



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, March 11, 2024, 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 +item number.

AGENDA

1 - Welcome

Announcements
Apologies for Absence
Dispensations and Interests

2 - Approve Minutes

To approve the minutes of the meeting 12th February 2024

Trevor Dann

Attachments

[2024-02-12 - Full Council Meeting - Minutes.docx](#)

3 - Public Participation Session

Trevor Dann

4 - Cemex Update

To discuss dates if available and any new information

***Trevor Dann, Michelle
Nicholson***

5 - Recommendations & Updates from Committees and Working Groups

Michelle Nicholson, Ian Underdown, Andy Thompson, Trevor Dann, Malcolm Cross

To receive updates and any recommendations from each of the Committees and Working Groups

5.1 - Chair Update

Chair to give a general update

5.2 - Assets Update

Trevor Dann

5.3 - Planning Update

Ian Underdown

5.4 - Functions Working Group

Michelle Nicholson

- HR - To inform Council
 - Update on seasonal/temporary member of the Estates team.
 - Update on Training - IOSH & First Aid
 - Discuss
 - Comms - To update on invitation to present at the HALC conference and further update from Smart Marketing
-

5.5 - BHH & LAC

Malcolm Cross

To receive any updates from Local Area Committee and team meetings

6 - Standing Items

Chris Jones

6.1 - Health & Safety

Trevor Dann, Clerk - Hamble Parish Council

Update as required

6.2 - Operational Finance

Trevor Dann

Forecast for end of year.



Council Meeting

Minutes

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

Minutes of the **Full Council Meeting** of **HAMBLE PARISH COUNCIL**

Meeting held on **Monday, February 12, 2024** at **19:00 - 21:30** in the **Roy Underdown Pavilion**

Present: Trevor Dann, Ian Underdown, Michelle Nicholson, Andy Thompson, Anita Dann, Mark Venables, Tony Moody, Malcolm Cross, Virtual attendance (non-voting: Chris Jones)

Apologies: Simon Hand, Rebecca Butler, Operations

Staff In Attendance: Clerk and Projects Manager

Partners and Consultants in Attendance: Claire Price (Communications - SmartMarketing)

MINUTES

The Minute Reference for this meeting is the following format (DD/MM/YYYY) followed by the item number

1 WELCOME

The Vice Chair opened the meeting and thanked everyone for attending and in particular to the Clerk given that she had been unwell all week.

Apologies for absence from Cllr Simon Hand.

Cllr Rebecca Butler and Cllr Chris Jones who was still away both tried to dial in remotely. Cllr Jones was successful. Cllr Butler tried to join via phone, however, she was unable to hear. Cllr Jones did not participate in any voting.

Dispensations and Interests were Cllr Trevor Dann, Cllr Underdown, Cllr Nicholson and Cllr Moody in relation to Cemex and Cllr Underdown for Dinghy Park.

A member of the public who was interested in possibly joining the Council at the next election was in attendance to listen to how the meeting was run.

2 APPROVE MINUTES

Resolved to approve the minutes of the meeting on 8th January 2024, Cllr Trevor Dann proposed and Cllr Mark Veables seconded and all in favour.

3 PUBLIC PARTICIPATION SESSION

The member of the public was invited to speak and gave a brief outline of his background and reasons that he may wish to stand as a Parish Councillor.

4 CEMEX UPDATE

The Chair suggested that given there was very little new information this evening that discussion on Cemex be kept to a minimum.

Cllr Nicholson advised that both the Fire Service and Police had now responded to Cemex's application, despite having previously not and that she would share these responses.

Cllr Nicholson also advised that there had been a meeting with the Residents' group (Hamble Peninsular Residents' Group) which had mostly involved discussion around deputation preparation and the latest freedom of information (FOI) findings.

Cllr Underdown highlighted again his opinion about producing a video for the regulatory Committee visit.

Cllr Dann moved the meeting forward.

5 RECOMMENDATIONS & UPDATES FROM COMMITTEES AND WORKING GROUPS

5.1 CHAIR UPDATE

There was no update from the Chair.

5.2 ASSETS UPDATE

Cllr Thompson advised of his intention to stand down as Chair of Assets and that the original agreed plan had been for Cllr Moody to transition as Chair whilst he remained on the Assets committee to support.

He then moved on to advise of the representation at the Assets meeting from two members of the public who had given ideas and feedback in relation to the Mount Pleasant skate park and how their input would be useful should Council be in a position to consider a new park.

Council moved back to the voting of the Chair of Assets and Cllr Nicholson proposed that Cllr Moody take over as Chair of Assets, Cllr Anita Dann seconded, Cllr Underdown and Cllr Cross both abstained.

Cllr Jones asked the Clerk to review the Terms of Reference for the Assets Committee and bring them back with any adjustments for approval at the next Full Council meeting.

5.3 PLANNING UPDATE

Cllr Underdown gave a brief update from Planning Committee in particular the latest from the Hampshire County Council (HCC) Reg 19 Minerals Waste Plan.

He then briefly mentioned the key planning applications that had been discussed at the last Planning meeting.

He further advised that the Permissive agreement for right of way (ROW) 5 had gone quiet.

Finally, he advised Council that a grant had been awarded to the Parish for some repairs to the footpath that had been flooding on the footpath at Beech Close. .

5.4 FUNCTIONS WORKING GROUP

HR:

- Cllr Nicholson advised that the Clerk has starting the Appraisals process with the team.
- She reiterated the training that was being implemented including the Estates Team who had completed their Chainsaw training and that the Accounts Officer was looking at a professional qualification.
- Cllr Nicholson advised that we are starting the process for recruiting a third estates team member to cover the additional work over the Summer, whilst we are still evaluating the team structure, which we are aiming to have in place by the end of March.

Communications:

- Cllr Nicholson handed over to Claire Price from SmartMarketing who advised that the Parish (Cllr Nicholson, Claire Price and the Clerk) had been invited to the Hampshire Association of Local Council's (HALC) 2024 conference as follow up on the 2022 Village of the Year Community Engagement award, and share about their experience of community engagement in relation to Future of Hamble Airfield and Cemex public consultation.
- Claire then advised that during the latest Comms WG meetings, the team had been discussing Cllr Moody's ideas on how to further develop community engagement – namely around future projects for Hamble and revisiting the community needs for Mount Pleasant – particularly for youth, families and children.
- Social media & reputation management example: Cllr Nicholson then mentioned the efforts Cllr Underdown who had worked with the Pink Ferry and Water Taxi to successfully float the sunken boat. This was an example of pro-active communications and social media use to engage with residents on a practical problem and manage the Parish Council's reputation in a positive way. (Refer to Facebook social media post on 8 February 2024 - <https://www.facebook.com/HamblePC/posts/pfbid0oDsHAERNh5xF4KzX6a7LQQmfTopK2hiQECU64RNt4c3qxd0BiHXR684nCfCSsRil>)

5.5 BURSLEDON, HAMBLE & HOUND & LOCAL AREA COMMITTEE

Cllr Cross advised Council about the recent Air Quality report and asked if the Clerk to share this once she had received it from Eastleigh Borough Council.

Cllr Nicholson asked if Cllr Cross was aware of what the response would be from the Borough to the changes (cuts) in services that Hampshire County are consulting on (refer to Hampshire County Council Future of Services Consultation ending on 31 March 2024, source:

<https://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/future-services-consultation>)

Claire from SmartMarketing said that the Parish Council social media calendar has plans to post relevant social media posts in areas where proposed service changes were relevant to residents in Hamble.

Claire also noted that Paul Holmes, as local MP for Eastleigh, Hedge End & the Villages) had highlighted the matter in an open letter to the Hampshire County Council and asking to reconsider the proposed cuts to household waste recycling sites at Hedge End and Fair Oak

(Source: <https://www.voteholmes.co.uk/news/hampshire-county-council-future-services-consultation>)

Standing Items

6.1 HEALTH & SAFETY

To note the new Health & Safety policy updated February 2024 by Worknest and agreed with minor updates by Assets Committee

The Clerk highlighted the Health & Safety policy updated February 2024 by Worknest document for note.

6.2 OPERATIONAL FINANCE

Forecast for end of year.

Agree approval to apply for a Credit Card for Clerk & Accounts Officer with a £1,000 limit on each (in line with best practice and risk management for local councils and small businesses). Once in place update the Financial Regulations to reflect this.

The Clerk highlighted the document attached showing the credit card information and asked Council to agree to applying for a credit card for the Clerk and Accounts Officer with a limit of £1,000. Once received the Financial Regulations would need to be updated to reflect this. She advised that it did not mean that the Debit Card currently in place would be destroyed but it would mean that there was very little reason to ever use this.

Cllr Underdown proposed and Cllr Nicholson seconded and all in favour to agree to the application of a company credit card for the Clerk and the Accounts Officer.

Cllr Trevor Dann went on to thank the Accounts Officer again for her work in helping get the Parish's finances in order.

6.3 RISK REGISTER

Vice Chair to update on vehicle storage and HPC transport and decision made by Assets Committee.

The Chair advised Council of some recent damage to the transit following it being moved outside of the shed. This vehicle is now back with Pitters for repair and will not be returning to the Parish following the decision made by the Assets Committee on 5 February 2024.

7 MOUNT PLEASANT

To Agree the set up of a Mount Pleasant Working Group and nominate Members. In addition, agree to spend the £120K from Community Infrastructure Projects list and the additional £30k from Ear Marked Reserves to be spent on refurbishing the Play Park.

Cllr Thompson proposed that we set up a working group for Mount Pleasant and that he would like to be a member.

Cllr Underdown said he didn't think that we should start this now as there could be a newly elected Council and that it was not right for us to start this.

Cllr Trevor Dann said that he was worried about losing the Section 106 reserved funding of £120k. Cllr Jones reiterated that we only have £120k which is set aside for the Play Park only (corrected to Mount Pleasant Community Infrastructure). Cllr Jones Council to reconsider if they could think of any good reason not to get on with this given that the play park constantly undergoing repairs and has been for some time. Cllr Moody, Cllr Venables and Cllr Nicholson agreed.

Cllr Nicholson suggested that Claire Price, SmartMarketing should be a member to assist with any community engagement and consultation.

Cllr Trevor Dann proposed to set up a working group with immediate effect to focus on the immediate need of Mount Pleasant Play Park repairs. He recommended Cllr Anita Dann as another member of the working group

Cllr Nicholson recommended that Cllr Tony Moody lead with Cllr Thompson, Cllr Anita Dann and Claire Price all being members. Cllr Jones recommended that he, Cllr Moody and the Clerk meet and look at the Terms of Reference and bring these back to the March 2024 Full Council meeting.

8 BUDGETS

The Clerk asked Council to agree the budget as attached.

It was resolved to agree the budget for 2024/2025 proposed by Cllr Nicholson and seconded by Cllr Cross and all in favour.

9 ACCOUNTS AND FINANCIAL REPORTS

Cllr Trevor Dan and Cllr Nicholson seconded and resolved to agree that the monthly cash and bank reconciliation, monthly payments list and financial management reports were approved.

Cllr Nicholson agreed that she would be added to the mandate to replace Cllr Cohen. Cllr Underdown Proposed and Cllr Anita Dann seconded and all in favour for Cllr Nicholson to be added to the mandate.

Finally, the outstanding HMRC payment of £12,199.62 for unpaid VAT for 2021/2022 was agreed. Cllr Nicholson proposed and Cllr Underdown seconded and all in favour to pay HMRC this outstanding VAT payment.

10 FINANCIAL RISKS

The Clerk presented the information as requested, which was to consider moving half of the current savings into CCLA deposit fund and keep the other half in the Eastleigh Borough Council High interest account.

The resolution is that the Parish will invest approximately half of the current savings across the two accounts and air on the side of the interest rate . The savings are to be logged against the Parish Council's Financial Risk register. Going forward the status of the savings and interest is to be reviewed every 6 months OR if there is a significant change in interest rates for either account.

Cllr Nicholson Proposed and Cllr Moody seconded and all in favour to move approx. half of the current savings into the CCLA deposit fund and leave the remainder in the Eastleigh Borough Council High interest account.

11 TREES AND PARISH LAND

The Clerk outlined the tree survey report and the audit and mentioned that the Estates Team have been booked onto the Lantra Basic Tree Survey and Inspection course at Hedge End Council in March 2024.

The Chair brought the request from the Eastleigh Mayor's office to plant some Hornbeam trees to commemorate D-Day in Hamble Green. . There was a lot of debate in particular with regard to location and suitable landscape for the type of trees proposed and their anticipated size in future.

The Clerk was asked if we can go back to Eastleigh to suggest that we have further dialogue on location which may be to suggest multiple locations – and also consider suitable and sustainable locations for Hornbeam trees.

12 WESTFIELD COMMON ROAD

The Clerk outlined the report on the road leading to Westfield Common.

Cllr Venables started the debate by saying that he agreed to 12.5% on the basis that the Borough match it.

After further debate it was agreed that regardless of the decision from the Borough that the Parish would commit to 12.5% as a one-off payment and that this does not set a precedent.

Cllr Venables proposed and Cllr Underdown Seconded and all in favour. Cllr Moody abstained.

13 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.

Cllr Underdown proposed and Cllr Nicholson seconded and all in favour to move to exempt business.

14 ENCROACHMENT ONTO COUNCIL LAND

The Chair updated on the current situation.

The Clerk was asked to follow up on this matter immediately and if necessary to seek legal advice.

Cllr Venables left the meeting at 20.55pm and returned at 20.57pm

15 OUTSTANDING DEBT

The Clerk advised that no response had been received from this individual and the Clerk was asked to follow up with one further letter.

16 CONSULTANT FEE PROPOSAL

The Clerk highlighted the request from the Planning consultant to uplift their fee due to some additional work for 2024 for Cemex and related planning advice.

Cllr Underdown proposed and Cllr Cross seconded, Cllr Moody abstained and all in favour to agree to the uplift in fee.

The Clerk was asked to look into the cumulative spend and any budget set out for professional fees in relation to Cemex.

Meeting ended at **21:05**

CHAIR _____

Attachments

[Projected year end I E M11.PDF](#)

6.3 - Risk Register

Trevor Dann

To stay on the Agenda as required

7 - GRANTS - SECTION 137

Grant Request from Citizens Advice Bureau

Grant Request from St Andrews Church

Attachments

[St Andrews church grant application form.pdf](#)

8 - Mount Pleasant

Andy Thompson

To review and agree the Terms of Reference for the Working Group and review the quote(s) for the ceiling and roof and what work should be carried out in the short term, whilst the longer term plan is being assessed.

9 - Solent Sports CPF

To review and decide on the proposal from Solent Sports in relation to College Playing Field and RUP

10 - Accounts and financial reports

Clerk - Hamble Parish Council

- To approve the monthly cash and bank reconciliation
 - To receive the monthly list of payments (payments have already been approved as per Auditor advice)
 - To receive financial management reports
-

Attachments

[Bank rec 1 M11.pdf](#)

[Bank rec 3 M11.pdf](#)

[Bank rec 4 M11.pdf](#)

[Cashbook 1 M11.PDF](#)

[Cashbook 3 M11.PDF](#)

[Cashbook 4 M11.PDF](#)

[List of payments 01-02-24 to 29-02-24.PDF](#)

[Purchase ledger M11.PDF](#)

[Sales ledger M11.PDF](#)

[Salaries.pdf](#)

11 - Internal Audit

Chris Jones

To agree and implement actions from Internal Audit report

Attachments

[Hamble Parish Council -October 2023 - February 2024 Second Interim Interna~.pdf](#)

12 - 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.

13 - Encroachment onto Council Land

***Clerk - Hamble Parish
Council, Trevor Dann***

Clerk/Vice Chair to update

14 - Outstanding Debt

***Clerk - Hamble Parish
Council***

To agree on the next step for the outstanding debt

Detailed Income & Expenditure by Projected Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual	Variance Annual	Committed Expenditure	Funds Available
100 Staff Costs						
4000 Salaries	208,541	172,267	187,943	15,676		15,676
4001 HMRC Contributions	30,022	15,647	17,070	1,423		1,423
4002 Pension Costs	49,147	23,059	25,158	2,099		2,099
4005 Health & Safety	1,050	0	0	0		0
4006 Protective Clothing & Equip.	0	360	393	33		33
4100 Cleaning and Hygiene	40	0	0	0		0
Staff Costs :- Indirect Expenditure	288,800	211,333	230,564	19,231	0	19,231
Net Expenditure	(288,800)	(211,333)	(230,564)	(19,231)		
101 Administration						
1076 Precept	254,603	278,565	278,565	(0)		
1090 Interest Received	2,123	2,892	3,155	263		
1100 Grants Received	32,467	0	0	0		
1111 Photocopy Income	121	0	0	0		
1115 Admin Fee - Use of HPC Facilit	0	282	308	26		
1240 Garden Licences	0	4	4	(0)		
1900 Miscellaneous Income	3,823	343	374	31		
Administration :- Income	293,137	282,087	282,406	319		
4003 Payroll Costs	520	540	589	49		49
4005 Health & Safety	515	1,842	2,009	167		167
4007 Casual & Temporary Assistance	226	0	0	0		0
4008 Contractor Costs	5,624	1,981	2,161	180		180
4010 Staff Training	1,623	2,501	2,729	228		228
4011 Staff Travelling	175	11	12	1		1
4012 Miscellaneous Staff Costs	428	0	0	0		0
4013 Office Refreshments	560	190	207	17		17
4015 Advertising	4,637	0	0	0		0
4016 Clerk's Casual Expenditure	293	1,325	1,446	121		121
4019 Catering for Training	285	0	0	0		0
4025 Stationery	165	185	201	16		16
4030 Postage	(34)	38	41	3		3
4035 Publications	3,784	2,172	2,370	198		198
4040 Subscriptions	692	4,209	4,591	383		383
4041 Office Rent	5,390	5,866	6,400	534		534
4045 Photocopy Costs	781	254	277	23		23
4052 Water Rates	129	200	218	18		18
4060 Telephone	1,577	1,378	1,503	125		125
4061 IT Lease Costs	1,648	0	0	0		0

Detailed Income & Expenditure by Projected Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual	Variance Annual	Committed Expenditure	Funds Available
4062 Software Costs	9,388	10,464	11,416	952		952
4065 Insurance	7,890	7,452	8,130	678		678
4070 Premises Licence	0	70	76	6		6
4081 Refuse/Litter	0	64	70	6		6
4090 Safety Equipment	560	0	0	0		0
4095 New Office Equipment	(19)	126	138	12		12
4100 Cleaning and Hygiene	238	0	0	0		0
4101 Cleaning Materials	0	33	36	3		3
4105 Bank Charges	193	183	199	16		16
4110 Professional Fees	9,027	0	0	0		0
4111 Legal Fees	0	462	504	42		42
4112 Audit Fees	5,454	578	630	52		52
4115 Accountancy Fees	2,818	878	957	80		80
4202 Misc. Members Costs	0	4	4	0		0
4253 V Mag Contract Editorship	0	5,373	5,862	489		489
4254 Newsletter delivery	341	2,860	3,120	260		260
4330 Tractor Maintenance	0	(82)	(89)	(7)		(7)
4335 Tractor & Machinery Fuel	0	(1)	(1)	(1)		(1)
4360 Vehicle Hire	0	957	1,044	87		87
4375 Noticeboards & Signs	175	229	250	21		21
4380 Repairs & Maintenance	590	0	0	0		0
4650 Refunds	0	100	109	9		9
4905 Miscellaneous Expenditure	(333)	0	0	0		0
Administration :- Indirect Expenditure	65,338	52,441	57,209	4,768	0	4,768
Net Income over Expenditure	227,799	229,646	225,197	(4,449)		
6000 plus Transfer from EMR	309	0				
Movement to/(from) Gen Reserve	228,108	229,646				
<u>102 Civic & Archives</u>						
1326 Bench sponsorship	0	4,159	4,538	379		
Civic & Archives :- Income	0	4,159	4,538	379		
4105 Bank Charges	0	1	1	0		0
4202 Misc. Members Costs	5	0	0	0		0
4203 Festive Decorations	0	815	889	74		74
4205 Civic Costs	2,768	296	323	27		27
4207 HYPE Contribution	2,853	0	0	0		0
4210 Festive Lighting	3,400	4,580	4,997	417		417
4211 Park Sport contribution	333	666	727	61		61

Detailed Income & Expenditure by Projected Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual	Variance Annual	Committed Expenditure	Funds Available
4212 Youth Outreach	0	3,500	3,819	319		319
4253 V Mag Contract Editorship	4,702	0	0	0		0
4254 Newsletter delivery	390	0	0	0		0
4315 Memorial Seats and Benches	0	1,151	1,256	105		105
4375 Noticeboards & Signs	0	32	35	3		3
Civic & Archives :- Indirect Expenditure	14,450	11,041	12,047	1,006	0	1,006
Net Income over Expenditure	(14,450)	(6,882)	(7,509)	(627)		
103 Publications						
1130 V Mag Adverts	782	3,065	3,344	279		
Publications :- Income	782	3,065	3,344	279		
4250 V Mag Printing	6,100	4,654	5,078	424		424
4251 V Mag Distribution	4,210	0	0	0		0
4375 Noticeboards & Signs	194	0	0	0		0
Publications :- Indirect Expenditure	10,504	4,654	5,078	424	0	424
Net Income over Expenditure	(9,722)	(1,589)	(1,734)	(145)		
104 Car Parking						
1140 Car Park Income	42,948	40,522	44,210	3,688		
1142 Clock Permits	2,256	2,840	4,500	1,660		
Car Parking :- Income	45,204	43,363	48,710	5,347		
4017 3C Payments	74	96	104	8		8
4050 Electricity	90	0	0	0		0
4062 Software Costs	18	0	0	0		0
4105 Bank Charges	1	7	8	1		1
4271 Car Park Maintenance	3,313	2	2	0		0
4273 Printing Clock Permits	843	843	920	77		77
Car Parking :- Indirect Expenditure	4,339	948	1,034	86	0	86
Net Income over Expenditure	40,865	42,415	47,676	5,261		
105 St. Andrews Cemetery						
1150 Burial Fees	5,770	10,310	11,248	938		
1151 Memorial Fees	2,700	2,775	3,028	253		
1152 Grant Exclusive Rights	0	3,400	3,709	309		
St. Andrews Cemetery :- Income	8,470	16,485	17,985	1,500		
4382 Grounds Maintenance	145	0	0	0		0
St. Andrews Cemetery :- Indirect Expenditure	145	0	0	0	0	0
Net Income over Expenditure	8,324	16,485	17,985	1,500		

Detailed Income & Expenditure by Projected Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual	Variance Annual	Committed Expenditure	Funds Available
107 Grant Expenditure						
4280 Grants S 137	2,327	1,790	1,953	163		163
4285 Grants Permitted	1,000	0	0	0		0
4380 Repairs & Maintenance	194	0	0	0		0
Grant Expenditure :- Indirect Expenditure	3,521	1,790	1,953	163	0	163
Net Expenditure	(3,521)	(1,790)	(1,953)	(163)		
108 Grounds Maintenance						
1905 Logs Sales	67	0	0	0		
1906 Sales - obsolete grounds equip	(2,495)	91	99	8		
Grounds Maintenance :- Income	(2,428)	91	99	8		
4005 Health & Safety	492	0	0	0		0
4006 Protective Clothing & Equip.	248	196	213	17		17
4010 Staff Training	255	0	0	0		0
4081 Refuse/Litter	3,322	5,499	5,999	500		500
4085 Equipment Hire	903	0	0	0		0
4090 Safety Equipment	0	151	165	14		14
4100 Cleaning and Hygiene	0	238	260	22		22
4325 Machinery Maintenance	0	298	325	27		27
4330 Tractor Maintenance	0	1,319	1,439	120		120
4335 Tractor & Machinery Fuel	370	0	0	(0)		(0)
4336 Ground Fuel	768	3,969	4,330	361		361
4350 New Tools Costs	1,730	0	0	0		0
4360 Vehicle Hire	10,475	10,095	11,014	919		919
4370 Dog Bin Emptying	291	456	497	41		41
4375 Noticeboards & Signs	308	0	0	0		0
4380 Repairs & Maintenance	0	120	131	11		11
4381 Property Maintenance	1	15	16	1		1
4382 Grounds Maintenance	1,810	(778)	(849)	(71)		(71)
4387 Trees Management	3,236	1,396	1,524	128		128
Grounds Maintenance :- Indirect Expenditure	24,209	22,974	25,064	2,090	0	2,090
Net Income over Expenditure	(26,637)	(22,882)	(24,965)	(2,083)		
110 Office						
1908 Sale of obsolete office equip	2,515	1	1	0		
Office :- Income	2,515	1	1	0		
4051 Gas	342	0	0	0		0

Detailed Income & Expenditure by Projected Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual	Variance Annual	Committed Expenditure	Funds Available
4052 Water Rates	27	0	0	0		0
4060 Telephone	13	0	0	0		0
4061 IT Lease Costs	501	0	0	0		0
4078 Alarm	0	242	264	22		22
4095 New Office Equipment	127	60	65	5		5
4100 Cleaning and Hygiene	103	0	0	0		0
4101 Cleaning Materials	(123)	0	0	0		0
4381 Property Maintenance	621	0	0	0		0
4550 Office Alarm	60	222	242	20		20
Office :- Indirect Expenditure	1,671	524	571	47	0	47
Net Income over Expenditure	844	(523)	(570)	(47)		
<u>201 Mt. Pleasant Rec. Ground</u>						
1200 Pitch Hire	2,069	7,368	8,038	671		
Mt. Pleasant Rec. Ground :- Income	2,069	7,368	8,038	671		
4050 Electricity	269	0	0	0		0
4081 Refuse/Litter	299	0	0	0		0
4100 Cleaning and Hygiene	144	0	0	0		0
4381 Property Maintenance	80	192	209	17		17
4383 Play Equipment Maintenance	0	99	108	9		9
4384 Sports Equipment Maintenance	174	61	66	5		5
4385 Field Materials	153	0	0	0		0
Mt. Pleasant Rec. Ground :- Indirect Expenditure	1,117	351	383	32	0	32
Net Income over Expenditure	952	7,016	7,655	639		
<u>202 College Playing Fields</u>						
1200 Pitch Hire	1,866	1,585	1,729	144		
1203 Pavilion Hire	30	0	0	0		
College Playing Fields :- Income	1,896	1,585	1,729	144		
4005 Health & Safety	1,570	0	0	0		0
4050 Electricity	1,242	0	0	0		0
4051 Gas	160	0	0	0		0
4052 Water Rates	429	0	0	0		0
4075 CCTV	632	0	0	0		0
4078 Alarm	0	45	49	4		4
4100 Cleaning and Hygiene	600	0	0	0		0
4355 RUP Committee Room	0	92	100	8		8

Detailed Income & Expenditure by Projected Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual	Variance Annual	Committed Expenditure	Funds Available
4370 Dog Bin Emptying	184	0	0	0		0
4380 Repairs & Maintenance	1,091	0	0	0		0
4381 Property Maintenance	6,285	603	658	55		55
4382 Grounds Maintenance	2,972	2,313	2,523	210		210
4384 Sports Equipment Maintenance	26	245	267	22		22
4388 Community Orchard	560	0	0	0		0
College Playing Fields :- Indirect Expenditure	15,752	3,298	3,597	299	0	299
Net Income over Expenditure	(13,856)	(1,713)	(1,868)	(155)		
<u>205 Allotments</u>						
1250 Allotment Rental Income	1,372	1,936	2,112	176		
1251 Key Deposits	10	8	9	1		
Allotments :- Income	1,382	1,944	2,121	177		
4052 Water Rates	872	101	110	9		9
4060 Telephone	86	0	0	0		0
4105 Bank Charges	0	1	1	0		0
4381 Property Maintenance	2,390	0	0	0		0
4382 Grounds Maintenance	75	164	179	15		15
4450 Allotment Land Rent HCC	(10)	80	87	7		7
4455 Water Taps & Keys	30	0	0	0		0
Allotments :- Indirect Expenditure	3,443	346	377	31	0	31
Net Income over Expenditure	(2,060)	1,598	1,744	146		
<u>301 Foreshore Dinghy Park</u>						
1260 Dinghy Park Income	43,402	17,636	38,000	20,364		
Foreshore Dinghy Park :- Income	43,402	17,636	38,000	20,364		
4105 Bank Charges	17	0	0	0		0
4375 Noticeboards & Signs	104	0	0	0		0
4380 Repairs & Maintenance	1,650	0	0	0		0
4382 Grounds Maintenance	0	560	611	51		51
4501 Dinghy Stickers	0	91	99	8		8
4650 Refunds	604	154	168	14		14
Foreshore Dinghy Park :- Indirect Expenditure	2,375	805	878	73	0	73
Net Income over Expenditure	41,028	16,831	37,122	20,291		

Detailed Income & Expenditure by Projected Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual	Variance Annual	Committed Expenditure	Funds Available
302 Foreshore (General)						
1100 Grants Received	2,000	0	0	0		
1141 Electricity use - Foreshore	20	20	22	2		
1143 Foreshore Events	1,055	720	786	66		
1144 Street Furniture Renewal - Inc	2,636	408	445	37		
1321 Angelfish (Soton) Ltd Rent	4,368	2,436	2,658	222		
1322 Mudland Rental	(273)	0	0	0		
1323 Angelfish Waste Contribution	820	1,153	1,258	105		
1326 Bench sponsorship	1,065	508	555	47		
1900 Miscellaneous Income	0	418	455	38		
Foreshore (General) :- Income	11,692	5,664	6,179	516		
4050 Electricity	371	91	99	8		8
4075 CCTV	70	0	0	0		0
4081 Refuse/Litter	2,246	0	0	0		0
4101 Cleaning Materials	(891)	0	0	0		0
4271 Car Park Maintenance	540	2,154	2,350	196		196
4315 Memorial Seats and Benches	74	0	0	0		0
4370 Dog Bin Emptying	264	0	0	0		0
4375 Noticeboards & Signs	50	195	213	18		18
4380 Repairs & Maintenance	7,059	3,524	3,844	320		320
4381 Property Maintenance	0	165	180	15		15
4382 Grounds Maintenance	3,751	866	945	79		79
4392 Street Furniture Renewal	48,433	0	0	0		0
4500 Harbour Dues	2,044	0	0	0		0
4650 Refunds	150	0	0	0		0
Foreshore (General) :- Indirect Expenditure	64,162	6,994	7,631	637	0	637
Net Income over Expenditure	(52,470)	(1,331)	(1,452)	(121)		
303 Foreshore Public Toilets						
4096 Consumables for FS toilets	473	312	340	28		28
4100 Cleaning and Hygiene	9,583	1,058	1,154	96		96
4380 Repairs & Maintenance	421	825	900	75		75
4382 Grounds Maintenance	0	11	12	1		1
Foreshore Public Toilets :- Indirect Expenditure	10,477	2,206	2,406	200	0	200
Net Expenditure	(10,477)	(2,206)	(2,406)	(200)		

Detailed Income & Expenditure by Projected Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual	Variance Annual	Committed Expenditure	Funds Available
304 RUP Committee Room						
1203 Pavilion Hire	100	0	0	0		
RUP Committee Room :- Income	100	0	0	0		
4100 Cleaning and Hygiene	0	860	938	78		78
4650 Refunds	30	0	0	0		0
RUP Committee Room :- Indirect Expenditure	30	860	938	78	0	78
Net Income over Expenditure	70	(860)	(938)	(78)		
305 Westfield Common						
4380 Repairs & Maintenance	(91)	0	0	0		0
Westfield Common :- Indirect Expenditure	(91)	0	0	0	0	0
Net Expenditure	91	0	0	0		
306 RUP Pavillion						
1202 Committee Room Hire	2,698	2,899	3,163	264		
1203 Pavilion Hire	205	75	82	7		
RUP Pavillion :- Income	2,903	2,974	3,245	271		
4005 Health & Safety	300	3	4	1		1
4050 Electricity	955	3,794	4,139	345		345
4051 Gas	3,404	2,676	2,920	244		244
4052 Water Rates	128	1,185	1,292	107		107
4075 CCTV	995	274	299	25		25
4078 Alarm	0	370	404	34		34
4100 Cleaning and Hygiene	2,493	6,313	6,887	574		574
4101 Cleaning Materials	0	720	0	(720)		(720)
4105 Bank Charges	0	2	2	0		0
4370 Dog Bin Emptying	0	47	51	4		4
4380 Repairs & Maintenance	8,271	405	442	37		37
4381 Property Maintenance	1,501	2,347	2,561	214		214
4382 Grounds Maintenance	0	2,279	2,486	207		207
4650 Refunds	0	100	109	9		9
RUP Pavillion :- Indirect Expenditure	18,047	20,514	21,596	1,082	0	1,082
Net Income over Expenditure	(15,143)	(17,540)	(18,351)	(811)		
307 Mount Pleasant Pavilion						
4005 Health & Safety	600	8	9	1		1

Detailed Income & Expenditure by Projected Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual	Variance Annual	Committed Expenditure	Funds Available
4050 Electricity	512	0	0	0		0
4051 Gas	123	0	0	0		0
4100 Cleaning and Hygiene	600	1,070	1,167	97		97
4381 Property Maintenance	4,145	0	0	0		0
Mount Pleasant Pavilion :- Indirect Expenditure	5,980	1,078	1,176	98	0	98
Net Expenditure	(5,980)	(1,078)	(1,176)	(98)		
<u>308 Community Hub/Library</u>						
4394 Coffee Machine Expenditure	0	77	84	7		7
Community Hub/Library :- Direct Expenditure	0	77	84	7	0	7
Net Expenditure	0	(77)	(84)	(7)		
Grand Totals:- Income	411,125	386,421	416,395	29,974		
Expenditure	534,271	342,233	372,586	30,353	0	30,353
Net Income over Expenditure	(123,145)	44,189	43,809	(380)		
plus Transfer from EMR	309	0				
Movement to/(from) Gen Reserve	(122,836)	44,189				

HAMBLE PARISH — COUNCIL —

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

GRANT APPLICATION FORM

Please refer to Grants Procedure Notes before completing this form.

Name of organisation making the application: <i>Parochial Church Council of St. Andrew's Hamble.</i>	
Name of person to whom correspondence should be addressed: <i>Prof. Grant E Hearn</i>	Address for correspondence: <i>Prof Grant E Hearn, 14 Sylvan lane, Hamble, Hants</i> Post Code: <i>SO31 4QG</i>
Payee for Grant Cheque: <i>Hamble Parochial Church Council</i>	Daytime Tel: <i>023 8045 6265</i>

Details of the organisation ie what does it do <i>Seeks to provide church services for community, keep church open and help those in need through Food Bank, Collecting & circulating of food, socially</i>	Amount of Grant applied for: <i>£6,360 maximum, but any help forthcoming appreciated.</i>
What is the Grant for and who will benefit? (Give details of the project) <i>Repair of Lych Gate Roof involving removal of tiles, replacement of wooden structure of roof and then retiling using as many tiles as possible salvaged in the removal process.</i>	
Have you applied to any other body for a grant towards this project? (If yes, please give details) <i>After sending initial email to Hamble Parish Council I sent a similar email to BP Hamble. Since reorganisation they have no funds or means of making a donation. Contact was Guy Brown. Failed to get any response Cooper-Villoni</i>	
How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc) <i>Income to St. Andrews PCC is by donation from church members weekly contributions, fund raising social events by individual members.</i>	
What age groups do you cater for? <i>Age of Adults is generally retired Age. Lighthouse service 1yr to 5yr + parents</i>	Total Membership: <i>Average attendance 30-40. Elders Role 65</i>
Are you a registered charity, if yes please provide your number? <i>Application is being processed.</i>	

HAMBLE

P A R I S H
— C O U N C I L —

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

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

Grant E Hearn, Church Warden &
Chair of Friends of St. Andrews
Date: 7th March 2024

You must attach the following to your application: Email of 28/2/24 has invoice attached.
Copy of:

- Last year's accounts, sent via email to Jessica (6/3/2024)
- Minutes of your last AGM, sent via email to Jessica (6/3/2024)
- Constitution or Rules. Documents shared Feb 2023 located by Jessica

**Additional and Typed Information in Case Prof Hearn Handwriting Unclear
Regarding Grant Application for Lych Gate**

St Andrews provide regular services for those wishing to attend.

Through its members, they provide Food for anyone attending Church or the Priory centre through collection of 'sell by date' foodstuffs from Coop et cetera.

We support Food bank through collection at Church, Hub and Folland Court Social Club and provide driver (Grant) for delivery to homes of those needing support.

Every fortnight social opportunity and lunch through 'Poppy's are supplied to those who wish to attend. Those who can donate and those who cannot are welcome.

Indoor skittles and Quiz once a month provide interaction between Folland Social Club and church members to get to know one another better.

Attendance on Sunday 30 to 40. Membership through Electoral Role is 65 with 12 living outside of Hamble

Age Groups is mostly retired with some younger persons with a child attending. We are trying to improve the age range and a requirement of New to be appointed Vicar is to provide alternative services attractive to different age groups.

Lighthouse Service is for Children aged 1yr to 5 yrs. currently with adults / parents attending. March 3rd 7 children of this age range and total of 16 present. Service after morning service first Sunday of each Month. Then hospitality in Priory Centre.

Service written and printed by Grant with guitar support from Chris Medway

Estimate of Work circulated in email to Council Offices on 26th February 2024.

Formal Documents about church found by Jessica on computer from February 2023 application for support.

Grant has tried other organisations for support.

BP through Guy Brown. Since BP changed role of Hamble BP they have no access to funds and Justin who dealt with Charity issues made redundant in reorganisation.

Telephoned Cooper Vision on 023 8060 5200 and told I needed to speak to Human Resources. On being put through to HR twice, there was no answer and my messages have been ignored. I will keep trying

Prof Grant E Hearn C.Matth FIMA CEng FRINA

**Bank Reconciliation Statement as at 29/02/2024
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	29/02/2024		16,534.87
	29/02/2024		0.00
	29/02/2024		0.00
			<u>16,534.87</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			16,534.87
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			16,534.87
		Balance per Cash Book is :-	16,534.87
		Difference is :-	0.00


Signatory 1:

Name Helen Robinson Signed H Robinson Date 7/3/2024

Signatory 2:

Name JESS JAMES Signed [Signature] Date 07/03/24

MG 033079 F1VI246A 709F30BAC00157 40300 B 92068



THE OFFICIALS
HAMBLE-LE-RICE PARISH COUNCIL
PARISH COUNCIL OFFICE
MEMORIAL HALL
HAMBLE-LE-RICE
SOUTHAMPTON
SO31 4JE



Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 29 February 2024

Business Current Accounts

Business Current Account Statement	£16,534.87
.....	
Sort Code 20-79-29 • Account No 70978787	

Business Savings Accounts

Business Premium Account	£50,461.14
.....	
Sort Code 20-79-29 • Account No 60854980	

This is the end of your account summary.



Date: 07/03/2024

Hamble-le-Rice Parish Council Current Year

Page 1

Time: 15:28

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 4 - EBC High Interest Account

User: JJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
EBC High Interest	29/02/2024		125,221.12
			<u>125,221.12</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			125,221.12
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			125,221.12
		Balance per Cash Book is :-	125,221.12
		Difference is :-	0.00

Signatory 1:

Name Helen Robinson Signed H Robinson Date 7/3/24

Signatory 2:

Name JESS JAMES Signed [Signature] Date 07/03/24

Bank Reconciliation Statement as at 29/02/2024
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	29/02/2024		50,461.14
			<u>50,461.14</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			50,461.14
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			50,461.14
		Balance per Cash Book is :-	50,461.14
		Difference is :-	0.00


Signatory 1:

Name Helen Robinson Signed H Robinson Date 7/3/24

Signatory 2:

Name JESS JAMES Signed [Signature] Date 07/03/24

MG 033079 F1V1246A 709F30BAC00157 40300 B 92068



THE OFFICIALS
HAMBLE-LE-RICE PARISH COUNCIL
PARISH COUNCIL OFFICE
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HAMBLE-LE-RICE
SOUTHAMPTON
SO31 4JE



Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 29 February 2024

Business Current Accounts

Business Current Account Statement	£16,534.87
Sort Code 20-79-29 • Account No 70978787	

Business Savings Accounts

Business Premium Account	£50,461.14
Sort Code 20-79-29 • Account No 60854980	

This is the end of your account summary.



Receipts for Month 11

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 :		15,557.77					15,557.77	
Banked 01/02/2024		15.42						
Pay & Display Foreshore		15.42		2.57	1140	104	12.85	Pay & Display Foreshore
Banked 01/02/2024		150.00						
Sales Recpts Page 2266		150.00	150.00		100			Sales Recpts Page 2266
Banked 01/02/2024		24.76						
Pay & Display Foreshore		24.76		4.13	1140	104	20.63	Pay & Display Foreshore
Banked 02/02/2024		49.12						
Paypal		49.12		8.19	1142	104	40.93	Clock permits
Banked 06/02/2024		24.42						
Stripe		24.42		4.07	1142	104	20.35	Clock Permits
Banked 06/02/2024		32.70						
Pay & Display Foreshore		32.70		5.45	1140	104	27.25	Pay & Display Foreshore
Banked 06/02/2024		52.78						
Pay & Display Foreshore		52.78		8.80	1140	104	43.98	Pay & Display Foreshore
Banked 06/02/2024		68.04						
Pay & Display Foreshore		68.04		11.34	1140	104	56.70	Pay & Display Foreshore
Banked 06/02/2024		73.71						
Pay & Display Foreshore		73.71		12.28	1140	104	61.43	Pay & Display Foreshore
Banked 06/02/2024		24.56						
Paypal		24.56		4.09	1142	104	20.47	Clock permits
Banked 07/02/2024		24.78						
Pay & Display Foreshore		24.78		4.13	1140	104	20.65	Pay & Display Foreshore
Banked 07/02/2024		30.12						
Allotment Income		30.12			1250	205	20.12	Allotment Income 8A Nicholas
					570		10.00	Allotment Income 8A Nicholas
Banked 07/02/2024		118.00						
Sales Recpts Page 2267		118.00	118.00		100			Sales Recpts Page 2267
Banked 07/02/2024		118.11						
HMRC VAT		118.11			105		118.11	HMRC VAT
Banked 08/02/2024		22.69						
Pay & Display Foreshore		22.69		3.78	1140	104	18.91	Pay & Display Foreshore
Banked 08/02/2024		24.56						
Paypal		24.56		4.09	1142	104	20.47	Clock permits
Banked 09/02/2024		51.56						
Pay & Display Foreshore		51.56		8.59	1140	104	42.97	Pay & Display Foreshore
Banked 09/02/2024		150.00						

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Sales Recpts Page 2268	150.00	150.00		100			Sales Recpts Page 2268
	Banked 09/02/2024	490.00						
	Sales Recpts Page 2269	490.00	490.00		100			Sales Recpts Page 2269
	Banked 09/02/2024	188.10						
	Car Park Income	188.10		31.35	1140	104	156.75	Car Park Income
	Banked 12/02/2024	95.10						
	Pay & Display Foreshore	95.10		15.85	1140	104	79.25	Pay & Display Foreshore
	Banked 12/02/2024	97.76						
	Stripe	97.76		16.29	1142	104	81.47	Clock permits
	Banked 12/02/2024	200.00						
	Dinghy Park Income	200.00		33.33	1260	301	166.67	DP- J Lyne 168
	Banked 12/02/2024	200.00						
	Dinghy Park Income	200.00		33.33	1260	301	166.67	Dinghy Park Income R Gunn
	Banked 12/02/2024	200.00						
	Dinghy Park Income	200.00		33.33	1260	301	166.67	Dinghy Park Income M Tye
	Banked 12/02/2024	5,600.00						
	Sales Recpts Page 2270	5,600.00	5,600.00		100			Sales Recpts Page 2270
	Banked 12/02/2024	49.12						
	Paypal	49.12		8.19	1142	104	40.93	Clock permits
	Banked 13/02/2024	24.42						
	Stripe	24.42		4.07	1142	104	20.35	Clock permits
	Banked 13/02/2024	35.32						
	Pay & Display Foreshore	35.32		5.89	1140	104	29.43	Pay & Display Foreshore
	Banked 13/02/2024	78.36						
	Pay & Display Foreshore	78.36		13.06	1140	104	65.30	Pay & Display Foreshore
	Banked 13/02/2024	141.11						
	Pay & Display Foreshore	141.11		23.52	1140	104	117.59	Pay & Display Foreshore
	Banked 13/02/2024	200.00						
	Dinghy Park Income	200.00		33.33	1260	301	166.67	Dinghy Park Income Godwin
	Banked 14/02/2024	42.82						
	Pay & Display Foreshore	42.82		7.14	1140	104	35.68	Pay & Display Foreshore
	Banked 14/02/2024	200.00						
	Dinghy Park Income	200.00		33.33	1260	301	166.67	Dinghy Park Income Space 83
	Banked 14/02/2024	1,404.02						
	Stripe	1,404.02		234.00	1260	301	1,170.02	Dinghy Park income
	Banked 15/02/2024	19.20						

Receipts for Month 11

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>
	Pay & Display Foreshore	19.20		3.20	1140	104	16.00	Pay & Display Foreshore
Banked 15/02/2024		5,565.12						
Stripe		5,565.12		927.52	1260	301	4,637.60	Dinghy park income
Banked 15/02/2024		300.00						
Sales Recpts Page 2271		300.00	300.00		100			Sales Recpts Page 2271
Banked 15/02/2024		200.00						
Dinghy Park Income		200.00		33.33	1260	301	166.67	Dinghy Park Income Chisnell
Banked 16/02/2024		35.29						
Pay & Display Foreshore		35.29		5.88	1140	104	29.41	Pay & Display Foreshore
Banked 16/02/2024		1,402.70						
Stripe		1,402.70		233.78	1260	301	1,168.92	Dinghy Park income
Banked 16/02/2024		614.06						
Paypal		614.06		102.34	1260	301	511.72	Dinghy Park income
Banked 16/02/2024		150.00						
Sales Recpts Page 2272		150.00	150.00		100			Sales Recpts Page 2272
Banked 19/02/2024		112.50						
Pay & Display Foreshore		112.50		18.75	1140	104	93.75	Pay & Display Foreshore
Banked 19/02/2024		1,577.60						
Stripe		1,577.60		262.93	1260	301	1,314.67	Dinghy park income
Banked 19/02/2024		1,080.75						
Paypal		1,080.75		180.12	1260	301	900.63	Dinghy park
Banked 20/02/2024		41.15						
Pay & Display Foreshore		41.15		6.86	1140	104	34.29	Pay & Display Foreshore
Banked 20/02/2024		58.50						
Pay & Display Foreshore		58.50		9.75	1140	104	48.75	Pay & Display Foreshore
Banked 20/02/2024		83.98						
Pay & Display Foreshore		83.98		14.00	1140	104	69.98	Pay & Display Foreshore
Banked 20/02/2024		640.54						
Stripe		640.54		106.76	1260	301	533.78	Dinghy Park income
Banked 21/02/2024		31.32						
Pay & Display Foreshore		31.32		5.22	1140	104	26.10	Pay & Display Foreshore
Banked 21/02/2024		60.00						
Sales Recpts Page 2273		60.00	60.00		100			Sales Recpts Page 2273
Banked 21/02/2024		200.00						
K Shepherd		200.00		33.33	1260	301	166.67	Dinghy Park income
Banked 21/02/2024		590.40						

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Stripe	590.40		98.40	1260	301	492.00	Dinghy Park income
	Banked 22/02/2024	28.80						
	Pay & Display Foreshore	28.80		4.80	1140	104	24.00	Pay & Display Foreshore
	Banked 22/02/2024	200.00						
	S Hughes	200.00		33.33	1260	301	166.67	Dinghy Park income
	Banked 22/02/2024	788.00						
	Stripe	788.00		131.33	1260	301	656.67	Dinghy Park income
	Banked 23/02/2024	20.85						
	Pay & Display Foreshore	20.85		3.48	1140	104	17.37	Pay & Display Foreshore
	Banked 23/02/2024	787.80						
	Stripe	787.80		131.30	1260	301	656.50	Dinghy park income
	Banked 23/02/2024	393.00						
	Paypal	393.00		65.50	1260	301	327.50	Dinghy park income
	Banked 26/02/2024	9.58						
	Pay & Display Foreshore	9.58		1.60	1140	104	7.98	Pay & Display Foreshore
	Banked 26/02/2024	197.40						
	Stripe	197.40		32.90	1260	301	164.50	Dinghy Park income
	Banked 26/02/2024	400.00						
	Warndon Sails LTD	400.00		66.67	1260	301	333.33	Dinghy Park income
	Banked 26/02/2024	196.50						
	Paypal	196.50		32.75	1260	301	163.75	Dinghy park income
	Banked 27/02/2024	38.74						
	Pay & Display Foreshore	38.74		6.46	1140	104	32.28	Pay & Display Foreshore
	Banked 27/02/2024	55.79						
	Pay & Display Foreshore	55.79		9.30	1140	104	46.49	Pay & Display Foreshore
	Banked 27/02/2024	70.42						
	Pay & Display Foreshore	70.42		11.74	1140	104	58.68	Pay & Display Foreshore
	Banked 27/02/2024	200.00						
	David Criswick	200.00		33.33	1260	301	166.67	Dinghy Park income
	Banked 27/02/2024	200.00						
	S Richardson	200.00		33.33	1260	301	166.67	Dinghy Park income
	Banked 27/02/2024	200.00						
	Anthony S&D	200.00		33.33	1260	301	166.67	Dinghy park income
	Banked 27/02/2024	200.00						
	P Jenkins	200.00		33.33	1260	301	166.67	Dinghy park income
	Banked 27/02/2024	393.80						

Receipts for Month 11

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>
	Stripe	393.80		65.63	1260	301	328.17	Dinghy park income
	Banked 27/02/2024	196.50						
	Paypal	196.50		32.75	1260	301	163.75	Dinghy park income
	Banked 28/02/2024	16.05						
	Pay & Display Foreshore	16.05		2.68	1140	104	13.37	Pay & Display Foreshore
	Banked 28/02/2024	400.00						
	Paypal	400.00		66.67	1260	301	333.33	Dinghy park income
	Banked 28/02/2024	42.12						
	Paypal	42.12		7.02	1142	104	35.10	Clock permits
	Banked 28/02/2024	314.50						
	Pay & Display Foreshore	314.50		52.42	1140	104	262.08	Pay & Display Foreshore
	Banked 29/02/2024	32.83						
	Pay & Display Foreshore	32.83		5.47	1140	104	27.36	Pay & Display Foreshore
	Banked 29/02/2024	1,206.42						
	Stripe	1,206.42		201.07	1260	301	1,005.35	Dinghy park income
Total Receipts for Month		29,653.67	7,018.00	3,747.88			18,887.79	
Cashbook Totals		45,211.44	7,018.00	3,747.88			34,445.56	

Payments for Month 11

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>
28/12/2023	BRITISH GAS BUSINESS	6347925	114.41	114.41		500			Electricity RUP Dec 23
28/12/2023	BRITISH GAS BUSINESS	6348573	67.12	67.12		500			electricity Mp dec 23
28/12/2023	BRITISH GAS BUSINESS	6348892	47.62	47.62		500			Electricity The quay Dec 23
28/01/2024	BRITISH GAS BUSINESS	6601471	64.31	64.31		500			electricity MP jan 24
28/01/2024	BRITISH GAS BUSINESS	6603211	60.60	60.60		500			electricity jan 24 the quay
29/01/2024	BRITISH GAS BUSINESS	6602167	103.17	103.17		500			electricity RUP jan 24
01/02/2024	Mark Cowley	VISA	17.00			4381	306	17.00	Key cutting
01/02/2024	Redwoof Financial	BACS	50.00			565		50.00	deposit refund
01/02/2024	Avenue Audio Limited	INV-2252	618.00	618.00		500			Carols in square audio equip
01/02/2024	London Hearts	06581	900.00	900.00		500			Fully automatic defibrillator
05/02/2024	Barclays	O/LINE	14.10			4105	101	14.10	Credit charges
06/02/2024	Amazon.co.uk	GB4dvovabe	3.44	3.44		500			Bullet tip marker pens
06/02/2024	Ravenscroft Motor Company Limi	7-289531	144.00	144.00		500			Car towing
07/02/2024	Agrigem Ltd	AG22761	202.20	202.20		500			70/30 top soil
07/02/2024	Tom Jobling	03/02/2024	97.50	97.50		500			Newsletter delivery 03/02/2024
07/02/2024	Mitchell Robinson	02/02/2024	97.50	97.50		500			Newsletter delivery 02/02/2024
07/02/2024	Emma Abrahams	06/02/2024	97.50	97.50		500			Newsletter delivery 06/02/2024
07/02/2024	Amanda Jobling	004	108.10	108.10		500			Coaching&mentoring 15/11/23
07/02/2024	HAMBLE VILLAGE MEMORIAL HALL	INV-4981	1,555.92	1,555.92		500			office rent/electricity Jan 24
07/02/2024	CLOUDY GROUP LTD	INV-6291	739.46	739.46		500			IT support Feb 24
14/02/2024	Post Office	VISA	6.00		1.00	4030	101	5.00	Postage costs
14/02/2024	Post Office	VISA	13.15		2.19	4030	101	10.96	Postage costs
14/02/2024	J Humphrey Associates	4291	48.00	48.00		500			Payroll Jan 2024
14/02/2024	Safetec Direct	INV629370	50.05	50.05		500			First aid kits
14/02/2024	EASTLEIGH BOROUGH COUNCIL	02921073	56.11	56.11		500			Dog bin emptying Dec 2023
14/02/2024	EASTLEIGH BOROUGH COUNCIL	02927594	358.15	358.15		500			Refuse collection Oct-Dec
14/02/2024	ELITE LIFT SOLUTIONS	5364	388.80	388.80		500			Lift 6 month service
14/02/2024	HAMPSHIRE COUNTY COUNCIL	3611733868	522.00	522.00		500			HK70BNV Hire charges Dec 23
14/02/2024	Pitter Self Drive Ltd	191134	589.20	589.20		500			Transit hire Jan 2024
14/02/2024	DESIGN & PRINT	2402/04	617.00	617.00		500			2000 newsletters Feb 2024
14/02/2024	Domestic Darlings - Susan Mehe	INV-25894	864.00	864.00		500			Cleaning Jan 24 f/s toilets
14/02/2024	EASTLEIGH BOROUGH COUNCIL	02922991	1,304.60	1,304.60		500			Recycle/ collection Oct-Dec
14/02/2024	Hampshire Pension	BACS	3,195.46			526		3,195.46	Hampshire Pension
14/02/2024	HMRC PAYE/NIC	BACS	3,554.82			525		3,554.82	HMRC PAYE/NIC
16/02/2024	BRITISH GAS BUSINESS	6771675	757.50	757.50		500			Gas bill 2Jan-2Feb
21/02/2024	TELEFONICA UK LTD	28568604	126.60	126.60		500			Bill February 2024
23/02/2024	Salaries	SALARIES	10,662.23			520		10,662.23	Salaries Feb 2024
26/02/2024	Everflow Utilities	2887297	203.75	203.75		500			Water bill 16/03/24-15/04/24

Payments for Month 11

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>
28/02/2024	BRITISH GAS BUSINESS	6864761	128.81	128.81		500			Electricity RUP Feb 24
28/02/2024	BRITISH GAS BUSINESS	6865634	60.28	60.28		500			Electricity Rope walk Feb 24
28/02/2024	BRITISH GAS BUSINESS	6864184	68.11	68.11		500			Electricity MP Feb 24
Total Payments for Month			28,676.57	11,163.81	3.19			17,509.57	
Balance Carried Fwd			16,534.87						
Cashbook Totals			45,211.44	11,163.81	3.19			34,044.44	

Receipts for Month 11				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 :		50,461.14					50,461.14	
	Banked	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		50,461.14	0.00	0.00			50,461.14	

Payments for Month 11				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>
				0.00					
Total Payments for Month				0.00	0.00	0.00		0.00	
Balance Carried Fwd				50,461.14					
Cashbook Totals				50,461.14	0.00	0.00		50,461.14	

Receipts for Month 11				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 :		125,221.12					125,221.12	
	Banked	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		125,221.12	0.00	0.00			125,221.12	

Payments for Month 11				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>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		125,221.12						
	Cashbook Totals		125,221.12	0.00	0.00			125,221.12	

List of Payments made between 01/02/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2024	Mark Cowley	VISA	17.00		Key cutting
01/02/2024	Redwoof Financial	BACS	50.00		deposit refund
01/02/2024	Avenue Audio Limited	INV-2252	618.00		Carols in square audio equip
01/02/2024	London Hearts	06581	900.00		Fully automatic defibrillator
05/02/2024	Barclays	O/LINE	14.10		Credit charges
06/02/2024	Amazon.co.uk	GB4dvovabe	3.44		Bullet tip marker pens
06/02/2024	Ravenscroft Motor Company Limi	7-289531	144.00		Car towing
07/02/2024	Agrigem Ltd	AG22761	202.20		70/30 top soil
07/02/2024	Tom Jobling	03/02/2024	97.50		Newsletter delivery 03/02/2024
07/02/2024	Mitchell Robinson	02/02/2024	97.50		Newsletter delivery 02/02/2024
07/02/2024	Emma Abrahams	06/02/2024	97.50		Newsletter delivery 06/02/2024
07/02/2024	Amanda Jobling	004	108.10		Coaching&mentoring 15/11/23
07/02/2024	HAMBLE VILLAGE MEMORIAL	INV-4981	1,555.92		office rent/electricity Jan 24
07/02/2024	CLOUDY GROUP LTD	INV-6291	739.46		IT support Feb 24
14/02/2024	Post Office	VISA	6.00		Postage costs
14/02/2024	Post Office	VISA	13.15		Postage costs
14/02/2024	J Humphrey Associates	4291	48.00		Payroll Jan 2024
14/02/2024	Safetec Direct	INV629370	50.05		First aid kits
14/02/2024	EASTLEIGH BOROUGH COUNCIL	02921073	56.11		Dog bin emptying Dec 2023
14/02/2024	EASTLEIGH BOROUGH COUNCIL	02927594	358.15		Refuse collection Oct-Dec
14/02/2024	ELITE LIFT SOLUTIONS	5364	388.80		Lift 6 month service
14/02/2024	HAMPSHIRE COUNTY COUNCIL	3611733868	522.00		HK70BNV Hire charges Dec 23
14/02/2024	Pitter Self Drive Ltd	191134	589.20		Transit hire Jan 2024
14/02/2024	DESIGN & PRINT	2402/04	617.00		2000 newsletters Feb 2024
14/02/2024	Domestic Darlings - Susan Mehe	INV-25894	864.00		Cleaning Jan 24 f/s toilets
14/02/2024	EASTLEIGH BOROUGH COUNCIL	02922991	1,304.60		Recycle/ collection Oct-Dec
14/02/2024	Hampshire Pension	BACS	3,195.46		Hampshire Pension
14/02/2024	HMRC PAYE/NIC	BACS	3,554.82		HMRC PAYE/NIC
16/02/2024	BRITISH GAS BUSINESS	6771675	757.50		Gas bill 2Jan-2Feb
21/02/2024	TELEFONICA UK LTD	28568604	126.60		Bill February 2024
23/02/2024	Salaries	SALARIES	10,662.23		Salaries Feb 2024
26/02/2024	Everflow Utilities	2887297	203.75		Water bill 16/03/24-15/04/24
28/02/2024	BRITISH GAS BUSINESS	6864761	128.81		Electricity RUP Feb 24
28/02/2024	BRITISH GAS BUSINESS	6865634	60.28		Electricity Rope walk Feb 24
28/02/2024	BRITISH GAS BUSINESS	6864184	68.11		Electricity MP Feb 24
Total Payments			28,219.34		

Bought Ledger 1 for Month No 11

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
16/01/2024	INV-0077		INSPIRED PROJECTS	I02	560.00	0.00	560.00	4382	301	560.00	Install Posts at Dinghy Park
02/02/2024	6771675		BGAS	B04	631.25	126.25	757.50	4051	306	631.25	Gas bill 2Jan-2Feb
01/02/2024	INV-6291		CLOUD IT	CLO8	616.22	123.24	739.46	4040	101	616.22	IT support Feb 24
11/01/2024	INV-4981		HVMH	H003	1,555.92	0.00	1,555.92	4041	101	1,555.92	office rent/electricity Jan 24
01/02/2024	1020302		RAREDMAN	RARED	75.00	15.00	90.00	4381	306	75.00	Labour- boiler works
02/02/2024	INV-2402/04		DESIGN & PRINT	D04	617.00	0.00	617.00	4250	103	617.00	2000 newsletters Feb 2024
03/02/2024	03/02/2024		TOM JOBLING	TOM0	97.50	0.00	97.50	4254	101	97.50	Newsletter delivery 03/02/2024
02/02/2024	02/02/2024		MITCHELL ROBINSON	MROBINSON	97.50	0.00	97.50	4254	101	97.50	Newsletter delivery 02/02/2024
06/02/2024	06/02/2024		ABRAHAMS	EABR	97.50	0.00	97.50	4254	101	97.50	Newsletter delivery 06/02/2024
27/02/2024	CA377585		STAMPS DIRECT	S060	43.35	8.67	52.02	4025	101	43.35	Rubber stamp
22/02/2024	35003226		RENTOKIL	R03	261.80	52.36	314.16	4100	303	261.80	Initial hygiene 12/03/24-11/06
27/02/2024	24976		HEDGE END TC	H012	80.00	16.00	96.00	4010	101	80.00	First aid course
26/02/2024	240224		LIGHTATOUCH	L020	541.66	0.00	541.66	4112	101	541.66	Second interim internal audit
26/02/2024	INV-D-02914		CLOUD IT	CLO8	25.00	5.00	30.00	4010	101	25.00	webinar training session
26/02/2024	4333		J HUMPHRY ASSOC	HU01	40.00	8.00	48.00	4003	101	40.00	Payroll services feb 24
02/02/2024	28568604		TELEFONICA	TE01	105.50	21.10	126.60	4060	101	105.50	Bill February 2024
13/02/2024	3611755121		HCC	H04	435.00	87.00	522.00	4360	108	435.00	HK70BNV hire charge
05/02/2024	7-289531		RAVENSCROFT	RAVENS	120.00	24.00	144.00	4380	108	120.00	Car towing
16/02/2024	2887297		EVERFLOW	EVF1	203.75	0.00	203.75	4052	306	203.75	Water bill 16/03/24-15/04/24
14/02/2024	6838		PITTER SELF DRIVE LT	PI01	1,133.46	226.69	1,360.15	4360	108	1,133.46	Replace damages on vehicle
08/02/2024	191692		PITTER SELF DRIVE LT	PI01	129.14	25.83	154.97	4360	108	129.14	Rent for transit
01/02/2024	02931907		EBC	E02	46.76	9.35	56.11	4370	108	46.76	Dog waste bin emptying
03/02/2024	03/02/2024		VICKY MANSFIELD	VIXMANS	81.25	16.25	97.50	4254	101	81.25	Newsletter delivery Feb 24
01/12/2023	01/12/2023		VICKY MANSFIELD	VIXMANS	81.25	16.25	97.50	4254	101	81.25	727/Vicky Mansfield
19/02/2024	INV-6850		SOUTHTROPHIES	SOTREN 1	32.00	6.40	38.40	4205	102	32.00	Brass bench plaque - Salter
29/02/2024	INV-26132		DOMESTIC DARLINGS	DD02	760.00	152.00	912.00	4100	306	760.00	Cleaning Feb 2024
27/02/2024	556283		HUNT FOREST	HFG1	1,427.31	285.46	1,712.77	4360	108	1,427.31	Deposit for New Club Car
02/02/2024	GB4DVOVABEI		AMAZON	AMAZON	2.87	0.57	3.44	4025	101	2.87	Bullet tip marker pens

Bought Ledger 1 for Month No 11

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
06/02/2024	AG22761		AGRIGEM	AGR1	184.50	17.70	202.20	4384	202	184.50	70/30 top soil
29/02/2024	INV-3075		SMART MARK	SMM1	600.00	120.00	720.00	4253	101	600.00	Comms support Feb 24
14/02/2024	6864761		BGAS	B04	122.68	6.13	128.81	4050	306	122.68	Electricity RUP Feb 24
14/02/2024	6865634		BGAS	B04	57.41	2.87	60.28	4050	306	57.41	Electricity Rope walk Feb 24
14/02/2024	6864184		BGAS	B04	64.87	3.24	68.11	4050	306	64.87	Electricity MP Feb 24
14/12/2023	6347925		BGAS	B04	108.96	5.45	114.41	4050	306	108.96	Electricity RUP Dec 23
14/12/2023	6348892		BGAS	B04	45.35	2.27	47.62	4050	306	45.35	Electricity The quay Dec 23
14/12/2023	6348573		BGAS	B04	63.92	3.20	67.12	4050	306	63.92	electricity Mp dec 23
14/01/2024	6601471		BGAS	B04	61.25	3.06	64.31	4050	306	61.25	electricity MP jan 24
14/01/2024	6602167		BGAS	B04	98.26	4.91	103.17	4050	306	98.26	electricity RUP jan 24
14/01/2024	6603211		BGAS	B04	57.72	2.88	60.60	4050	306	57.72	electricity jan 24 the quay
TOTAL INVOICES					11,362.91	1,397.13	12,760.04			11,362.91	

Sales Ledger 1 for Month No 11				Order by Invoices Entered						
				Nominal Ledger Analysis						
Invoice Date	Invoice Number	Customer A/c Name	Customer A/c	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/02/2024	21-10908	Jaine Best	C019	50.00	10.00	60.00	1130	103	50.00	Invoice No:-21-10908
01/02/2024	21-10909	Leaders	L010	125.00	25.00	150.00	1130	103	125.00	Invoice No:-21-10909
01/02/2024	21-10910	Gaff Rigger	GAFF	250.00	50.00	300.00	1130	103	250.00	Invoice No:-21-10910
01/02/2024	21-10911	Viking Cars	VC01	145.00	29.00	174.00	1130	103	145.00	Invoice No:-21-10911
06/02/2024	21-10912	David de Kretser	DDK	118.00	0.00	118.00	1900	101	118.00	Invoice No:-21-10912
09/02/2024	21-10913	W Cornish	WC02	150.00	0.00	150.00	1151	105	150.00	Invoice No:-21-10913
09/02/2024	21-10914	Rya	R011	72.50	2.50	75.00	1202	306	72.50	Invoice No:-21-10914
28/02/2024	21-10915	S Campbell	SCAMPB1	417.50	83.50	501.00	1900	302	417.50	Invoice No:-21-10915
28/02/2024	I2110919	Jaine Best	C019	50.00	10.00	60.00	1130	103	50.00	Invoice No:-I2110919
28/02/2024	I2110920	Leaders	L010	125.00	25.00	150.00	1130	103	125.00	Invoice No:-I2110920
28/02/2024	I2110921	Gaff Rigger	GAFF	250.00	50.00	300.00	1130	103	250.00	Invoice No:-I2110921
TOTAL INVOICES				1,753.00	285.00	2,038.00			1,753.00	

Hamble-le-Rice Parish Council
Payment Summary (Part 1) Landscape

Tax Month : 11 Week : 47 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
25	A Fejzo															2
26	M Cowley															2
27	R Mason															4
30	J James															3
31	HC Robinson															2
32	EL Abrahams															0
6	Employees	<u>13912.39</u>	<u>12945.17</u>	<u>13912.39</u>	<u>0.00</u>	<u>0.00</u>	<u>1570.00</u>	<u>712.94</u>	<u>967.22</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10662.23</u>

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



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Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

26 February 2024

The Parish Clerk

Hamble Parish Council

Hamble Village Memorial Hall

2 High Street

Hamble-Le-Rice, SO31 4JE

Dear Helen

Second Interim Internal Audit Report

Hamble Parish Council – October 2023 to February 2024

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance. We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2023-24 Annual Governance and Accountability Return.

We have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2023
- The Accounts and Audit (England) Regulations 2015 (as amended).

This is the second review in 2023/2024 to check the internal control systems, following on from previous internal audit work completed in October 2023 and focusses on checking and validating internal control systems in use at the Parish Council, including governance arrangements and transactional elements of the financial accounts.

It is good practice for the Council to comply with the Local Government Transparency Code 2015.

The Accounts Officer provided back-up information from RBS Omega Software in advance of the visit for the period October 2023 to February 2024 to support the current governance and financial management position of the Council.

We are pleased to report she has quickly embraced these challenges and is providing appropriate levels of guidance and support to the Parish Council, so the governance and financial management remains fit for purpose. *(Audit Note: We feel however the need to express an opinion that unconditional support must be given to the Parish Clerk to fulfil her role to ensure the compliance requirements of the Accounts and Audit Regulations 2015 and the Practitioners Guide are maintained).*

The details shown below records those that are felt were high risk and we have shown below where action has been taken or is now in place to improve the control framework in 2024/2025.

- A new process for payment approval process will be introduced in 2024/2025 and remains work in progress. Amendments to Financial Regulations will be made once the new NALC Model Financial Regulations are produced in April 2024.
- A collection process risk assessment has now been produced and implemented by the Parish Council. This will be updated in Financial Regulations once the new NALC Model Financial Regulations are produced in April 2024.
- The payroll output received each month is now checked before payment is made to Parish Council Staff, HMRC and the Pension provider. The Parish Clerk is now providing evidence of the checks carried out and that approval of payment has been authorised to the bank.
- We acknowledge the continuing issues the Parish Council are contesting for the Hamble Airfield and Cemex application. This continues to be ongoing. It may in the future require taking up the Clerk's time depending on the outcome of proposals.

- The use of a new credit card will be recorded in Financial Regulations in April 2024.
- We have pleased to report that the recommended that further work should be carried out to determine if a prior financial year 2021/2022, VAT elements have been extracted correctly from income received from Car Parking has been completed. A sum of £12,199.62 has been identified and is now due to be paid to HMRC.

The Council are reminded to follow the best practice requirements in full of the Transparency Code Regulation 2015 which should be displayed on the Council website includes the following:

- a. all items of expenditure above £500
- b. end of year accounts
- c. annual governance statement
- d. internal audit report
- e. list of councillor or member responsibilities
- f. the details of public land and building assets.
- g. Minutes, agendas and meeting papers of formal meetings

Further work has been identified by the Parish Clerk to ensure that the website is easy to navigate to find information which is held in an appropriate area with the website pages.

The Parish Council are in the process of reviewing its investment portfolio and whether this should be held by another provider to take advantage of better interest rates. The Parish Council have approved the opportunity to transfer fund to CCLA in February 2024 and this will be done once the new account is open.

Internal audit checks

We have undertaken a series of audit tests on the Council's financial records, vouchers, documents, Minutes, policies, procedures and insurance documentation to ascertain the efficiency and effectiveness of the Parish Council's internal control framework. This internal audit report is based on the audit testing carried out at the visit.

During this visit we test checked the following:

- Minutes of Council Meetings
- Policies and procedures
- Bank and cash
- Investments
- Income and Expenditure
- VAT claims
- Budgets and Reserves
- Payroll
- Transparency of the Council website.

Findings

Details of good practice noted, our recommendations and other matters to be brought to the Council's attention are set out below.

Good practice

- The Council maintains its books and records on RBS Omega Software
- The Clerk/RFO is aware of the requirements of GDPR.
- The Council is registered with the ICO.
- Details of total payments authorised at meetings are recorded in the Minutes.
- All records were up to date and easy to follow.
- The Insurance cover is appropriate for the size of the Council.
- The budgeting process is detailed and monitored.
- Payroll information is calculated correctly, showing appropriate deductions for PAYE, National Insurance and Pension Contributions
- Bank reconciliations are now carried out and are accurate.
- The Council takes an active scrutiny role.
- VAT reimbursement claims are made on a regularly basis.

Recommendations

Previous Recommendations

- A work plan should continue to be implemented and record appropriate timescales to strengthen the internal control framework for those outstanding areas highlighted in the first interim internal audit report. *(Audit Note: It is acknowledged where possible enhanced internal controls will be introduced in 2024/2025 to complete those areas that remain work in progress).*

Earmarked and General Reserves

- The Parish Council are reminded of the importance to review the levels of Earmarked and General Reserves on a regular basis. This will determine if the sums held remain sound to ensure Earmarked Projects can be funded within current levels, or if further funding is required from Grants or an increase in the Precept.
- The Parish Clerk is aware of the low levels of Reserves held by the Council and is mindful of the need to plan to bolster Reserves. *(Audit Note: We recommend that a review of the Reserve levels should be undertaken in 2024/2025 and decisions taken to ensure they remain sound and fit for purpose for future years). It is our opinion that the Parish Council should continue to follow the recommendations made in the Practitioners Guide 2023 (paragraphs 5.33 and 5.37) for the level of General Reserves).*

Other matters to be brought to the Council's attention

- We are pleased to note that the work carried out on the leave entitlements for all staff employed at the Parish Council has confirmed the correct aligned with the NJC (Green Book) terms.
- We have noted that the end of year closedown will be undertaken on Monday 15 April 2024 and the final internal audit visit has been arranged for Friday 19 April 2024 to check the end of year procedures.

- We continue to suggest the Council should have the opportunity to review and check cost centre codes information and where necessary to delete those no longer needed for the coding structure for the Parish Council in 2024/2025.
- We are pleased to report that regular budget management reports are now provided to the Parish Council.
- We have noted that the risk assessment for 2023/2024 was approved by the Parish Council on the 13 November 2023. We will be satisfied that the Council can tick "Yes" to Assertion 5 on Section 1 (Governance Statement) of the AGAR 2023/2024 to comply with the requirements for the External Auditor. We will tick "Yes" to Control Objective C on the Annual Internal Audit Report 2023/2024.
- Although we are satisfied that the Asset Register was approved by the Parish Council in May 2023, the details will need to be kept up to date to record the value of new purchases throughout the financial year. This will ensure that the totals reflected in the End of Year figures for Box 9 on Section 2 Accounting Statements are accurate for reporting to the External Auditor.

Conclusion

We continue to make recommendations in this report to enhance and strengthen the internal controls that exist. We acknowledge the progress that has been made and improvements have been made to the internal controls since the appointment of the new Parish Clerk.

We further acknowledged that we need to check on progress and test again at the final internal audit visit.

Next visit

The next internal audit visit has been arranged for **Friday 19 April 2024**.

At this visit detailed checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash
- Investments
- Income and Expenditure
- VAT claims
- Asset Register
- Transparency of website
- Preparation for End of Year Procedures.

Next Steps

This report should be noted and taken to the next meeting of the Parish Council.

They should decide what action will be taken on the recommendation we have made.

Tim Light FMAAT

Internal auditor

H R ISSUES

Dated: Friday, 08 March 2024

Signed: Helen Robinson, Clerk,

Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton
SO31 4JE. 023 8045 3422.