice Service	9,438	(14,818)	5,380	-
Help to Claim	<u>8,754</u>	<u>(4,200)</u>	<u>-</u>	<u>4,554</u>
	<u>18,192</u>	<u>(19,018)</u>	<u>5,380</u>	<u>4,554</u>
TOTAL FUNDS	<u>107,725</u>	<u>12,995</u>	<u>-</u>	<u>120,720</u>

**EASTLEIGH CITIZENS ADVICE BUREAU
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

15. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
CORE fund	240,723	(208,710)	32,013
Restricted funds			
Money Advice Service	47,183	(62,001)	(14,818)
Help to Claim	<u>50,780</u>	<u>(54,980)</u>	<u>(4,200)</u>
	<u>97,963</u>	<u>(116,981)</u>	<u>(19,018)</u>
TOTAL FUNDS	<u><u>338,686</u></u>	<u><u>(325,691)</u></u>	<u><u>12,995</u></u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
CORE fund	89,533	118,210	(33,079)	174,664
Restricted funds				
Money Advice Service	9,438	(26,531)	17,093	-
Help to Claim	<u>8,754</u>	<u>(24,740)</u>	<u>15,986</u>	<u>-</u>
	<u>18,192</u>	<u>(51,271)</u>	<u>33,079</u>	<u>-</u>
TOTAL FUNDS	<u><u>107,725</u></u>	<u><u>66,939</u></u>	<u><u>-</u></u>	<u><u>174,664</u></u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
CORE fund	459,516	(341,306)	118,210
Restricted funds			
Money Advice Service	85,246	(111,777)	(26,531)
Help to Claim	<u>101,865</u>	<u>(126,605)</u>	<u>(24,740)</u>
	<u>187,111</u>	<u>(238,382)</u>	<u>(51,271)</u>
TOTAL FUNDS	<u><u>646,627</u></u>	<u><u>(579,688)</u></u>	<u><u>66,939</u></u>

**EASTLEIGH CITIZENS ADVICE BUREAU
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

**EASTLEIGH CITIZENS ADVICE BUREAU
(LIMITED BY GUARANTEE)**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022**

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Investment income		
Service charges received	2,870	1,678
Deposit account interest	<u>258</u>	<u>290</u>
	3,128	1,968
Charitable activities		
Donations	5,179	80
Grants received	<u>299,634</u>	<u>306,638</u>
	304,813	306,718
Other income		
Sundry receipts	<u>-</u>	<u>30,000</u>
Total incoming resources	307,941	338,686
EXPENDITURE		
Charitable activities		
Wages	154,905	182,520
Social security	6,813	2,125
Pensions	9,379	19,235
Staff travel expenses	166	90
Volunteer travel expenses	1,993	680
Equipment maintenance	10,574	9,141
Office & computer costs	10,479	7,203
Citizens Advice fees	6,514	2,969
Recruitment, training & advertising	949	910
Sundries	656	130
Rates	3,255	2,925
Rent payable	18,943	18,850
Light and heat	5,310	3,686
Repairs to property	6,914	1,335
Cleaning	4,195	2,669
Premises security	2,870	2,030
Insurance	1,896	2,604
Loss on sale of tangible fixed assets	<u>29</u>	<u>-</u>
	245,840	259,102
Support costs		
Management		
Advertising	345	-
Depreciation of tangible and heritage assets	<u>4,475</u>	<u>4,514</u>
	4,820	4,514
Finance		
Bank charges	95	84

This page does not form part of the statutory financial statements

**EASTLEIGH CITIZENS ADVICE BUREAU
(LIMITED BY GUARANTEE)**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022**

	2022 £	2021 £
Finance		
Governance costs		
Subscriptions	831	1,421
Accountancy	1,901	1,901
Legal fees	510	28,669
Compensation	<u>-</u>	<u>30,000</u>
	<u>3,242</u>	<u>61,991</u>
 Total resources expended	 <u>253,997</u>	 <u>325,691</u>
 Net income	 <u><u>53,944</u></u>	 <u><u>12,995</u></u>

GRANT APPLICATION FORM

Deadline 31st March and 30th September each year

Please refer to Grants Procedure Notes before completing this form.

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

Details of organisation and its aims or activities			
<p>Citizens Advice Eastleigh is an independent charity providing free, impartial and confidential advice to people in the Eastleigh Borough area. We offer advice face-to-face and over the telephone, and offer access to accurate and up-to-date information on-line. We give advice on a wide range of issues including welfare benefits, debt, employment rights, housing, homelessness and consumer rights. Our goal is to help everyone find a way forward, whatever problems they face. We value diversity, promote equality, and challenge discrimination.</p> <p>Citizens Advice Eastleigh aims to ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities or of the services available to them, or through an inability to express their needs effectively. We also use the experiences of our clients to influence how local and national policies and procedures are developed and implemented, and campaign for positive change.</p>			
Amount of grant requested £850		Total cost of project or item: £1,010	
Details of staff employed:		Salaries:	
<p><u>Estimation of costings:</u> Travel – £200 Training - £150 Supervision/Quality Assurance – £360 Materials - £200 Equipment - £100</p>		N/A	
How many are:			
Committee/Board	Employees	Members/Users	Volunteers
11	11	approx. 2,500 clients	31
What is the Grant for and who will benefit? (Give details of the specific project or item to be funded):			
<p>This grant is to cover the costs of operating a drop-in service for the Hamble Community, currently offered via the Mercury Centre on the first Wednesday of the month.</p> <p>In terms of who will benefit, a local drop-in offers easier access to the free, personalised and confidential information and advice on offer from us, and general promotion of our wider services (e.g. Website, telephone advice line, debt support, Pensionwise, Macmillan etc). The residents of Hamble benefit as the outreach advice session will be in the centre of their community at an easily accessible venue. While our digital channels are ever-popular, we acknowledge that some clients prefer to get help from us in person.</p>			

Access to good quality advice brings significant benefits, not only with regards the initial presenting issue but it also has a positive benefit on wider issues, such as health and wellbeing. 76% of clients report that our service is easy for them to access, and 84% would recommend us to a friend. These figures are for Citizens Advice Eastleigh over the last 12 months and are higher than the national service as a whole.

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

No

Amounts already donated or granted by other bodies?

None for this project. For our core service:

Eastleigh Borough Council - £198,951 (23-24 figure), provides our core grant and we have a contract from the Money Advice Service to provide debt advice (restricted funds of approx. £48,000). However, these grants are not for the provision of outreach in Hamble.

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

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

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

What age groups do you cater for?

Anyone 18+

Total Membership:
11 Board members,
11 employees, 31
volunteers and
approx. 2,500
clients

How many Hamble
parishioners belong
to the organisation?

In 22-23 65 clients
from Hamble were
helped by our
service across our
various channels
with 298 issues.

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

Yes - 1113797

Cash in hand available £198,000 (£65,000
restricted to reserves and approx. £50,000
restricted to upcoming repairs and moving
expenditure)

Annual Income £252,000 estimated for the
current financial year.

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

Level of reserves: Our policy is to have
£65,000 allocated as reserves, this policy is
under yearly review.

£5,179	Unallocated £0 Allocated £0
--------	------------------------------------

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

No

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

I will ensure a report detailing the disbursement of the grant funds will be sent 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: 31.3.2023

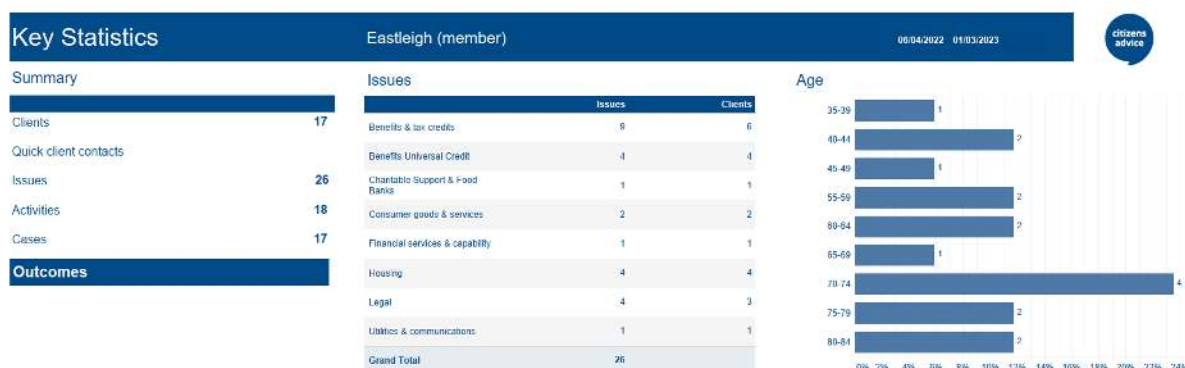
For Parish Council of Hamble-le-Rice use only

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

Citizens Advice Eastleigh and Hamble Parish Council 2022-2023 report

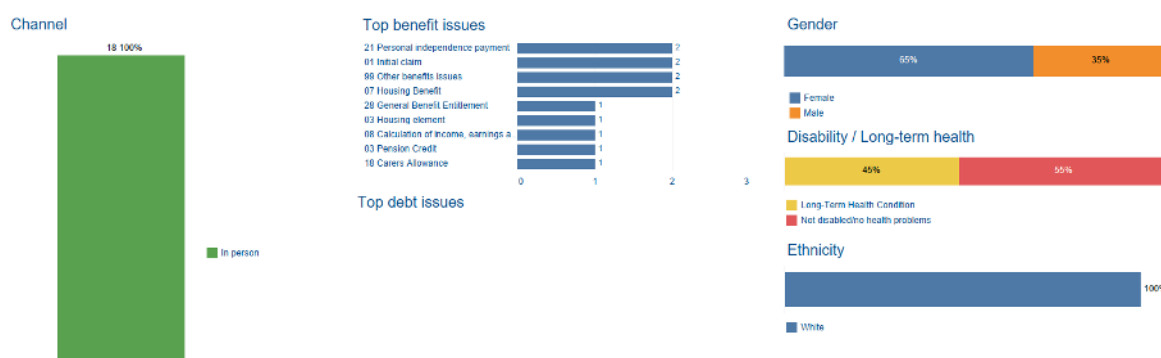
1. Number of Hamble clients seen



A total of 17 clients were seen at the outreach over the period, all of them face-to-face at the Mercury Centre venue. Several had more than 1 issue, with benefit issues and housing topping the list of most popular advice topics. Of the 17 that visited the drop in, 3 were from outside of the Parish.

As compared to the rest of our Borough, clients using this drop in are more likely to be white British, more likely to be in good health and more likely to be female, which tracks with previous reporting periods. Likewise the trend of seeing more people of over pension age remained during the period, with 36% of clients coming to us from the Parish (both at the drop-in and via our other channels) being over pension age - up 5% from the first 6 months of the year. This bears out an existing trend of face-to-face services being particularly important to the older members of our community.

The top benefit issues are dissimilar to the rest of the Borough, with PIP being the top benefit topic clients wish to talk to us about overall (more often UC is the top benefit issue), continuing the trend seen in the first 6 months of the year. None of the clients coming to the drop-in had any debt issues (hence the blank field below). However, across the wider advice channels (phone, email and other drop-in sessions), debt was highly important to Hamble residents and was far and away their most popular advice topic.



Across the period of measurement, offering 1 session per month, we saw an average of 1.4 clients per session - 5 sessions saw no clients at all.

Looking at the parish of Hamble in more detail, across our advice channels (phone, advice line, email and webchat) our service helped 65 Hamble residents with 298 issues, with the majority opting for these remote channels. In the same period last year we assisted 74 people with 212 issues - showing that while we are seeing slightly fewer clients, they are coming to us with many more compounded, entrenched issues and up 40% on the previous year.

In comparison:

Period	Visitors to drop-in	Contacts overall	Issues
2019-20	27	106	378
2020-21	4	99	306
2021-22	24	74	212
2022-23	17	65	298

Top 5 issues:

2019-20	2020-21	2021-22	2022-23
Debt 80	UC 55	Benefits 39	Debt 96
Employment 62	Benefits 49	Housing 37	Benefits 50
Benefits 54	Employment 46	UC 29	UC 36
Housing 45	Housing 35	Financial Services & Capability 21	Financial Services & Capability 34
UC 41	Debt 29	Relationships 17	Housing 23

Overall, issues of income and housing issues dominate the queries the clients from Hamble present with, with 5 cases of threatened homelessness over the year - a trend we expect to continue across the country as interest rates and inflation remain higher than we have been used to expecting. Housing issues are more prevalent in Hamble than in the wider Eastleigh population - a common trend for the parish. Through our advice over all of our channels we assisted Hamble residents to increase their income by a total of £50,816, representing a good return on the investment in our services and over £30,000 higher than the previous year.

7 - Recommendations from Committees and Working Groups

7.1 - Asset Management Committee

Andy Thompson

To recommend to council to enter a contract with YU Energy for the provision of gas from May 2023 for a period of 12 months. The supplier represents the lowest of three quotes.

To recommend to Council to enter into a forty seven month contract for the lease and maintenance of an e-transit at a monthly charge of £773.93 + vat. There is a lead in period of about 8 months. The contract will be with ALD Automotive Limited (trading as Ford lease).

Attachments

[E-Transit Tipper 5k Miles \(1\).pdf](#)

To: Robin Mason
Customer: Hamble Parish Council

Finance Provider: ALD Automotive Limited trading as Ford Lease
Dealer/Broker Tel No.: 023 9232 2900
Print Date: 03/03/2023
Quote Date: 03/03/23
Valid Until: 30/03/2023

Quote Ref: 17804508/2A

Vehicle Description	Agreement Type	Duration of Hire	Annual Mileage	New/Used
Ford E-Transit 350 RWD L3 TR 68kWh 184 LR 1TP	Ford Contract Hire (Customer Maintenance)	48 months	5000 miles	New
CO₂:	0 WLTP - CO2 Emission Weighted Combined			

	P11D Value	Monthly Finance Payment (ex. VAT)	Monthly Maintenance Payment (ex. VAT)	Monthly Total Payment (ex. VAT)
Ford E-Transit 350 RWD L3 TR 68kWh 184 LR 1TP	£61,777.00	£897.32	N/A	£897.32
Fitted with:				
• Custom lining	£0.00	£0.00	N/A	£0.00
• Government Grant	-£5,000.00	-£123.39	N/A	-£123.39
Total Value	£61,777.00	£773.93	N/A	£773.93
The total P11D value of the Vehicle includes options, extras, manufacturer's delivery.		Total Effective Rental (applicable to cars only) is £851.32 (this assumes a 50% VAT disallowance on the Finance Rental and VAT).		
		Ford Contract Hire (Customer Maintenance)		
Initial Payment of 1 months(s) rental + VAT (£773.93 + VAT) followed by 47 payments.		Excess Mileage: 4.96p + VAT (pence per mile)		

Ford Lease is provided by ALD Automotive Limited (ALD) trading as Ford Lease, Oakwood Drive, Emersons Green, Bristol, BS16 7LB. ALD Automotive Limited trading as Ford Lease, company registration number 00987418, is registered in England and Wales and is authorised and regulated by the Financial Conduct Authority (FRN.308101). Ford Lease is a product solution provided for Hendy Ford - 85848QA by ALD and there is a commercial arrangement between Hendy Ford - 85848QA and ALD as a result. You should be aware that Hendy Ford - 85848QA is acting as a credit broker and not a Finance Provider, and that they may receive a payment for this activity should you wish to proceed with an agreement. Please ask Hendy Ford - 85848QA for more information about any of this. You should carefully consider the suitability of any offer of finance before entering into any financial agreement.

To: Robin Mason
Customer: Hamble Parish Council

Finance Provider: ALD Automotive Limited trading as Ford Lease
Dealer/Broker Tel No.: 023 9232 2900
Print Date: 03/03/2023
Quote Date: 03/03/23
Valid Until: 30/03/2023

Quote Ref: 17804508/2B

Vehicle Description	Agreement Type	Duration of Hire	Annual Mileage	New/Used
Ford E-Transit 350 RWD L3 TR 68kWh 184 LR 1TP	Ford Contract Hire (With Maintenance)	48 months	5000 miles	New
CO₂:	0	WLTP - CO2 Emission Weighted Combined		

	P11D Value	Monthly Finance Payment (ex. VAT)	Monthly Maintenance Payment (ex. VAT)	Monthly Total Payment (ex. VAT)
Ford E-Transit 350 RWD L3 TR 68kWh 184 LR 1TP	£61,777.00	£890.32	£26.62	£916.94
Fitted with:				
• Custom lining	£0.00	£0.00	£0.00	£0.00
• Government Grant	-£5,000.00	-£123.39	£0.00	-£123.39
Total Value	£61,777.00	£766.93	£26.62	£793.55
The total P11D value of the Vehicle includes options, extras, manufacturer's delivery.		Total Effective Rental (applicable to cars only) is £870.24 (this assumes a 50% VAT disallowance on the Finance Rental and VAT).		
		Ford Contract Hire (With Maintenance)		
Initial Payment of 1 months(s) rental + VAT (£793.55 + VAT) followed by 47 payments.		Excess Mileage: 11.48p + VAT (pence per mile)		

Ford Lease is provided by ALD Automotive Limited (ALD) trading as Ford Lease, Oakwood Drive, Emersons Green, Bristol, BS16 7LB. ALD Automotive Limited trading as Ford Lease, company registration number 00987418, is registered in England and Wales and is authorised and regulated by the Financial Conduct Authority (FRN.308101). Ford Lease is a product solution provided for Hendy Ford - 85848QA by ALD and there is a commercial arrangement between Hendy Ford - 85848QA and ALD as a result. You should be aware that Hendy Ford - 85848QA is acting as a credit broker and not a Finance Provider, and that they may receive a payment for this activity should you wish to proceed with an agreement. Please ask Hendy Ford - 85848QA for more information about any of this. You should carefully consider the suitability of any offer of finance before entering into any financial agreement.

> Quotations

All quote figures provided are for guidance only. We reserve the right to amend quotations and orders in the event of any changes in the rate, incidence or method of calculation or charging of VAT (value added tax) and Vehicle Excise Duty (VED)/Road Tax. We further reserve the right to amend quotations and orders in the event of any increase in the cost of the vehicle to us, whether due to import tariffs, other statutory charges, taxes, VED based on CO₂ emissions, manufacturer price increases, changes to interest rates, manufacturer discounts, volume related bonuses, or any government grant that may apply. All Vehicles to be supplied by our approved suppliers. Please be aware that Manufacturer lead times on factory ordered vehicles can vary significantly. All quotations are subject to credit approval.

For finance lease quotations (for both with or without balloon variants), these quotations only include the first year's vehicle excise duty (VED) and we do not offer maintenance services with this product. It is therefore your responsibility to arrange and pay for all future vehicle excise duty, servicing, maintenance and repairs in accordance with the Manufacturer's recommendations and the Terms & Conditions of the agreement. For contract hire quotations (for both with or without maintenance variations), these quotations include costs for vehicle excise duty (VED) for the duration of the agreement term. It is your responsibility to arrange and pay for (where costs are not included within the agreement); servicing, maintenance and repairs in accordance with the Manufacturer's recommendations and the Terms & Conditions of the agreement.

The CO₂ figure provided may be inaccurate due to the change from NEDC testing to WLTP. For more information on the change see <https://www.wltpfacts.eu/>. We will update you with a more accurate figure as soon as we are able to. If the CO₂ figure changes, the VED and any Benefit in Kind (BIK) tax payable in respect of the vehicle may also change. Any change to the VED will impact your monthly rentals.

> Payment Profile Types

Spread Rental (R type)

Under this arrangement you pay an advance payment equivalent to 1 or more monthly payments followed by your regular monthly payment until the end of the agreement term.

Terminal Pause (T type)

Under this arrangement you make an advance payment equivalent to 1 or more monthly payments followed by your regular monthly payments until you reach either your payment-free period or the end of your agreement as shown in the table below.

Number of Payments in advance	Payment-free period at the end of the agreement
1 in advance	0 months - payments are made until the end of the agreement
3 in advance	2 months
6 in advance	5 months
9 in advance	8 months
12 in advance	11 months

Example: 36 month agreement with 3 in advance terminal pause payment profile £200 monthly payment
 3 x £200 = £600 advance payment, followed by 33 months at £200, followed by 2 months payment-free period.

Treating Customers Fairly

The values Commitment, Responsibility, Innovation and Team Spirit provide a framework and clear focus to embrace our ethos, to treat all our customers fairly and with respect. This is embedded into the day-to-day activities and practices of all our employees. If at any time you feel that we have failed to live up to our ethos, please contact us.

Ford Lease is provided by ALD Automotive Limited (ALD) trading as Ford Lease, Oakwood Drive, Emersons Green, Bristol, BS16 7LB. ALD Automotive Limited trading as Ford Lease, company registration number 00987418, is registered in England and Wales and is authorised and regulated by the Financial Conduct Authority (FRN.308101). Ford Lease is a product solution provided for Hendy Ford - 85848QA by ALD and there is a commercial arrangement between Hendy Ford - 85848QA and ALD as a result. You should be aware that Hendy Ford - 85848QA is acting as a credit broker and not a Finance Provider, and that they may receive a payment for this activity should you wish to proceed with an agreement. Please ask Hendy Ford - 85848QA for more information about any of this. You should carefully consider the suitability of any offer of finance before entering into any financial agreement.

7.2 - Personnel Working Group

Sheelagh Cohen

To extend the Worknest contract for a further period. Details set out in the attached document. This contract has been exempted from market testing under section 11.1 9 ii of the Council's Financial due to the specialist knowledge that has developed with them over the current contract period.

Attachments

[Hamble-le-Rice Parish Council - Proposal - 2022 for 2023.pdf](#)



Renewal of Services Proposal

Hamble-le-Rice Parish Council

Prepared for: Amanda Jobling

Date: 27/10/2022

WorkNest Contact: Hannah Sadler

hannahsadler@worknest.com

Tel: 01244 688434

Client Address:

Memorial Hall, 2 High Street, Hamble-le-Rice

Hampshire

SO31 4JE

The WorkNest Story: the power of partnership

How the UK's leading providers of outsourced HR, health & safety and employment law services for businesses came together to create a new force.

Partnership is at the heart of everything we do. We work closely with tens of thousands of organisations nationwide with one clear purpose: enabling employers to manage their workforce, workplace and workflow effectively, efficiently and compliantly.

So, it's appropriate that we ourselves are the result of partnership and synergy. A meeting of many different but complementary teams of talented people. Over recent years, a wealth of the leading lights in our various fields of expertise have joined forces.

Our roots go back to 2001, when Malcolm MacKay founded Law At Work, providing the employment law expertise of a legal firm, but without the prohibitive pricing. LAW gradually strengthened its offering with the acquisition of Square Circle HR, employee relations consultancy Empire, Solve HR and Deminos Consulting.

Mark Ellis founded Ellis Whittam in 2004 with an equally revolutionary mission: to provide high quality employment law, HR, and health and safety services for businesses that add value not cost, and are based on fair, fixed fees.

In 2019/20, both became part of Marlowe plc, the leaders in business-critical services and software. Since then, a number of other like-minded businesses have been added to this team:

- ✓ HRSP, a trusted partner to the third sector, providing bespoke, cost effective, HR support and strategies.
- ✓ esphr, a new-model employment law firm and employee relations technology business – strategically focused to help HR professionals transform their ER capabilities.
- ✓ Youmanage, more than HR software, it's an operational business tool, helping companies to improve the quality and effectiveness of their HR management processes.
- ✓ Cater Leydon Millard, a specialist employment law firm offering a 'partner-led' service with focus on the public and education sector.
- ✓ CQC Compliance, founded to help healthcare companies ensure continuing regulatory compliance.
- ✓ Deltanet and Cylix, e-learning partners to national and global organisations, helping to shape their training programme and embed long-term cultures of compliance.

Now we bring all these businesses together under the WorkNest brand.

Our purpose is to empower employers with preventative and proactive services covering employment law, HR and occupational health, safety and wellbeing. The personal, high quality, and responsive services that our clients know and love will remain at the heart of what we do. As WorkNest, we will bring together a broader range of services that will help you to further protect and nurture your organisation.

Our ambition is to be the most highly valued provider of advice, technology and services across these and related fields.

What we do, and the expertise with which we do it, enables our clients to manage the most sensitive issues. We believe that when employers are compliant, confident and risk-aware, when employees feel safe, supported and encouraged, companies can attract the best people, focus on innovation and drive growth.

Our clients tell us that their people are their greatest strength, the same is true for us.

We are blessed with extremely capable and engaged colleagues, determined to support you with informed commercial advice and digital platforms. We will make WorkNest a diverse, inclusive and welcoming place to work - the natural home for the UK's most gifted practitioners in people management, health, safety and wellbeing, employment law, professional training and business technology.

Brilliant Employment Law & HR Support

Dedicated, named experts offering high-quality, professional advice whenever you need it

You will continue to receive the high-quality professional advice from your dedicated adviser, **Helen Pyle**, who has a good knowledge of **Hamble-le-Rice Parish Council** and the way you like to work.

They will continue to help with all aspects of Employment Law and related HR compliance including:

- | | |
|---|--|
| ✓ Dismissals | ✓ Restructuring and redundancies |
| ✓ Disciplinary and grievance issues | ✓ Strategic challenges |
| ✓ Discrimination issues | ✓ Hiring new employees |
| ✓ Business purchase / sale and TUPE transfers | ✓ Terms and conditions of employment |
| ✓ Lateness, laziness, capability and performance issues | ✓ Sickness, absenteeism, maternity and paternity and time off work |

Practical hands-on help

Drafting your Employment Law and HR letters, documents and settlement agreements.

Robust Contracts of Employment and a practical and relevant Employee Handbook

Continue to make sure your essential documents are legally compliant, up-to-date and provide you with the certainty and flexibility you need to run your organisation.

Access to our online client file and Knowledge Hub

You and your team (if authorised by you) will have access to:

- ✓ Your own online client file – including your emails, notes and recordings of telephone calls with us, your Contracts of Employment, policies and procedures;
- ✓ A comprehensive Employment Law and HR resource and precedent bank; and
- ✓ A bank of Employment Law and HR-related webinars, presented by WorkNest's expert advisers.

Regular news and topic specific webinars / webcasts

We will help to upskill you and your managers and improve your internal capacity to manage effectively, ultimately saving time and costs.

Insurance against the risk of employment disputes

Our FCA-regulated legal expenses insurance (LEI) provides peace of mind and financial security. In the event of an insured employment claim, we will defend the claim and the insurance will pay Employment Tribunal compensation awarded against you or settlement monies. You will be covered for up to £1,000,000 in any one year and £150,000 per claim. LEI is provided subject to the insurer's standard terms of insurance cover. Please see our Fee Summary and Terms.

Brilliant Health & Safety Support

WorkNest will continue to act as your legally-required Competent Person

Victoria Read will continue to support you and visit your premises as per your agreement schedule. Don't forget we also have office based Health & Safety helpdesk to give you additional day-to-day telephone and email support with your health and safety challenges.

Visits

As per the proposed renewal we will visit your organisation and identify areas of risk and actions the visit schedule entitles you to a minimum of 3 visits over 3 years, or 5 visits over 5 years, of the agreement period.

We will continue to help with all aspects of Health & Safety including:

An annual audit of your ongoing health and safety compliance

- ✓ Identify areas of risk and actions required;
- ✓ Review your Health & Safety Policy and Health & Safety Employee Handbook;
- ✓ Give you hands-on practical support in respect of key actions/challenges;
- ✓ Update your Health & Safety Journey Plan and objectives; and
- ✓ Work to certify your organisation as health and safety compliant..

Health & Safety Software

Access to our award-winning cloud-based Health & Safety Software, that will revolutionise your approach to risk and safety management. If you are not already on this click [here](#) for more information. This simple and secure way to manage compliance will allow you to confidently meet your legal requirements through a number of easy to use applications. You will be able to:

Regular news and topic specific webinars / webcasts

Helping to upskill you and your managers and improve your internal capacity to manage effectively, ultimately saving time and cost.

Insurance against the risk associated with regulatory enforcement

Our FCA-regulated legal expenses insurance (LEI) provides peace of mind and financial security. It covers the cost of:

- ✓ Legal representation, including in court, to defend you against prosecution;
- ✓ Appealing against the serving of an improvement or prohibition notice; and
- ✓ Fee For Intervention (FFI) charges imposed by the Health and Safety Executive and for initial representation.

If a case goes to court, we will support you with the highest-quality representation and present the strongest possible defence. Our standard cover is £150,000 per claim made with a total cap of £1million per annum. LEI is provided subject to the insurer's standard terms of insurance cover. Please see our Fee Summary and Terms.

Assured advice you can trust

PRIMARY AUTHORITY

Our Health & Safety clients receive advice that has been assured by a local regulator acting as a Primary Authority (PA). This means that our processes, procedures and level of expertise have been reviewed, approved and signed off by Cheshire West and Chester Council to allow us to enter into a 'co-ordinated partnership'.

Our advice can be used with confidence across your business. Whether you operate from a single site or have premises that span multiple local authorities, a relationship with a PA ensures that other authorities wishing to inspect WorkNest clients will be required to firstly engage with the PA before making contact with you.

We are the first Health & Safety Consultancy in the UK to be approved to provide assured advice, which is testament to our quality of service. All this offers significant benefits to our clients.

Providing you follow our advice, your business should:

- ✓ Be protected against the risk of enforcement, scrutiny or action from authorities that have different views on what you should be doing to achieve compliance;
- ✓ Benefit from a strengthened ongoing relationship with both regulators and future interactions with businesses throughout England, Wales and Scotland; and
- ✓ Be viewed as being 'in safe hands' when you join us – both within your business and from those looking in.

Some organisations choose to gain PA status themselves working with a local authority directly. This can be time-consuming and is usually only undertaken by large companies. If you join WorkNest, we've already done the hard work for you and you benefit in the same way.

Join us and gain access to a single source of advice that you can immediately trust and implement across your whole business.

Brilliant Online Staff Health & Safety Training

LearningNest has 5 different ways of learning so you can be sure to find the best way for your employees to absorb the training along with providing supporting communication resources.

Immersive learning:

Scenario-based courses which place the learner at the centre of the experience and test their ability to make the right decisions. These courses are highly interactive and designed to promote learner engagement and motivation.

Microlearning:

Short 5-10 minute learning vignettes focused on key topics and designed to promote knowledge retention of key information. These can be rolled out quickly in response to immediate training needs.

Adaptive learning:

A new, innovative approach to our longer, detailed study courses. An upfront assessment enables learners to discover areas of competence and weakness. The course pathway then adapts to the learners' needs based on areas of weakness identified. The adaptive learning approach is estimated to save up to 45 minutes per employee in unnecessary study time.

Diagnostic Assessment:

An AI-powered assessment to measure the learner's understanding of particular topics and to offer follow-up microlearning designed to fill any gaps in knowledge. The assessment is also useful for evaluating individual training needs for each employee.

Toolbox talk:

An eLearning asset that enhances the learning experiences of face to face training by providing an engaging course with facilitation notes and breakout points for instructor-led training.

Communication Resources:

Engaging resources which can be printed out and displayed in the workplace, or shared digitally on an intranet, newsletter or display screen. This resource is designed to promote a culture of compliance by reinforcing key behaviours in the day to day work environment.

Health & Safety, Compliance and Employment Law/HR skills.

Course areas include:

- | | |
|---|--------------------------|
| ✓ Workplace Hazards | ✓ Personal Safety |
| ✓ Wellbeing | ✓ Safeguarding |
| ✓ Risk Assessments | ✓ Online Safety |
| ✓ Information Governance | ✓ Ethics and Equality |
| ✓ Health, Safety, Security and the Environment (HSSE) | ✓ Performance Management |

You can download full details of our available courses [here](#).

Fee Summary

36-month Support Agreement

Employment Law, HR and Health & Safety Support exclusive of VAT	£2,810 per annum
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60-month Support Agreement

Employment Law, HR and Health & Safety Support exclusive of VAT	£2,677 per annum
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HR Software

Core HR Software Subscription Normal cost of subscription: £194	£0 per annum
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Other

Legal Expenses Insurance Administration Fee Based on 8 employees, exclusive of VAT	£55.00 per annum
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Legal Expenses Insurance (employment claims) optional inclusive of Insurance Premium Tax	£15.00 per person per annum (min. charge £100 per annum)
--	---

Legal Expenses Insurance (Health and Safety prosecution) optional inclusive of Insurance Premium Tax	£3.50 per person per annum
--	----------------------------

LearningNest Core* - 10 Users exclusive of VAT	£436 per annum
--	----------------

What Our Clients Say

We work with over 17,000 UK businesses. Here's what some say about us.



Didcot Town Council

"Both our Health & Safety Consultant and Employment Law Adviser are just a phone call or email away and responses are very prompt. The advice is always unambiguous. I'm happy to recommend WorkNest (Previously Ellis Whittam) to other Town Clerks."

Thornbury Town Council

"When I took on the role of Town Clerk I could see that there were health and safety issues that needed addressing but did not know where to begin! Employing WorkNest (previously Ellis Whittam) has been exactly what we needed. Colleen Hickey has been a joy to work with, she has always offered clear advice and the response time is great.

It feels like you have a health and safety advisor as part of your working team, the advice is pragmatic and always put in a way so that you do not feel overwhelmed. I would definitely recommend her services to any organisation seeking advice."



Brandon Town Council

"We can absolutely recommend WorkNest (Previously Ellis Whittam).

The availability of professional support gives us the confidence to meet the demands of implementing local authority policies and procedures."



Our Terms

Our honest approach to doing business

Our fees are as set out in the Fees Summary.

Please find a copy of our full Service Agreement Terms [here](#). The document explains WorkNest's terms of business, the terms that apply in relation to legal expenses insurance and key features and suitability of insurance cover offered. It is an important document and should be read and understood by you because it will form part of the agreement between us. WorkNest is authorised and regulated by the Financial Conduct Authority, registration number 310779. Our legal expenses insurance (including the payment of representation costs and compensation / settlement monies) is provided subject to the insurer's terms of insurance cover. You can access a full copy of our insurance terms [here](#).

7.3 - Recruitment Working Group

***Sheelagh Cohen, Mark
Venables***

Attached is the schedule for the recruitment of a Clerk/RFO and alternative options and timescales if needed.

Attachments

[Project timeline - Project Timeline.pdf](#)

Hamble Parish Council - Clerk recruitment schedule

PROJECT TITLE	HPC - 23/01	COMPANY NAME	HPC
PROJECT MANAGER	Mark Venibles	DATE	03/04/2023

[illegible]

8 - Finance, bank reconciliation and payments for March 2023

Clerk - Hamble Parish Council

To include noting the movement of £20,000 from the EBC Loan to the current account on March 30th, 2023.

Also, to approve a minor change to the fees and charges to reduce the cost from £400 to £150 for people wishing to remove/maintain tablets or headstones in the cemetery. The move is to encourage people to maintain graves in a safe condition.

Attachments

[0114_001.pdf](#)

[Bank Rec cashbook 1 M12.PDF](#)

[Bank rec cashbook 3 M12.PDF](#)

[Bank rec cashbook 4 M12.PDF](#)

[Cashbook 1 M12.PDF](#)

[Cashbook 3 M12.PDF](#)

[Cashbook 4 M12.PDF](#)

[Salaries M12.pdf](#)

Fees and Charges from April 2023

HAMBLE
PARISH
— COUNCIL —

Advertising

Hamble Newsletter (Rates ex VAT)

Size	Annual Cost Per Edition	One-Off Cost
Business directory	£30.00	£35.00
Banner	£90.00	£100.00
Half Banner	£45.00	£50.00

Allotments

£9.50 per rod (from 1st January 2023)
£11.50 per rod (from 1st January 2024)
£13.50 per rod (from 1st January 2025)

Vacant allotments are let in order of application. Non-residents may only be considered if there are no residents on the electoral roll on the waiting list.

Burials and Memorials

Exclusive Right of Burial		Burial Plot	Ashes Plot
	Child under 18 years	£150	£150
	Body of person 18 years and over	£500	£300

		Interment fee	Total including Exc. Right of Burial
Burials:	The body of a still-born child	Nil	Nil
	The body of a child under 18 years of age	Nil	Nil



		Interment Fee	Total including Exc. Right of Burial
Burials:	The body of a person 18 years and over	£500	£1000
Cremated Remains:	Children under 18 years of age	Nil	Nil
	Persons 18 years of age and over	£300	£550

Monuments, Tablets & Inscription Fees for a period not exceeding 20 years	Headstone (burial plots only) installation and maintenance	£400
	Tablet (burial or ashes plot) installation and maintenance	£400
	Additional inscription AND MAINTENANCE -	£150

TABLET + HEADSTONE

Miscellaneous Fees

For the right to scatter ashes	£50
Exhumation	At cost
Duplicate of ERoB	£30
Assignment/Transfer of ERoB	£100
Searches in Burial Register	£20
Forms of Renunciation - not on published fees (agreed Council 13/01/2020)	£25

If in rare or very exceptional cases burial or interment of a non-resident* is permitted by the Council a triple fee multiplier will apply in respect of: interment fees, Exclusive Right of Burial fee and memorial fees. This also applies to historical graves.

*as defined in the Burial Regulations



**Car Parks
(inc. Clock
Permits and
Event Hire**

**Conference
Room Hire
inc. Coffee
Machine
Charges**

**Dinghy
Storage
Park**

Hamble Foreshore Car Park

£1 for each hour (subject to variable seasonal increases)
additional charges is paying by RingGo

Clock Permits

2023 - 4 hours per day - £17.00 (residents only and limited to
250 permits) increasing to £25.00 per year from 2024

Daily Hire for Event – Foreshore Car Park

£200+VAT + £25 admin fee per user per year (or £50 per
user per year when booking more than one facility inc.
Donkey Derby Field, Dinghy Storage Park, Foreshore Car
Park, Foreshore)

Electricity for the Event: £20 per day +VAT and £35 deposit
for connector

Roy Underdown Pavilion

£20 for the first hour and £18 per hour thereafter + £50 deposit

All day sessions to be booked in blocks of 4 hours + £50 deposit

1-4 hours = £60

5-9 hours = £100

10-14 hours = £150

Where companies or large organisations want to book for events, a
miniumum charge of £100 applies, which reflects the upfront costs
of the event. A whole day hire is a charge of £250.

Coffee Machine

Set of 20 pods - £15 per set.

£185 for 2023

£200 for 2024

A minimum fee of £85 applies for applications received in the last
6 months of the season (September-February).
£5 admin fee applies if paying by cheque.

Replacement Permit - £10



Donkey Derby Field

Identity Verification

Metal Detecting

Mudland Moorings

Parks and Open Spaces

Photocopying

Deposit of £150 per day + £25 admin fee per user per year (or £50 per user per year when booking more than one facility inc. Donkey Derby Field, Dinghy Storage Park, Foreshore Car Park, Foreshore)

Identity verification [including pensions and overseas documentation] is charged at £20

Metal Detecting Permit

£50 admin fee per permit

Harbour dues for 2023 = £2459 for 18 moorings therefore fee to be £137 for Harbour element + £350 for mooring, totalling £487. Last fee was £292. Additional cost reflects costs in renewing the ground chains.

Football Tournament - Mount Pleasant

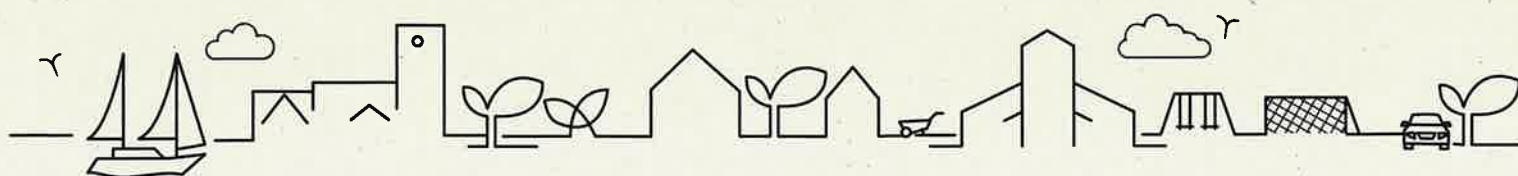
£625 + VAT per weekend + £10 per day storage + £40 cleaning charge (check VAT)

£300 per day + overnight storage charge - £30

If you make a single let of sports or physical recreation facilities for a continuous period of over 24 hours to the same person your supply is exempt, unless you have opted to tax. But the person that you let the facilities to must have exclusive control of them throughout the letting period.

<https://www.gov.uk/guidance/vat-on-land-and-property-notice-742>

40p per copy (30p per copy for 50+ copies)



Pitch Hire - Football

Mount Pleasant - For Review in April

£75 excl VAT (adults with changing rooms)
£50 excl VAT (children with changing rooms)
£30 excl VAT (children without changing rooms)

College Playing Fields

£85 excl VAT (adults with changing rooms)
£45 excl VAT (children with changing rooms)
£30 excl VAT (children without changing rooms)

£100 deposit paid by end of July (or before first game, whichever is earliest, to be retained until the end of the season.

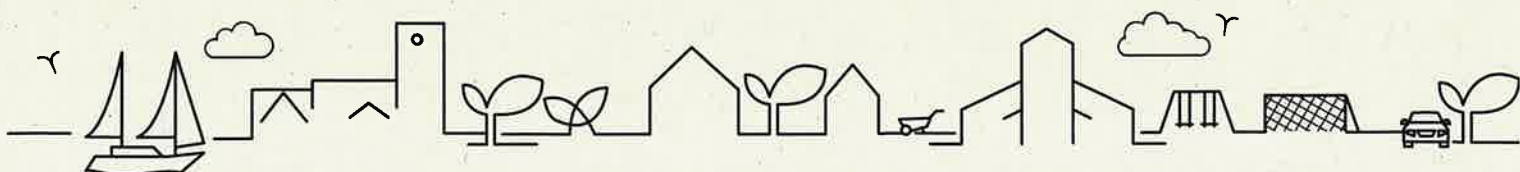
Five games will be invoiced for in advance to be paid before the start of the season. Subsequent games to be paid in groups of 5 to be paid for before the 4th game in the previous group is played.

Training sessions only by prior agreement and subject to a separate charge.

Sports Hire (Cages etc.)

All Weather Facility - College Playing Fields

Parishioners £5 per hour plus £5 if floodlights are used
Non-parishioners £7.50 per hour plus £6 if floodlights are used.
Turn off floodlights given the potential costs.



Appendix A

Hire Requirements - Use of Land or Facilities for Public and Commercial Events

All hirers will be asked to submit/adhere to the following requirements, although the level of detail will vary according to the nature of the event, the numbers of people anticipated and the control measures needed to manage the event safely and securely.

A month before

- Submit an Event Plan. This must include details of the event, who is in charge, who will be responsible on the day for managing the area, arrangements for issues such as marshalling, cancellation, emergencies and accidents and injuries. Include a site location plan of the area to be used (not needed for the Donkey Derby Field). The Council has a check list that can be adapted which will help you draft your event plan.
- Signage – this is the organiser's responsibility.
- Liaise with Hamble Lifeboat regarding parking (if using Foreshore Car Park)
- Insurance confirmation
- Arrangements for rubbish disposal
- Confirmation that toilets are ordered if a condition of the booking

A week before:

- Liaise about the collection of keys and payments of the deposit
- For hirers of the Foreshore Car Park put up notices to make residents and other users aware of the event
- Ensure that toilets are delivered if needed

On the day:

- Check arrangements with Hamble Lifeboat regarding parking (if using Foreshore Car Park)
- Ensure signage is clear and in the case of the Donkey Derby Field this should include details of when the field will be closed from and a contact number for release; this should be placed on the entrance throughout and on any vehicle(s) left in the field.
- Ensure photos are taken of the vehicle and if possible, place an alert on social media to make the owners aware.
- Make sure that the facilities are cleared at the end of the event and rubbish removed from site.



**Bank Reconciliation Statement as at 31/03/2023
for Cashbook 1 - Barclays Current A/C 070978787**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS	31/03/2023		23,326.62
			<u>23,326.62</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			23,326.62
<u>Receipts not Banked/Cleared (Plus)</u>			
15/08/2022		560.00	
31/12/2022		200.00	
26/01/2023		-60.00	
26/01/2023		400.00	
26/01/2023		2,444.96	
01/02/2023		-25.00	
			<u>3,519.96</u>
			26,846.58
		Balance per Cash Book is :-	27,143.96
		Difference Excluding Adjustments is :-	-297.38
<u>Adjustments to Reconciliation</u>			
24/11/2022 Card pay	Refunded in Dec 22	-70.00	
01/12/2022 Coop	Find invoice	-2.90	
06/12/2022 Canon	Find invoice	-224.44	
28/02/2023 Diff	0.04 difference	-0.04	
			<u>-297.38</u>
		Unreconciled Difference is :-	<u>0.00</u>

**Bank Reconciliation Statement as at 31/03/2023
for Cashbook 3 - Barclays Premium Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BUSINESS PREMIUM	31/03/2023		0.75
			<hr/> 0.75
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.75
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.75
		Balance per Cash Book is :-	0.75
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2023
for Cashbook 4 - EBC High Interest Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
EBC High Interest	31/03/2023	1	101,153.21
			<hr/> 101,153.21
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			101,153.21
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			101,153.21
		Balance per Cash Book is :-	101,153.21
		Difference is :-	0.00

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		30,057.33					30,057.33	
	Banked 14/12/2022	30,000.00						
Bank Trans	Barclays Premium Account	30,000.00			205		30,000.00	Internet bank transfer
	Banked 14/12/2022	-30,000.00						
	Trans	-30,000.00			1900	101	-30,000.00	Match off incorrect receipt
	Banked 01/03/2023	728.84						
	Stripe	728.84		121.47	1260	301	607.37	Dinghy park income
	Banked 01/03/2023	39.01						
	Pay & Display Foreshore	39.01		6.50	1140	104	32.51	Pay & Display Foreshore
	Banked 01/03/2023	468.20						
	Car Park Income	468.20		78.03	1140	104	390.17	Car Park Income
	Banked 02/03/2023	364.79						
	Dinghy Park Income	364.79		60.80	1260	301	303.99	Dinghy park income
	Banked 02/03/2023	22.12						
	Pay & Display Foreshore	22.12		3.69	1140	104	18.43	Pay & Display Foreshore
	Banked 02/03/2023	185.00						
	Dinghy Park Income	185.00		30.83	1260	301	154.17	Dinghy Park Income
	Banked 02/03/2023	181.76						
	Paypal	181.76		30.29	1260	301	151.47	Dinghy park income
	Banked 03/03/2023	182.21						
	Dinghy Park Income	182.21		30.37	1260	301	151.84	Dinghy Park Income
	Banked 03/03/2023	56.12						
	Pay & Display Foreshore	56.12		9.35	1140	104	46.77	Pay & Display Foreshore
	Banked 03/03/2023	375.00						
	Sales Recpts Page 2133	375.00	375.00		100			Sales Recpts Page 2133
	Banked 06/03/2023	182.21						
	Stripe-	182.21		30.37	1260	301	151.84	Dinghy park income
	Banked 06/03/2023	41.01						
	Pay & Display Foreshore	41.01		6.84	1140	104	34.17	Pay & Display Foreshore
	Banked 07/03/2023	255.00						
	Sales Recpts Page 2134	255.00	255.00		100			Sales Recpts Page 2134
	Banked 07/03/2023	182.21						
	Stripe	182.21		30.37	1260	301	151.84	Dinghy park income
	Banked 07/03/2023	56.36						
	Pay & Display Foreshore	56.36		9.39	1140	104	46.97	Pay & Display Foreshore
	Banked 07/03/2023	100.67						
	Pay & Display Foreshore	100.67		16.78	1140	104	83.89	Pay & Display Foreshore

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked 07/03/2023	65.66						
	Pay & Display Foreshore	65.66		10.94	1140	104	54.72	Pay & Display Foreshore
	Banked 08/03/2023	380.22						
	Paypal	380.22		63.37	1260	301	316.85	Dinghy park income
	Banked 08/03/2023	20.02						
	Pay & Display Foreshore	20.02		3.34	1140	104	16.68	Pay & Display Foreshore
	Banked 08/03/2023	400.00						
	Sales Recpts Page 2135	400.00	400.00		100			Sales Recpts Page 2135
	Banked 09/03/2023	33.16						
	Clock Permits	33.16		5.53	1142	104	27.63	Clock Permits
	Banked 09/03/2023	18.75						
	Pay & Display Foreshore	18.75		3.12	1140	104	15.63	Pay & Display Foreshore
	Banked 10/03/2023	198.46						
	Paypal	198.46		33.08	1260	301	165.38	Dinghy Park income
	Banked 10/03/2023	182.58						
	Dinghy Park Income	182.58		30.43	1260	301	152.15	Dinghy Park Income
	Banked 10/03/2023	26.00						
	Pay & Display Foreshore	26.00		4.33	1140	104	21.67	Pay & Display Foreshore
	Banked 13/03/2023	16.70						
	Paypal	16.70		2.78	1142	104	13.92	Clock permit
	Banked 13/03/2023	29.34						
	Car Park Income	29.34		4.89	1140	104	24.45	Car Park Income
	Banked 13/03/2023	400.00						
	Sales Recpts Page 2136	400.00	400.00		100			Sales Recpts Page 2136
	Banked 14/03/2023	26.14						
	Pay & Display Foreshore	26.14		4.36	1140	104	21.78	Pay & Display Foreshore
	Banked 14/03/2023	61.28						
	Pay & Display Foreshore	61.28		10.21	1140	104	51.07	Pay & Display Foreshore
	Banked 14/03/2023	88.02						
	Pay & Display Foreshore	88.02		14.67	1140	104	73.35	Pay & Display Foreshore
	Banked 15/03/2023	14.55						
	Pay & Display Foreshore	14.55		2.42	1140	104	12.13	Pay & Display Foreshore
	Banked 16/03/2023	38.27						
	Pay & Display Foreshore	38.27		6.38	1140	104	31.89	Pay & Display Foreshore
	Banked 16/03/2023	60.00						
	Sales Recpts Page 2137	60.00	60.00		100			Sales Recpts Page 2137

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked 16/03/2023	60.00						
	Sales Recpts Page 2138	60.00	60.00		100			Sales Recpts Page 2138
	Banked 20/03/2023	39.00						
	Pay & Display Foreshore	39.00		6.50	1140	104	32.50	Pay & Display Foreshore
	Banked 21/03/2023	44.20						
	Pay & Display Foreshore	44.20		7.37	1140	104	36.83	Pay & Display Foreshore
	Banked 21/03/2023	59.70						
	Pay & Display Foreshore	59.70		9.95	1140	104	49.75	Pay & Display Foreshore
	Banked 22/03/2023	70.24						
	Pay & Display Foreshore	70.24		11.71	1140	104	58.53	Pay & Display Foreshore
	Banked 22/03/2023	21.22						
	Pay & Display Foreshore	21.22		3.54	1140	104	17.68	Pay & Display Foreshore
	Banked 22/03/2023	135.60						
	Pay & Display Foreshore	135.60		22.60	1140	104	113.00	Pay & Display Foreshore
	Banked 23/03/2023	38.25						
	Pay & Display Foreshore	38.25		6.38	1140	104	31.87	Pay & Display Foreshore
	Banked 24/03/2023	470.60						
	Car Park Income	470.60		78.43	1140	104	392.17	Car Park Income
	Banked 24/03/2023	21.48						
	Pay & Display Foreshore	21.48		3.58	1140	104	17.90	Pay & Display Foreshore
	Banked 24/03/2023	5,075.00						
Fund trans	Barclays Premium Account	5,075.00			205		5,075.00	Funds transfer- savings
	Banked 24/03/2023	170.00						
	Mr R Friend	170.00		28.33	1260	301	141.67	Dinghy Park Income
	Banked 27/03/2023	35.97						
	Pay & Display Foreshore	35.97		6.00	1140	104	29.97	Pay & Display Foreshore
	Banked 28/03/2023	490.00						
	S Hamel	490.00		81.67	1144	302	408.33	Bench seat
	Banked 28/03/2023	41.96						
	Pay & Display Foreshore	41.96		6.99	1140	104	34.97	Pay & Display Foreshore
	Banked 28/03/2023	67.86						
	Pay & Display Foreshore	67.86		11.31	1140	104	56.55	Pay & Display Foreshore
	Banked 28/03/2023	72.58						
	Pay & Display Foreshore	72.58		12.10	1140	104	60.48	Pay & Display Foreshore
	Banked 28/03/2023	500.00						
	Sales Recpts Page 2139	500.00	500.00		100			Sales Recpts Page 2139

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked 28/03/2023		1,624.00						
Sales Recpts Page 2140		1,624.00	1,624.00		100			Sales Recpts Page 2140
Banked 29/03/2023		9.82						
Paypal		9.82		1.64	1142	104	8.18	Clock permit
Banked 29/03/2023		26.89						
Pay & Display Foreshore		26.89		4.48	1140	104	22.41	Pay & Display Foreshore
Banked 30/03/2023		51.72						
Pay & Display Foreshore		51.72		8.62	1140	104	43.10	Pay & Display Foreshore
Banked 30/03/2023		20,000.00						
Fund trans EBC High Interest Account		20,000.00			220		20,000.00	Transfer funds from loan accou
Banked 31/03/2023		16.69						
Pay & Display Foreshore		16.69		2.78	1140	104	13.91	Pay & Display Foreshore
Total Receipts for Month		34,622.44	3,674.00	978.91			29,969.53	

Cashbook Totals	<u>64,679.77</u>	<u>3,674.00</u>	<u>978.91</u>	<u>60,026.86</u>
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Payments for Month 12

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/03/2023	Tesco Mobile	DD	12.50		2.08	4060	101	10.42	Tesco Mobile
01/03/2023	Salaries	SALARIES	12,333.99			4000	100	12,333.99	March salaries
06/03/2023	Credit charges for period	DD	8.23		1.37	4105	101	6.86	Credit charges for period
06/03/2023	Tesco	VISA	75.00		12.50	4335	108	62.50	tesco- fuel
07/03/2023	Canon	DD	111.62		18.60	4045	101	93.02	Canon- printer costs
09/03/2023	Opus energy	DD	554.01		92.34	4051	306	461.67	Opus energy
14/03/2023	Opus energy	DD	67.88		11.31	4050	307	56.57	Opus energy
14/03/2023	opus energy	DD	133.73		22.29	4050	306	111.44	opus energy
14/03/2023	opus energy	DD	71.46		11.91	4051	307	59.55	opus energy
14/03/2023	Coop	VISA	1.40		0.23	4013	101	1.17	Coop- milk
14/03/2023	Daniel Cowley	14/03/2023	195.00	195.00		500			Delivery of newsletters
14/03/2023	ENGRAVING & SIGN SOLUTIONS LTD	00004981	60.00	60.00		500			Out of hours signs
14/03/2023	DESIGN & PRINT	2302-31	825.00	825.00		500			A4 newsletters
14/03/2023	HAMPSHIRE COUNTY COUNCIL	58246943	55.32	55.32		500			Cleaning materials
14/03/2023	J Humphrey Associates	3780	42.00	42.00		500			Payroll services Feb 2023
14/03/2023	Smart MarketingManagement Limi	2359	228.48	228.48		500			marketing support
14/03/2023	CLOUDY GROUP LTD	3766	1,032.00	1,032.00		500			DUP
14/03/2023	Horton Heating Limited	1545	85.00	85.00		500			Damaged water main Baron Road
14/03/2023	Pitter Self Drive Ltd	184665	561.60	561.60		500			Rent Ford Transit
14/03/2023	DESIGN & PRINT	2209/39	825.00	825.00		500			Oct newsletters
14/03/2023	Domestic Darlings - Susan Mehe	23229	960.00	960.00		500			Cleaning foreshore
14/03/2023	LIGHTATOUCH AUDIT SERVICES	230215	918.75	918.75		500			Interim internal audit
14/03/2023	ENGRAVING & SIGN SOLUTIONS LTD	00004971	72.00	72.00		500			Wheelchair parking signs
14/03/2023	Nespresso UK Ltd	56975145	99.45	99.45		500			nespresso machine pods
14/03/2023	Kai Mason	14/3/2023	97.50	97.50		500			Delivery of Feb newsletters
14/03/2023	Tom Jobling	febnews	97.50	97.50		500			Delivery of Newsletters
14/03/2023	Peter Tanner	VISA	185.00		30.83	4650	301	154.17	Dinghy Park refund
15/03/2023	Southampton Trophies and Engra	6366	44.40	44.40		500			Bench plaque
15/03/2023	EASTLEIGH BOROUGH COUNCIL	16/03/2023	51.07	51.07		500			Empty dog waste bins Feb 23
15/03/2023	EASTLEIGH BOROUGH COUNCIL	16/032023	63.84	63.84		500			Empty dog waste bins-March
17/03/2023	Co-op	VISA	2.50		0.42	4013	101	2.08	Co-op
17/03/2023	HMRC PAYE/NIC	HMRC	3,421.26			4001	100	3,421.26	HMRC PAYE/NIC
20/03/2023	Rentokil	DD	285.60		47.60	4100	101	238.00	Rentokil- MArch
20/03/2023	Hampshire Pension	PENSION	3,451.90			4002	100	3,451.90	Hampshire Pension
22/03/2023	O2	DD	154.14		25.69	4060	101	128.45	O2
24/03/2023	Co-op	VISA	1.40		0.23	4013	101	1.17	Co-op
27/03/2023	Hamble Valley Garden Services	13032023	975.00	975.00		500			Removal of elms
27/03/2023	DCK Accounting Solutions	TPC10511	579.00	579.00		500			Accounting assistance 22/12
27/03/2023	DCK Accounting Solutions	TPC10556	579.00	579.00		500			Accounting services 17/01/23

Date: 06/04/2023

Hamble-le-Rice Parish Council 2022/2023

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Cashbook 1

User: JJ

Barclays Current A/C 070978787

For Month No: 12

Payments for Month 12

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
27/03/2023	HAMBLE VILLAGE MEMORIAL HALL	4768	2,849.88	2,849.88		500			HPC office space rental
27/03/2023	Rialtas	BACS	222.00		37.00	4062	101	185.00	Rialtas business solutions
28/03/2023	Tesco	VISA	90.00		15.00	4335	108	75.00	Tesco- fuel
31/03/2023	Southampton Trophies and Engra	6408	38.40	38.40		500			Bench plaque
31/03/2023	BRITISH RED CROSS	INV027862	306.00	306.00		500			First aid at work requal
31/03/2023	Ichthus Event Solutions Ltd	0777	4,080.00	4,080.00		500			Lease of christmas lighting
31/03/2023	Rialtas Business Solutions LTD	30329	276.00	276.00		500			Group training 22/02/2023
31/03/2023	PM North	BACS	185.00		30.83	4650	301	154.17	Dinghy Park refund
31/03/2023	Mr R Friend	BACS	170.00		28.33	4650	301	141.67	Dinghy park refund
Total Payments for Month			37,535.81	15,997.19	388.56			21,150.06	
Balance Carried Fwd			27,143.96						
Cashbook Totals			64,679.77	15,997.19	388.56			48,294.02	

Date: 06/04/2023

Hamble-le-Rice Parish Council 2022/2023

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Time 13:17

Cashbook 3

User: JJ

Barclays Premium Account

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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Balance Brought Fwd :		35,022.00					35,022.00	
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Banked	01/03/2023	53.75						
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Interest		53.75			1090	101	53.75	Interest earned
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Total Receipts for Month		53.75	0.00	0.00			53.75	
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Cashbook Totals		35,075.75	0.00	0.00			35,075.75	
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Continued on Page 26

Date: 06/04/2023

Hamble-le-Rice Parish Council 2022/2023

Page: 26

Time 13:17

Cashbook 3

User: JJ

Barclays Premium Account

For Month No: 12

Payments for Month 12

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
14/12/2022	Barclays Current A/C 070978787	Bank Trans	30,000.00			200		30,000.00	Internet bank transfer
24/03/2023	Barclays Current A/C 070978787	Fund trans	5,075.00			200		5,075.00	Funds transfer- savings
Total Payments for Month			35,075.00	0.00	0.00			35,075.00	
Balance Carried Fwd			0.75						
Cashbook Totals			35,075.75	0.00	0.00			35,075.75	

Date: 06/04/2023

Hamble-le-Rice Parish Council 2022/2023

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Cashbook 4

User: JJ

EBC High Interest Account

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		120,739.72					120,739.72	
Banked 01/10/2022		413.49						
Interest accrual		413.49			1090	101	413.49	EBC loan- interest accrual
Total Receipts for Month		413.49	0.00	0.00			413.49	

Cashbook Totals	121,153.21	0.00	0.00	121,153.21
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Payments for Month 12

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
30/03/2023	Barclays Current A/C 070978787	Fund trans	20,000.00			200		20,000.00	Transfer funds from loan accou
Total Payments for Month			20,000.00	0.00	0.00			20,000.00	
Balance Carried Fwd			101,153.21						
Cashbook Totals			121,153.21	0.00	0.00			121,153.21	

Payment Summary (Part 1) Landscape

Tax Month : 12 Week : 52 Payment Frequency: Monthly

E'ee Ref.	Employee Name	Total Gross	Taxable Gross	Pre-Tax Payment	Pre-Tax Ded'n	Student/Postgrad Loan	PAYE	Employee NIC	Employee Pension*	SSP	Parental Payments	Post-Tax Payment	Post-Tax Ded'n	B/F	C/F	Net Pay
4	R Clarke															
5	C Ayres															
23	A Jobling															
25	A Fejzo															
26	M Cowley															
27	R Mason															
28	L Bradbury Knight															
30	J James															
8	Employees	15348.30	14553.01	15348.30	0.00	0.00	1419.40	799.62	795.29	0.00	0.00	0.00	0.00	0.00	0.00	12333.99

*Please note this value does not include any contribution made to a salary sacrifice pension scheme.

9 - Exempt Business

Simon Hand

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.

10 - Personnel Working Group - Staffing issues

***Clerk - Hamble Parish
Council, Sheelagh
Cohen***