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**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 Monday, May 22, 2023, 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@hamblepc.org.uk>

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

**AGENDA**

[1 - Welcome 0](#_Toc135387800)

[1.1 - Approve Minutes 1](#_Toc135387801)

[2 - Declaration of conflict of Interest with BDO 2](#_Toc135387802)

[3 - Internal Auditors report. 3](#_Toc135387803)

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# 1 - Welcome

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| 1 - Welcome | ***Chris Jones*** |

Apologies of absence  
Dispensations  
Declarations of interests

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# 1.1 - Approve Minutes

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| 1.1 - Approve Minutes |  |

Approve the minutes of the 9th May 2023

**Attachments**

[2023-05-09 - Annual Council Meeting - Minutes.docx](https://hamblepc.sharepoint.com/:f:/r/sites/FullCouncil/Shared%20Documents/General/Meetings/2023-05-22%20-%20Exceptional%20Council%20Meeting/01.01%20-%20Approve%20Minutes/2023-05-09%20-%20Annual%20Council%20Meeting%20-%20Minutes.docx)

01EOHAV6KLM7W6KIQ7NVGZOIAVNW2G3C6G\_01EOHAV6IKDDPFUGG5U5CKT2TVM2FOAGVR

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# 2 - Declaration of conflict of Interest with BDO

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| 2 - Declaration of conflict of Interest with BDO | ***Clerk - Hamble Parish Council*** |

To register any conflict of interest with BDO - the Councils new external auditor.

For Decision

**Attachments**

[Conflict of interest with BDO.pdf](https://hamblepc.sharepoint.com/:f:/r/sites/FullCouncil/Shared%20Documents/General/Meetings/2023-05-22%20-%20Exceptional%20Council%20Meeting/02%20-%20Declaration%20of%20conflict%20of%20Interest%20with%20BDO/Conflict%20of%20interest%20with%20BDO.pdf)

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# 3 - Internal Auditors report.

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| 3 - Internal Auditors report. | ***Clerk - Hamble Parish Council*** |

For Decision

**Attachments**

[Internal audit.pdf](https://hamblepc.sharepoint.com/:f:/r/sites/FullCouncil/Shared%20Documents/General/Meetings/2023-05-22%20-%20Exceptional%20Council%20Meeting/03%20-%20Internal%20Auditors%20report_46;/Internal%20audit.pdf)

[Hamble Parish Council - Internal Audit Letter Report 2022-2023.pdf](https://hamblepc.sharepoint.com/:f:/r/sites/FullCouncil/Shared%20Documents/General/Meetings/2023-05-22%20-%20Exceptional%20Council%20Meeting/03%20-%20Internal%20Auditors%20report_46;/Hamble%20Parish%20Council%20-%20Internal%20Audit%20Letter%20Report%202022-2023.pdf)

01EOHAV6LIZWHUH4NDJREI2FKDZXKFUU5W\_01EOHAV6MEMWHNS3WIPBCYC4DLAKO4CKMN 01EOHAV6LIZWHUH4NDJREI2FKDZXKFUU5W\_01EOHAV6PPCK3UJMW64BHY6UBXGTFOMX2R

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# 4 - End of year accounts

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| 4 - End of year accounts | ***Clerk - Hamble Parish Council, Accounts*** |

For Decision

**Attachments**

[Balance sheet.pdf](https://hamblepc.sharepoint.com/:f:/r/sites/FullCouncil/Shared%20Documents/General/Meetings/2023-05-22%20-%20Exceptional%20Council%20Meeting/04%20-%20End%20of%20year%20accounts/Balance%20sheet.pdf)

[Bank Reconciliation 3 M12.PDF](https://hamblepc.sharepoint.com/:f:/r/sites/FullCouncil/Shared%20Documents/General/Meetings/2023-05-22%20-%20Exceptional%20Council%20Meeting/04%20-%20End%20of%20year%20accounts/Bank%20Reconciliation%203%20M12.PDF)

[Bank Reconciliation 4 M12.PDF](https://hamblepc.sharepoint.com/:f:/r/sites/FullCouncil/Shared%20Documents/General/Meetings/2023-05-22%20-%20Exceptional%20Council%20Meeting/04%20-%20End%20of%20year%20accounts/Bank%20Reconciliation%204%20M12.PDF)

[Bank Reconciliation M12.PDF](https://hamblepc.sharepoint.com/:f:/r/sites/FullCouncil/Shared%20Documents/General/Meetings/2023-05-22%20-%20Exceptional%20Council%20Meeting/04%20-%20End%20of%20year%20accounts/Bank%20Reconciliation%20M12.PDF)

[Earmarked reserves.pdf](https://hamblepc.sharepoint.com/:f:/r/sites/FullCouncil/Shared%20Documents/General/Meetings/2023-05-22%20-%20Exceptional%20Council%20Meeting/04%20-%20End%20of%20year%20accounts/Earmarked%20reserves.pdf)

[Income and expenditure summary report.PDF](https://hamblepc.sharepoint.com/:f:/r/sites/FullCouncil/Shared%20Documents/General/Meetings/2023-05-22%20-%20Exceptional%20Council%20Meeting/04%20-%20End%20of%20year%20accounts/Income%20and%20expenditure%20summary%20report.PDF)

[Explanation of Significant Variances Template.xlsx](https://hamblepc.sharepoint.com/:f:/r/sites/FullCouncil/Shared%20Documents/General/Meetings/2023-05-22%20-%20Exceptional%20Council%20Meeting/04%20-%20End%20of%20year%20accounts/Explanation%20of%20Significant%20Variances%20Template.xlsx)

01EOHAV6OOG4W4IELPZNFZALKFY5HMHZLL\_01EOHAV6KIW6PM75OES5DYEWFLIYDAJROK 01EOHAV6OOG4W4IELPZNFZALKFY5HMHZLL\_01EOHAV6L3YZQOS53UEBFYREJEGLMRD3JW 01EOHAV6OOG4W4IELPZNFZALKFY5HMHZLL\_01EOHAV6LXCHFOAR6B3JA3CNOIDKLTA2JW 01EOHAV6OOG4W4IELPZNFZALKFY5HMHZLL\_01EOHAV6MT6JJFC7PXLZEI4RLRMBZIX5LB 01EOHAV6OOG4W4IELPZNFZALKFY5HMHZLL\_01EOHAV6OH3D6OV2GXTJHJK2IUDESEQKGQ 01EOHAV6OOG4W4IELPZNFZALKFY5HMHZLL\_01EOHAV6IHN66NFOQKHBAZIGQPCTTU5S3I 01EOHAV6OOG4W4IELPZNFZALKFY5HMHZLL\_01EOHAV6JI4RXXHGT3LZFZCR7AYEJQ7PLK

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# 5 - Annual Governance and Accounting Return

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| 5 - Annual Governance and Accounting Return | ***Clerk - Hamble Parish Council, Chris Jones*** |

Receive the internal auditors statement and signed return.  
To approve the annual governance statement and sign the form.  
To approve the annual accounts statement and sign the form.

For Decision

**Attachments**

[AGAR Form 3 Electronic Version - limited assurance review.pdf](https://hamblepc.sharepoint.com/:f:/r/sites/FullCouncil/Shared%20Documents/General/Meetings/2023-05-22%20-%20Exceptional%20Council%20Meeting/05%20-%20Annual%20Governance%20and%20Accounting%20Return/AGAR%20Form%203%20Electronic%20Version%20-%20limited%20assurance%20review.pdf)

01EOHAV6PIFOK37LFVSNHJMTXPKQ7D6Q54\_01EOHAV6NSL465CID7ZFHK4NMK3A5JWLMO

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# 6 - Dates for the publication of rights

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| 6 - Dates for the publication of rights | ***Clerk - Hamble Parish Council, Accounts*** |

To approve the dates for the publication of residents rights to inspect the accounts.

For Decision

**Attachments**

[Confirmation of Dates for the Exercise of Public Rights.docx](https://hamblepc.sharepoint.com/:f:/r/sites/FullCouncil/Shared%20Documents/General/Meetings/2023-05-22%20-%20Exceptional%20Council%20Meeting/06%20-%20Dates%20for%20the%20publication%20of%20rights/Confirmation%20of%20Dates%20for%20the%20Exercise%20of%20Public%20Rights.docx)

01EOHAV6PEZ27POJYPRJF3IBHDHD7TAL5Z\_01EOHAV6LRJTJNWGV7VZG3MYHAWRQPTAI7

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# 7 - Banking changes

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| 7 - Banking changes | ***Clerk - Hamble Parish Council*** |

The serving clerk has requested that she is removed from the mandate from the 26th May 2023.  Currently the pin number for the banking account is known only to her and a copy of it is kept in a sealed envelope in the safe.  From the 26th May 2023 this envelop will be opened by the Accounts Assistant to enable purchases during the period of transition.  This function will pass to the new clerk in due course.

For Decision

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# 8 - Terms of Reference for the Resources Working Group

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| 8 - Terms of Reference for the Resources Working Group | ***Chris Jones, Michelle Nicholson*** |

To approve the terms of reference for Functions Working Group (former Resources Working Group) and to also agree any urgent business related to recruitment/appointments.

For Decision

**Attachments**

[Functions Working Group.docx](https://hamblepc.sharepoint.com/:f:/r/sites/FullCouncil/Shared%20Documents/General/Meetings/2023-05-22%20-%20Exceptional%20Council%20Meeting/08%20-%20Terms%20of%20Reference%20for%20the%20Resources%20Working%20Group/Functions%20Working%20Group.docx)

01EOHAV6JFSNOH3XD5TFFLQMBH3DQVBL25\_01EOHAV6LH5LGBMJ7P2JHLGEV3VLV3W54A

**Dated: Wednesday 17th May 2023**

**Signed:** Amanda Jobling, Clerk,

Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton

SO31 4JE. 023 8045 3422.