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**Council Meeting**

**Minutes**

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

Minutes of the **EXTRAORDINARY MEETING** of **HAMBLE PARISH** **COUNCIL**  
Meeting held on **Monday, May 22, 2023,** at **09:00 - 09:30** in the **ROY UNDERDOWN PAVILION BARON ROAD HAMBLE**

Present: Councillors Andy Thompson, Chris Jones, Ian Underdown, Malcolm Cross, Michelle Nicholson, Sheelagh Cohen, Simon Hand,

Apologies: Mark Venables, Sarah Lehneis, Tony Moody, Trevor Dann

Staff In Attendance: Clerk, Accounts Assistant and Projects and Assets Manager

MINUTES

## **Welcome**

Apologies of absence: Cllrs Dann, Lehneis, Moody and Venables and Claire Price Smart Marketing.   
Dispensations: Cllrs Dann, Venables and Underdown - Cemex   
Declarations of interests.

**1.1**

## **Approve Minutes**

Approve the minutes of the 9th of May 2023.

Propose: Cllr Underdown

Second: Cllr Thompson

Resolved to agree the minutes of the 9th of May 2023 unanimously.

Attached: [2023-05-09 - Annual Council Meeting - Minutes.docx](https://hamblepc.sharepoint.com/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)

**2**

**Clerk - Hamble Parish Council**

## **Declaration of conflict of Interest with BDO**

To confirm there are no conflicts of interest with BDO the Council's new external auditor.

Propose: Cllr Underdown

Second: Cllr Thompson

Resolved to confirm that no conflict of interest existed, and the form was duly signed. Agree unanimously

Attached: Conflict of interest with BDO.pdf

For Decision

**3**

**Clerk - Hamble Parish Council**

## **Internal Auditors report.**

The Council was asked to accept the internal auditors report. The Clerk highlighted the issue regarding VAT issues in prior years.

Propose: Cllr Underdown

Second: Cllr Thompson

Resolve to agree the internal auditors report unanimously.

Attached: Internal audit.pdf and Hamble Parish Council - Internal Audit Letter Report 2022-2023.pdf

For Decision

**4**

**Clerk - Hamble Parish Council/Accounts**

## **End of year accounts**

The end of year reports produced by the Accounts Assistant were received and welcomed. No issues were raised.   
Propose: Cllr Hand  
Second: Cllr Cohen  
Resolved to accept the end of year reports unanimously and without query.

Attached: Balance sheet.pdf, Bank Reconciliation 3 M12.PDF, Bank Reconciliation 4 M12.PDF

Bank Reconciliation M12.PDF, Earmarked reserves.pdf, Income and expenditure summary report.PDF, [Explanation of Significant Variances Template.xlsx](https://hamblepc.sharepoint.com/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)

For Decision

**5**

**Clerk - Hamble Parish Council/Chris Jones**

## **Annual Governance and Accounting Return**

5a.   
The Clerk highlighted the key changes from last year to this year and then outlined the components of the form which included the internal auditor's statement and the annual governance statement.

Propose: Underdown

Second: Cross   
Resolved unanimously to receive the internal auditor's statement and approve the annual governance statement. It was then signed by the Chair and then the Clerk.

5b.  
They then moved onto the accounting statement. The Clerk outlined the key changes from last year to this and the reasons for the movements.   
Propose: Cllr Underdown  
Second: Cllr Cohen  
Resolved to approve the annual accounting statement. The Clerk had already signed the form when issued to Councillors. The Chair then signed it.

Attached: AGAR (Annual Governance and Accountability Return) Form 3 Electronic Version - limited assurance review.pdf

For Decision

**6**

**Clerk - Hamble Parish Council/Accounts**

## **Dates for the publication of rights**

Propose: Cllr Underdown

Second: Cllr Nicholson

Resolve to approve the dates for the publication of resident’s rights to inspect the accounts from 5th June to the 14th of July 2023.

Attached: [Confirmation of Dates for the Exercise of Public Rights.docx](https://hamblepc.sharepoint.com/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)

For Decision

**7**

**Clerk - Hamble Parish Council**

## **Banking changes**

The Council noted the use of the banking pin and the reset arrangements and have been notified that from Friday 26th May the Accounts Assistant will open and use the pin until the replacement Clerk is appointed.

For Decision

**8**

**Chris Jones/Michelle Nicholson**

## **Terms of Reference (ToR) for the Resources Working Group**

The name of the group has been changed from Resources to Functions at the request of the Chair of the group.

It was also noted that members of the group will lead on specific workstreams.

Propose: Cllr Underdown

Second: Cllr Cohen

And all resolved to accept the ToR and to also delegated the financial sign off to the Chair, Chair FWG (Functions Working Group) and the Accounts Assistant until a new Clerk is appointed.

Propose: Cllr Nicholson

Second: Cllr Underdown

Resolved unanimously to approve the renewal of the Councils Zurich Insurance policy and schedule from 1st June 2023 for a period of 12 months at a cost of£9,457.18 inclusive of VAT. The market has not been tested due to staff shortages and should be test during the next twelve months.

Propose: Cllr Hand

Seconded: Cllr Cohen

Resolve unanimously to delegate the appointment of an interim until the end of June or the new Clerk is appointed.

Attached: [Functions Working Group.docx](https://hamblepc.sharepoint.com/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)

For Decision

## **Meeting ended at 9.21am**