



## **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 13, 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](mailto:clerk@hambleparishcouncil.gov.uk)

Minute reference for the meeting will follow the following format (DD/MM/YYYY)+item number.

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### **AGENDA**

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#### **1 - Welcome**

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#### **2 - To Elect the Chair Of Hamble Parish Council for 2024-2025**

*Chris Jones*

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#### **2.1 - Receive the Chair's Declaration of Acceptance of Office**

*Clerk - Hamble Parish  
Council*

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#### **2.2 - Apologies for Absence**

*Chris Jones*

### **3 - Public Participation Session**

*Chris Jones*

A 15 minute window is available during the meeting for member of the public to briefly express a view or ask questions.

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### **4 - To Elect the Vice-Chair of Hamble Parish Council for 2024-2025**

*Chris Jones*

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### **5 - To Receive All Councillors Declarations of Acceptance of Office**

*Chris Jones, Clerk -  
Hamble Parish Council*

At 6.45pm prior to commencement of the formal meeting, all newly elected Councillors were invited to sign their declarations of office.

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#### **5.1 - Interests & Dispensations**

To receive Councillors Interests and Dispensations

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### **6 - Approve Minutes**

To approve the minutes from 8th April 2024

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### **7 - Audit & Finance**

*Chris Jones*

To approve and agree as outlined all documents below

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#### **7.1 - Internal Audit Final Letter Report**

*Chris Jones*

To approve

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#### **7.2 - To Agree & Approve the Annual Internal Audit Report**

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#### **7.3 - To Agree & Approve the Annual Governance Statement**

The Chair and Clerk to Sign and date at Meeting

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#### **7.4 - To Agree & Approve the Accounting Statements**

*Chris Jones*

The Chair to Sign the Accounting Statements

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**7.5 - To Agree the Date for Exercise of Public Rights****Chris Jones**

From Monday 3rd June 2024 to Friday 12th July  
Copy of notice attached

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**7.6 - To Agree the Conflict of Interest Form from BDO LLP**

To be signed by Clerk and Chair at Meeting

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**7.7 - Review Effectiveness of Internal Audit 2023/2024****Chris Jones**

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**7.8 - Monthly Financial Information****Chris Jones**

To approve the monthly cash and bank reconciliation  
To receive the monthly list of payments  
To receive financial management reports

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**8 - Agree Meeting Dates for 2024/2025****Chris Jones**

To agree dates for forthcoming meetings for Full Council, Planning and Assets and May 2025 Annual Parish Meeting

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**9 - Agree Policies**

To agree Policies as Outlined

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**9.1 - Standing Orders****Chris Jones**

To agree to adopt the current standing orders

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**9.2 - Financial Regulations****Chris Jones**

To agree to adopt the current Financial Regulations

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**9.3 - Members Code of Conduct****Chris Jones**

To agree to adopt the current Members Code of Conduct

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## **9.4 - Information & Data Protection Policy**

*Chris Jones*

To agree to adopt the Current Information & Data Protection Policy

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## **9.5 - Complaints & Compliments Policy**

*Chris Jones*

To agree to adopt the complaints & compliments Policy

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## **10 - To Appoint Membership to Committees & Working Groups**

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### **10.1 - Planning Committee**

Confirm Chair and Members

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### **10.2 - Assets Committee**

*Chris Jones*

Confirm Chair and Agree Members

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### **10.3 - Functions Working Group**

Confirm Chair and Agree Members

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### **10.4 - Review Panel**

*Chris Jones*

Confirm Chair and members

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## **11 - Review & Agree Terms of Reference for Council Committees & Working Groups**

*Chris Jones*

### **11.1 - TOR for Planning Committee**

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### **11.2 - TOR for Assets Committee**

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## 11.3 - TOR for Functions Working Group

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## 11.4 - TOR for Review Panel

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## 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 - H R Update

*Chris Jones, Michelle  
Nicholson*

The Chair of Functions Working Group to give an update

## APPENDICES

[Bank rec 1 M1.pdf](#)  
[Bank rec 3 M1.pdf](#)  
[Bank rec 4 M1.pdf](#)  
[Bank rec 5 M1.pdf](#)  
[Cashbook 1 M1.PDF](#)  
[Cashbook 3 M1.PDF](#)  
[Purchase Ledger M1.PDF](#)  
[Sales ledger M1.PDF](#)  
[I E M1.PDF](#)  
[List of Payments made between 01 04 2024 and 30 04 2024.PDF](#)  
[Cashbook 4 M1.PDF](#)  
[2024-04-08 - Full Council Meeting - Minutes.docx](#)  
[0798\\_001.pdf](#)  
[Hamble Parish Council - Internal Audit Letter Report 2023-2024.pdf](#)  
[Annual Internal Audit Report 2023-2024.pdf](#)  
[Notice for the period for the exercise of public rights \(smaller authority~.docx](#)  
[Standing-Orders-NALC-Model-March 2021 .pdf](#)  
[Financial Regs 2022.pdf](#)  
[Information and data protection policy May 2019.pdf](#)  
[Complaints and Compliments May 2019 \(1\).pdf](#)  
[PLANNING COMMITTEE VERSION 0.3 APPROVED 10.08.20.pdf](#)  
[Functions Working Group.docx](#)  
[Review Panel - TERMS OF REFERENCE 2018.docx](#)  
[Members code of conduct 2024.docx](#)  
[AMC TOR 190627 v4.doc](#)  
[council meeting dates.docx](#)

**Dated:** Friday, 10 May 2024

**Signed:** Helen Robinson, Clerk,

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

Bank Reconciliation Statement as at 30/04/2024  
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	30/04/2024		35,684.37
			<u>35,684.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			35,684.37
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			35,684.37
		<b>Balance per Cash Book is :-</b>	<b>35,684.37</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name H. ROBINSON Signed  Date 9/5/24

**Signatory 2:**

Name J. James Signed  Date 09/05/24

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 30 April 2024

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#### Business Current Accounts

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Business Current Account Statement	£51,165.09
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Sort Code 20-79-29 • Account No 70978787

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#### Business Savings Accounts

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Business Premium Account	£35,684.37
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Sort Code 20-79-29 • Account No 60854980

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[This is the end of your account summary.](#)



**Bank Reconciliation Statement as at 30/04/2024  
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	30/04/2024		128,042.48
			<u>128,042.48</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			128,042.48
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			128,042.48
		<b>Balance per Cash Book is :-</b>	<b>128,042.48</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name H Robinson Signed [Signature] Date 9/5/24

**Signatory 2:**

Name J James Signed [Signature] Date 09/05/24



Helen Robinson  
Parish Clerk  
Hamble-Le-Rice Parish Council  
Memorial Hall  
Hamble-Le-Rice  
Southampton  
Hampshire  
SO31 4JE


Our Ref: RM/Other Loans  
Your Ref: L5386  
Contact: Rebecca Moore  
Direct Dial: 02380 688085  
Email: rebecca.moore@eastleigh.gov.uk

01/04/2024

Dear Helen

**Temporary Loan L5386**

Please find below details of your loan with the Borough Council.

Opening balance as at 01/10/23	<b>£125,221.12</b>
Investments/Withdrawals during the period	£0.00
Interest Accrued during the period	£2,821.36
<b>Closing Balance</b>	<b>£128,042.48</b> 

Your new balance is £128,042.48 as at 1<sup>st</sup> April 2024.

\*The council policy is to provide interest at 0.75% below the Bank of England Base Rate. As the Bank of England Base Rate was below 1.25% for the period to 16/06/2022, the Council opted to pay interest at 0.5% during this period. The interest rate from the 16/06/2022 then reverted to 0.75% below the Bank of England Base Rate.

Yours sincerely

*R Moore*

**Rebecca Moore**  
Senior Finance Assistant  
Financial Services



Bank Reconciliation Statement as at 30/04/2024  
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	30/04/2024		51,165.09
			<u>51,165.09</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			51,165.09
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			51,165.09
		<b>Balance per Cash Book is :-</b>	<b>51,165.09</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name H Robinson Signed [Signature] Date 9/5/24

Signatory 2:

Name J. James Signed [Signature] Date 09/05/24

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

## Your Business accounts – at a glance

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### Your balances on 30 April 2024

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#### Business Current Accounts

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Business Current Account Statement	£51,165.09
.....	
Sort Code 20-79-29 • Account No 70978787	

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#### Business Savings Accounts

---

Business Premium Account	£35,684.37
.....	
Sort Code 20-79-29 • Account No 60854980	

This is the end of your account summary.

Bank Reconciliation Statement as at 30/04/2024  
for Cashbook 5 - CCLA Deposit Fund

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA Deposit Fund	30/04/2024		90,000.00
			<u>90,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			90,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			90,000.00
		<b>Balance per Cash Book is :-</b>	<b>90,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name H ROBINSON Signed  Date 9/5/24

**Signatory 2:**

Name J James Signed  Date 09/05/24

## Receipts for Month 1

## 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>
<b>Balance Brought Fwd :</b>		<b>17,653.53</b>					<b>17,653.53</b>	
	Banked <b>02/04/2024</b>	<b>24.42</b>						
	Clock Permits	24.42		4.07	1142	104	20.35	Clock Permits
	Banked <b>02/04/2024</b>	<b>39.18</b>						
	Pay & Display Foreshore	39.18		6.53	1140	104	32.65	Pay & Display Foreshore
	Banked <b>02/04/2024</b>	<b>0.58</b>						
	Dinghy Park Income	0.58		0.10	1260	301	0.48	Dinghy Park Income
	Banked <b>03/04/2024</b>	<b>7.76</b>						
	Pay & Display Foreshore	7.76		1.29	1140	104	6.47	Pay & Display Foreshore
	Banked <b>03/04/2024</b>	<b>69.37</b>						
	Pay & Display Foreshore	69.37		11.56	1140	104	57.81	Pay & Display Foreshore
	Banked <b>03/04/2024</b>	<b>70.06</b>						
	Pay & Display Foreshore	70.06		11.68	1140	104	58.38	Pay & Display Foreshore
	Banked <b>03/04/2024</b>	<b>144.66</b>						
	Pay & Display Foreshore	144.66		24.11	1140	104	120.55	Pay & Display Foreshore
	Banked <b>03/04/2024</b>	<b>155.20</b>						
	Pay & Display Foreshore	155.20		25.87	1140	104	129.33	Pay & Display Foreshore
	Banked <b>04/04/2024</b>	<b>80.80</b>						
	Pay & Display Foreshore	80.80		13.47	1140	104	67.33	Pay & Display Foreshore
	Banked <b>04/04/2024</b>	<b>146,411.26</b>						
	Precept	146,411.26			1076	101	146,411.26	Precept Apr 24
	Banked <b>04/04/2024</b>	<b>393.00</b>						
	Paypal	393.00		65.50	1260	301	327.50	Dinghy Park income
	Banked <b>05/04/2024</b>	<b>24.81</b>						
	Pay & Display Foreshore	24.81		4.14	1140	104	20.67	Pay & Display Foreshore
	Banked <b>08/04/2024</b>	<b>48.84</b>						
	Pay & Display Foreshore	48.84		8.14	1140	104	40.70	Pay & Display Foreshore
	Banked <b>09/04/2024</b>	<b>62.32</b>						
	Pay & Display Foreshore	62.32		10.39	1140	104	51.93	Pay & Display Foreshore
	Banked <b>09/04/2024</b>	<b>85.00</b>						
	Sales Recpts Page 2295	85.00	85.00		100			Sales Recpts Page 2295
	Banked <b>09/04/2024</b>	<b>89.14</b>						
	Pay & Display Foreshore	89.14		14.86	1140	104	74.28	Pay & Display Foreshore
	Banked <b>09/04/2024</b>	<b>138.20</b>						
	Pay & Display Foreshore	138.20		23.03	1140	104	115.17	Pay & Display Foreshore
	Banked <b>09/04/2024</b>	<b>24.56</b>						
	Paypal	24.56		4.09	1142	104	20.47	Clock Permits

## Receipts for Month 1

## 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 10/04/2024	89.80						
	Pay & Display Foreshore	89.80		14.97	1140	104	74.83	Pay & Display Foreshore
	Banked 10/04/2024	491.25						
	Paypal	491.25		81.88	1260	301	409.37	Dinghy park income
	Banked 11/04/2024	78.39						
	Pay & Display Foreshore	78.39		13.06	1140	104	65.33	Pay & Display Foreshore
	Banked 11/04/2024	490.00						
	Sales Recpts Page 2296	490.00	490.00		100			Sales Recpts Page 2296
	Banked 11/04/2024	18.46						
	Amazon	18.46		3.08	4025	101	15.38	Refund- no delivery
	Banked 12/04/2024	27.26						
	Pay & Display Foreshore	27.26		4.54	1140	104	22.72	Pay & Display Foreshore
	Banked 12/04/2024	174.00						
	Sales Recpts Page 2297	174.00	174.00		100			Sales Recpts Page 2297
	Banked 15/04/2024	44.48						
	Pay & Display Foreshore	44.48		7.41	1140	104	37.07	Pay & Display Foreshore
	Banked 15/04/2024	300.00						
	Sales Recpts Page 2298	300.00	300.00		100			Sales Recpts Page 2298
	Banked 16/04/2024	145.30						
	Pay & Display Foreshore	145.30		24.22	1140	104	121.08	Pay & Display Foreshore
	Banked 16/04/2024	150.17						
	Pay & Display Foreshore	150.17		25.03	1140	104	125.14	Pay & Display Foreshore
	Banked 16/04/2024	176.46						
	Pay & Display Foreshore	176.46		29.41	1140	104	147.05	Pay & Display Foreshore
	Banked 16/04/2024	589.50						
	Paypal	589.50		98.25	1260	301	491.25	Clock permit/dinghy park
	Banked 17/04/2024	47.93						
	Pay & Display Foreshore	47.93		7.99	1140	104	39.94	Pay & Display Foreshore
	Banked 17/04/2024	85.00						
	Sales Recpts Page 2299	85.00	85.00		100			Sales Recpts Page 2299
	Banked 18/04/2024	54.25						
	Pay & Display Foreshore	54.25		9.04	1140	104	45.21	Pay & Display Foreshore
	Banked 18/04/2024	360.00						
	Sales Recpts Page 2300	360.00	360.00		100			Sales Recpts Page 2300
	Banked 18/04/2024	410.50						
	Pay & Display Foreshore	410.50		68.42	1140	104	342.08	Pay & Display Foreshore

**Receipts for Month 1****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 <b>19/04/2024</b>	<b>76.81</b>						
	Pay & Display Foreshore	76.81		12.80	1140	104	64.01	Pay & Display Foreshore
	Banked <b>19/04/2024</b>	<b>704.00</b>						
	Sales Recpts Page 2301	704.00	704.00		100			Sales Recpts Page 2301
	Banked <b>22/04/2024</b>	<b>53.42</b>						
	Pay & Display Foreshore	53.42		8.90	1140	104	44.52	Pay & Display Foreshore
	Banked <b>23/04/2024</b>	<b>87.75</b>						
	Pay & Display Foreshore	87.75		14.62	1140	104	73.13	Pay & Display Foreshore
	Banked <b>23/04/2024</b>	<b>200.44</b>						
	Pay & Display Foreshore	200.44		33.41	1140	104	167.03	Pay & Display Foreshore
	Banked <b>23/04/2024</b>	<b>245.96</b>						
	Pay & Display Foreshore	245.96		40.99	1140	104	204.97	Pay & Display Foreshore
	Banked <b>23/04/2024</b>	<b>24.56</b>						
	Paypal	24.56		4.09	1142	104	20.47	Clock Permits
	Banked <b>24/04/2024</b>	<b>46.38</b>						
	Pay & Display Foreshore	46.38		7.73	1140	104	38.65	Pay & Display Foreshore
	Banked <b>25/04/2024</b>	<b>65.36</b>						
	Pay & Display Foreshore	65.36		10.89	1140	104	54.47	Pay & Display Foreshore
	Banked <b>26/04/2024</b>	<b>350.00</b>						
	Sales Recpts Page 2302	350.00	350.00		100			Sales Recpts Page 2302
	Banked <b>26/04/2024</b>	<b>764.00</b>						
	Sales Recpts Page 2303	764.00	764.00		100			Sales Recpts Page 2303
	Banked <b>29/04/2024</b>	<b>15.69</b>						
	Pay & Display Foreshore	15.69		2.62	1140	104	13.07	Pay & Display Foreshore
	Banked <b>29/04/2024</b>	<b>44.63</b>						
	Pay & Display Foreshore	44.63		7.44	1140	104	37.19	Pay & Display Foreshore
	Banked <b>29/04/2024</b>	<b>7,200.00</b>						
	Sales Recpts Page 2304	7,200.00	7,200.00		100			Sales Recpts Page 2304
	Banked <b>30/04/2024</b>	<b>38.72</b>						
	Pay & Display Foreshore	38.72		6.45	1140	104	32.27	Pay & Display Foreshore
	Banked <b>30/04/2024</b>	<b>100.48</b>						
	Pay & Display Foreshore	100.48		16.75	1140	104	83.73	Pay & Display Foreshore
	Banked <b>30/04/2024</b>	<b>146.89</b>						
	Pay & Display Foreshore	146.89		24.48	1140	104	122.41	Pay & Display Foreshore

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<b>Total Receipts for Month</b>	161,767.00	10,512.00	807.30	150,447.70
<b>Cashbook Totals</b>	<u>179,420.53</u>	<u>10,512.00</u>	<u>807.30</u>	<u>168,101.23</u>

## Payments for Month 1

## 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>
02/04/2024	Amazon.co.uk	GB41H4OMA	18.46	18.46		500			Sticky notes, brass screws
02/04/2024	Amazon.co.uk	GB41G4BRA	23.98	23.98		500			wild flower seed mix 1kg
02/04/2024	Stripe charges	3C PAY UK	0.58			4017	104	0.58	Stripe charges- clock permit
08/04/2024	Barclays charges	BACS	8.93			4105	101	8.93	Barclays charges 13/02-12/03
10/04/2024	Amazon.co.uk	GB41O045AB	38.42	38.42		500			Post-its, phone case
11/04/2024	First Rescue Training and Supp	147076	178.80	178.80		500			ZOLL AED 3 Battery Pack
16/04/2024	Mitchell Robinson	03/04/2024	97.50	97.50		500			Delivery March newsletters
16/04/2024	Emma Abrahams	28/03/2024	97.50	97.50		500			newsletter delivery mar24
16/04/2024	HAMPSHIRE COUNTY COUNCIL	58284741	130.64	130.64		500			Cleaning materials
16/04/2024	Worknest Limited	SINV064156	184.50	184.50		500			Insurance including 12%IPT
16/04/2024	TUDOR ENVIRONMENTAL	IN0309303	186.00	186.00		500			Waterproof safety boots x2
16/04/2024	HAMPSHIRE COUNTY COUNCIL	3611780396	336.78	336.78		500			HK70BNV hire 01/03/24-20/03/24
16/04/2024	Worknest Limited	SINV064376	450.00	450.00		500			OH Assessment RM
16/04/2024	DESIGN & PRINT	2403/30	617.00	617.00		500			2000 a4 newsletters Mar24
16/04/2024	CLOUDY GROUP LTD	03228	658.68	658.68		500			IT support Apr24
16/04/2024	Smart MarketingManagement Limi	26368	1,052.56	1,052.56		500			Comms support mar 24
16/04/2024	Domestic Darlings - Susan Mehe	INV26368	804.00	804.00		500			Cleaning, toilets, RUP Mar24
16/04/2024	HAMPSHIRE ASSOC OF LOCAL COUNC	6485	1,054.00	1,054.00		500			HALC affiliation fees 24/25
16/04/2024	HAMBLE VILLAGE MEMORIAL HALL	5065	1,589.76	1,589.76		500			Office rental
16/04/2024	Worknest Limited	Sinv063966	4,062.54	4,062.54		500			Combined core E-learning
16/04/2024	Hampshire Pension	BACS	3,216.86			526		3,216.86	Hampshire Pension Mar 24
16/04/2024	HMRC PAYE/NIC	BACS	3,607.10			525		3,607.10	HMRC PAYE/NIC Mar 24
16/04/2024	Everflow Utilities	3093208	30.25	30.25		500			Water bill Apr/May
16/04/2024	Southampton Trophies and Engra	6926	44.40	44.40		500			Jennings bench plaque 150x50mm
16/04/2024	Southampton Trophies and Engra	6925	44.40	44.40		500			Lightbound plaque 150x50mm
16/04/2024	ENGRAVING & SIGN SOLUTIONS LTD	5527	45.00	45.00		500			Parking charges sticker
16/04/2024	TUDOR ENVIRONMENTAL	IN0309302	76.56	76.56		500			Line marking paint 12L
16/04/2024	HAMPSHIRE COUNTY COUNCIL	58280187(A)	79.11	79.11		500			Copier paper (dup)
18/04/2024	BRITISH GAS BUSINESS	7303380	399.16	399.16		500			Gas bill April 2024
23/04/2024	TELEFONICA UK LTD	29735595	137.70	137.70		500			Telephone bill April
24/04/2024	Everflow Utilities	3198914	225.07	225.07		500			Water bill May/June DD
24/04/2024	Amazon.co.uk	GB41ZE7DAB	11.97	11.97		500			2x heavy duty padlocks
24/04/2024	Tom Jobling	03/04/2024	97.50	97.50		500			Newsletter delivery April
24/04/2024	Smart MarketingManagement Limi	2981	780.00	780.00		500			marketing support Jan 24
25/04/2024	CLOUDY GROUP LTD	6574	2.94	2.94		500			business basic 15/04-30/04
25/04/2024	Redwood Financial	BACS	50.00			565		50.00	Deposit refund
25/04/2024	Kiss Tree Management Limited	KTML281123	1,061.00	1,061.00		500			tree survey April 24

## Payments for Month 1

## 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>
26/04/2024	CANON UK LTD	0896/0990	126.59	126.59		500			printing costs 01/12/23-29/02/
26/04/2024	Salaries	SALARIES	11,985.68			520		11,985.68	Salaries April 2024
26/04/2024	Amazon.co.uk	GB4217IAAB	15.00	15.00		500			Refill pads x10
28/04/2024	BRITISH GAS BUSINESS	7384096	121.57	121.57		500			Electricity RUP April 2024
29/04/2024	BRITISH GAS BUSINESS	7383442	58.60	58.60		500			Electricity Quay April 2024
29/04/2024	BRITISH GAS BUSINESS	7384367	60.25	60.25		500			Electricity MP April 2024
29/04/2024	John Deere	DD	540.92		90.15	4360	108	450.77	Hire of vehicle
30/04/2024	Flowbird Smart City UK Ltd	UI00007865	10.63	10.63		500			Transac fee oct 23 & mar 24
30/04/2024	ENGRAVING & SIGN SOLUTIONS LTD	5559	30.00	30.00		500			HPC opening times vinyl
30/04/2024	J Humphrey Associates	4419	48.00	48.00		500			Payroll April 2024
30/04/2024	Emma Abrahams	30/04/2024	97.50	97.50		500			Ma newsletter delivery
30/04/2024	Safetec Direct	INV658801	105.58	105.58		500			PPE boots, jacke
30/04/2024	Inspired Projects (southern) L	0087	180.00	180.00		500			Temp repair to MP pavilion
30/04/2024	LIGHTATOUCH AUDIT SERVICES	240419	208.34	208.34		500			Final internal audit March24
30/04/2024	EASTLEIGH BOROUGH COUNCIL	02948621	343.33	343.33		500			Trade refuse Jan-Mar 24 MP
30/04/2024	EASTLEIGH BOROUGH COUNCIL	02946149	412.80	412.80		500			Foreshore c/p TRO advert&fees
30/04/2024	Tucker & Munday LTD	38	600.00	600.00		500			2x slipway clean 12/04 26/04
30/04/2024	DCK Accounting Solutions	TPC11216	621.00	621.00		500			Year end closedown 16/04/24
30/04/2024	Harrison Clarke Limited	HC1911	1,190.00	1,190.00		500			Inspect & report MP rec ground
30/04/2024	CCLA Deposit Fund	Deposit	40,000.00			225		40,000.00	Deposit to CCLA
30/04/2024	CCLA Deposit Fund	Deposit	50,000.00			225		50,000.00	Deposit to CCLA
<b>Total Payments for Month</b>			128,255.44	18,845.37	90.15			109,319.92	
<b>Balance Carried Fwd</b>			51,165.09						
<b>Cashbook Totals</b>			179,420.53	18,845.37	90.15			160,485.01	

**Receipts for Month 1****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>
<b>Balance Brought Fwd :</b>		<b>35,684.37</b>					<b>35,684.37</b>	
	Banked	<b>0.00</b>						
			0.00					0.00
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>35,684.37</u>	<u>0.00</u>	<u>0.00</u>			<u>35,684.37</u>	

**Payments for Month 1****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>
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0.00

**Total Payments for Month**

0.00

0.00

0.00

0.00

**Balance Carried Fwd**

35,684.37

**Cashbook Totals**

35,684.37

0.00

0.00

35,684.37

## Bought Ledger 1 for Month No 1

## 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
03/04/2024	IN0309303		TUDOR	T010	186.00	0.00	186.00	4006	108	186.00	Waterproof safety boots x2
03/04/2024	IN0309302		TUDOR	T010	63.80	12.76	76.56	4384	306	63.80	Line marking paint 12L
03/04/2024	03/04/2024		MITCHELL ROBINSON	MROBINSON	97.50	0.00	97.50	4254	101	97.50	Delivery March newsletters
01/04/2024	INV-D-03228		CLOUD IT	CLO8	548.90	109.78	658.68	4062	101	548.90	IT support Apr24
02/04/2024	INV-5065		HVMH	H003	1,589.76	0.00	1,589.76	4041	101	1,589.76	Office rental
01/04/2024	SINV063966		WORKNEST	WORKNEST	3,385.45	677.09	4,062.54	4062	101	3,385.45	Combined core E-learning
01/04/2024	SINV064156		WORKNEST	WORKNEST	173.50	11.00	184.50	4065	101	173.50	Insurance including 12%IPT
08/04/2024	INV-5527		ENGRAVING	E020	37.50	7.50	45.00	4271	302	37.50	Parking charges sticker
05/04/2024	58284741		HCC	H04	108.87	21.77	130.64	4101	306	108.87	Cleaning materials
07/04/2024	29735595		TELEFONICA	TE01	114.75	22.95	137.70	4060	101	114.75	Telephone bill April
04/04/2024	SINV064376		WORKNEST	WORKNEST	375.00	75.00	450.00	4005	101	375.00	OH Assessment RM
08/04/2024	3093208		EVERFLOW	EVF1	30.25	0.00	30.25	4052	306	30.25	Water bill Apr/May
09/04/2024	DW-147076		DEFIBWAREHOUSE	DEW	149.00	29.80	178.80	4381	307	149.00	ZOLL AED 3 Battery Pack
08/04/2024	INV-6485		HALC	H07	1,054.00	0.00	1,054.00	4040	101	1,054.00	HALC affiliation fees 24/25
11/04/2024	INV-6925		SOUTHTROPHIES	SOTREN 1	37.00	7.40	44.40	4315	102	37.00	Jennings bench plaque 150x50mm
11/04/2024	INV-6926		SOUTHTROPHIES	SOTREN 1	37.00	7.40	44.40	4315	102	37.00	Lightbound plaque 150x50mm
01/04/2024	KTML281123		KISS TREE	KI02	1,061.00	0.00	1,061.00	4387	108	1,061.00	tree survey April 24
17/04/2024	TPC11216		DCK	DCK	517.50	103.50	621.00	4115	101	517.50	Year end closedown 16/04/24
30/04/2024	INV-26626		DOMESTIC DARLINGS	DD02	825.00	165.00	990.00	4100	306	825.00	Cleaning April 24
30/04/2024	26/04/24		MITCHELL ROBINSON	MROBINSON	97.50	0.00	97.50	4254	101	97.50	Newsletter delivery
25/04/2024	HC1911		H CLARKE	HCL1	1,190.00	238.00	1,428.00	4381	306	1,190.00	Inspect & report MP rec ground
26/04/2024	INV-2404/28		DESIGN & PRINT	D04	885.00	0.00	885.00	4250	103	885.00	2000 A4 newsletters May
17/04/2024	02947234		EBC	E02	1,367.20	0.00	1,367.20	4081	108	1,367.20	Trade refuse Jan-March
19/04/2024	240419		LIGHTATOUCH	L020	208.34	0.00	208.34	4112	101	208.34	Final internal audit March24
16/04/2024	INV658801		SAFETEC	ST01	97.98	7.60	105.58	4006	108	97.98	PPE boots, jacke
23/04/2024	INV-0087		INSPIRED PROJECTS	I02	180.00	0.00	180.00	4381	306	180.00	Temp repair to MP pavilion
29/04/2024	38		TUCKER & MUNDAY	TU01	600.00	0.00	600.00	4380	302	600.00	2x slipway clean 12/04 26/04
25/04/2024	4419		J HUMPHRY ASSOC	HU01	40.00	8.00	48.00	4003	101	40.00	Payroll April 2024

**Bought Ledger 1 for Month No 1**

**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
17/04/2024	02946149		EBC	E02	344.00	68.80	412.80	4271	104	344.00	Foreshore c/p TRO advert&fees
30/04/2024	30/04/2024		ABRAHAMS	EABR	97.50	0.00	97.50	4254	101	97.50	Ma newsletter delivery
19/04/2024	UI00007865		FLOWBIRD	FB01	8.86	1.77	10.63	4017	104	8.86	Transac fee oct 23 & mar 24
17/04/2024	02948621		EBC	E02	343.33	0.00	343.33	4081	306	343.33	Trade refuse Jan-Mar 24 MP
18/04/2024	INV-5559		ENGRAVING	E020	25.00	5.00	30.00	4375	101	25.00	HPC opening times vinyl
19/04/2024	INV-6574		CLOUD IT	CLO8	2.45	0.49	2.94	4062	101	2.45	business basic 15/04-30/04
03/04/2024	03/04/2024		TOM JOBLING	TOM0	97.50	0.00	97.50	4254	101	97.50	Newsletter delivery April
16/04/2024	3198914		EVERFLOW	EVF1	225.07	0.00	225.07	4052	306	225.07	Water bill May/June DD
04/04/2024	2408800062839		CANON	C07	5.96	1.19	7.15	4045	101	5.96	Canon rent 01/04/24-30/06/24
28/04/2024	28/04/2024		TOM JOBLING	TOM0	97.50	0.00	97.50	4254	101	97.50	Newsletter delivery May
09/04/2024	GB41O045ABEI		AMAZON	AMAZON	32.02	6.40	38.42	4025	101	32.02	Post-its, phone case
09/02/2024	58280187(A)		HCC	H04	65.93	13.18	79.11	4025	101	65.93	Copier paper (dup)
04/04/2024	7303380		BGAS	B04	380.15	19.01	399.16	4051	306	380.15	Gas bill April 2024
14/04/2024	7384096		BGAS	B04	115.78	5.79	121.57	4050	306	115.78	Electricity RUP April 2024
14/04/2024	7383442		BGAS	B04	55.81	2.79	58.60	4050	306	55.81	Electricity Quay April 2024
14/04/2024	7384367		BGAS	B04	57.38	2.87	60.25	4050	306	57.38	Electricity MP April 2024
25/04/2024	GB4217IAABEI		AMAZON	AMAZON	12.50	2.50	15.00	4025	101	12.50	Refill pads x10
25/04/2024	GB41ZE7DABEI		AMAZON	AMAZON	9.97	2.00	11.97	4380	302	9.97	2x heavy duty padlocks
<b>TOTAL INVOICES</b>					<u>17,034.51</u>	<u>1,636.34</u>	<u>18,670.85</u>			<u>17,034.51</u>	

Sales Ledger 1 for Month No 1

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
03/04/2024	21-10926	HRSC	HR01	300.00	0.00	300.00	565	0	300.00	Invoice No:-21-10926
04/04/2024	21-10927	JAINE BEST	C019	50.00	10.00	60.00	1130	103	50.00	Invoice No:-21-10927
04/04/2024	21-10928	LEADERS	L010	125.00	25.00	150.00	1130	103	125.00	Invoice No:-21-10928
04/04/2024	21-10929	GAFF RIGGER	GAFF	250.00	50.00	300.00	1130	103	250.00	Invoice No:-21-10929
04/04/2024	21-10930	THE BUGLE	BUG1	145.00	29.00	174.00	1130	103	145.00	Invoice No:-21-10930
05/04/2024	21-10931	J HALLIDAY	HAL1	300.00	0.00	300.00	1152	105	300.00	Invoice No:-21-10931
09/04/2024	21-10932	S JENNINGS	SJ1	408.33	81.67	490.00	1326	102	408.33	Invoice No:-21-10932
15/04/2024	21-10933	POTENS	POT1	100.00	0.00	100.00	1202	306	100.00	Invoice No:-21-10933
18/04/2024	21-10939	SOLENT VETS	S013	360.00	0.00	360.00	1200	201	360.00	Invoice No:-21-10939
18/04/2024	21-10940	SOLENT VETS	S013	85.00	0.00	85.00	1200	202	85.00	Invoice No:-21-10940
18/04/2024	21-10941	SOLENT VETS	S013	85.00	0.00	85.00	1200	202	85.00	Invoice No:-21-10941
19/04/2024	21-10942	HAMBLE GOOD NEIGHBOU	HG01	20.00	0.00	20.00	1202	306	20.00	Invoice No:-21-10942
24/04/2024	21-10943	RDAGRI	RDAGRI	6,000.00	1,200.00	7,200.00	1906	108	6,000.00	Invoice No:-21-10943
25/04/2024	21-10944	QIOPTIQ	QIOP1	350.00	0.00	350.00	1203	306	250.00	Invoice No:-21-10944
							565	0	100.00	Invoice No:-21-10944
03/04/2024	I2110924	HAMPSHIRE FARMERS MA	HF01	645.00	59.00	704.00	1143	302	275.00	Invoice No:-I2110924
							565	0	350.00	Invoice No:-I2110924
							1141	302	20.00	Invoice No:-I2110924
23/04/2024	I2110928	HAMBLE RIVER RAID	HR03	695.00	69.00	764.00	1143	302	275.00	Invoice No:-I2110928
							565	0	350.00	Invoice No:-I2110928
							1141	302	20.00	Invoice No:-I2110928
							1115	101	50.00	Invoice No:-I2110928
<b>TOTAL INVOICES</b>				<u>9,918.33</u>	<u>1,523.67</u>	<u>11,442.00</u>			<u>9,918.33</u>	

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2024

Month No: 1

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
<b>100 Staff Costs</b>						
4000 Gross Salaries	186,305	14,933	200,000	185,067		185,067
4001 Ers NIC Contributions	16,949	1,329	37,000	35,671		35,671
4002 Ers Pension Costs	25,309	2,292	25,000	22,708		22,708
4006 Protective Clothing & Equip.	360	0	0	0		0
Staff Costs :- Indirect Expenditure	<b>228,923</b>	<b>18,553</b>	<b>262,000</b>	<b>243,447</b>	<b>0</b>	<b>243,447</b>
<b>Net Expenditure</b>	<b>(228,923)</b>	<b>(18,553)</b>	<b>(262,000)</b>	<b>(243,447)</b>		
<b>101 Administration</b>						
1076 Precept	278,565	146,411	292,823	146,412		
1090 Interest Received	5,941	(4)	100	104		
1115 Admin Fee - Use of HPC Facilit	282	50	200	150		
1240 Garden Licences	4	0	0	0		
1900 Miscellaneous Income	343	0	0	0		
Administration :- Income	<b>285,135</b>	<b>146,457</b>	<b>293,123</b>	<b>146,666</b>		
4003 Payroll Costs	580	40	520	480		480
4005 Health & Safety	1,842	375	0	(375)		(375)
4008 Contractor Costs	1,981	0	1,000	1,000		1,000
4010 Staff Training	2,501	0	3,000	3,000		3,000
4011 Staff Travelling	11	0	50	50		50
4012 Miscellaneous Staff Costs	50	0	0	0		0
4013 Office Refreshments	190	0	300	300		300
4015 Advertising	0	0	50	50		50
4016 Clerk's Casual Expenditure	1,346	0	1,000	1,000		1,000
4025 Stationery	288	95	300	205		205
4030 Postage	64	0	50	50		50
4035 Publications	2,172	0	0	0		0
4040 Subscriptions	4,825	1,054	1,200	146		146
4041 Office Rent	5,866	1,590	6,000	4,410		4,410
4045 Photocopy Costs	360	6	480	474		474
4052 Water Rates	200	0	0	0		0
4060 Telephone	1,378	115	1,900	1,785		1,785
4062 Software Costs	10,464	3,937	11,000	7,063		7,063
4065 Insurance	7,452	174	8,500	8,327		8,327
4070 Premises Licence	70	0	70	70		70
4081 Refuse/Litter	64	0	0	0		0
4095 New Office Equipment	144	0	50	50		50
4101 Cleaning Materials	33	0	0	0		0
4105 Bank Charges	193	9	220	211		211

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2024

Month No: 1

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
4111 Legal Fees	504	0	0	0		0
4112 Audit Fees	2,278	(1,492)	0	1,492		1,492
4115 Accountancy Fees	1,843	35	2,000	1,965		1,965
4202 Misc. Members Costs	4	0	0	0		0
4220 Election Costs	0	0	4,860	4,860		4,860
4253 V Mag Contract Editorship	6,250	0	10,000	10,000		10,000
4254 Newsletter delivery	3,348	488	4,290	3,803		3,803
4330 Tractor Maintenance	(82)	0	0	0		0
4335 Tractor & Machinery Fuel	(1)	0	0	0		0
4360 Vehicle Hire	957	0	0	0		0
4375 Noticeboards & Signs	229	25	200	175		175
4650 Refunds	100	0	0	0		0
4999 Prior Year Corrections	(3,942)	0	0	0		0
Administration :- Indirect Expenditure	<b>53,561</b>	<b>6,450</b>	<b>57,040</b>	<b>50,590</b>	<b>0</b>	<b>50,590</b>
<b>Net Income over Expenditure</b>	<b>231,574</b>	<b>140,008</b>	<b>236,083</b>	<b>96,075</b>		
6000 plus Transfer from EMR	40,083	0				
<b>Movement to/(from) Gen Reserve</b>	<b>271,657</b>	<b>140,008</b>				
<u>102 Civic &amp; Archives</u>						
1326 Bench sponsorship	4,576	408	0	(408)		
Civic & Archives :- Income	<b>4,576</b>	<b>408</b>	<b>0</b>	<b>(408)</b>		
4105 Bank Charges	1	0	0	0		0
4203 Festive Decorations	815	0	400	400		400
4205 Civic Costs	296	0	300	300		300
4210 Festive Lighting	4,580	0	8,000	8,000		8,000
4211 Park Sport contribution	666	0	700	700		700
4212 Youth Outreach	3,500	0	3,500	3,500		3,500
4315 Memorial Seats and Benches	1,151	74	0	(74)		(74)
4375 Noticeboards & Signs	32	0	0	0		0
Civic & Archives :- Indirect Expenditure	<b>11,041</b>	<b>74</b>	<b>12,900</b>	<b>12,826</b>	<b>0</b>	<b>12,826</b>
<b>Net Income over Expenditure</b>	<b>(6,465)</b>	<b>334</b>	<b>(12,900)</b>	<b>(13,234)</b>		
<u>103 Publications</u>						
1130 V Mag Adverts	3,065	570	2,500	1,930		
Publications :- Income	<b>3,065</b>	<b>570</b>	<b>2,500</b>	<b>1,930</b>		
4250 V Mag Printing	5,888	885	7,000	6,115		6,115
Publications :- Indirect Expenditure	<b>5,888</b>	<b>885</b>	<b>7,000</b>	<b>6,115</b>	<b>0</b>	<b>6,115</b>
<b>Net Income over Expenditure</b>	<b>(2,823)</b>	<b>(315)</b>	<b>(4,500)</b>	<b>(4,185)</b>		

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2024

Month No: 1

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
<u>104 Car Parking</u>						
1140 Car Park Income	45,010	1,831	45,000	43,169		
1142 Clock Permits	2,922	61	5,600	5,539		
Car Parking :- Income	<b>47,931</b>	<b>1,892</b>	<b>50,600</b>	<b>48,708</b>		
4017 3C Payments	96	9	1,000	991		991
4018 RingGo Service Charges	0	0	500	500		500
4105 Bank Charges	7	0	0	0		0
4271 Car Park Maintenance	2	344	2,000	1,656		1,656
4273 Printing Clock Permits	843	0	1,050	1,050		1,050
Car Parking :- Indirect Expenditure	<b>948</b>	<b>353</b>	<b>4,550</b>	<b>4,197</b>	<b>0</b>	<b>4,197</b>
<b>Net Income over Expenditure</b>	<b>46,984</b>	<b>1,539</b>	<b>46,050</b>	<b>44,511</b>		
<u>105 St. Andrews Cemetery</u>						
1150 Burial Fees	11,510	0	5,000	5,000		
1151 Memorial Fees	3,075	0	1,700	1,700		
1152 Grant Exclusive Rights	4,600	300	1,000	700		
St. Andrews Cemetery :- Income	<b>19,185</b>	<b>300</b>	<b>7,700</b>	<b>7,400</b>		
<b>Net Income</b>	<b>19,185</b>	<b>300</b>	<b>7,700</b>	<b>7,400</b>		
<u>107 Grant Expenditure</u>						
4280 Grants S 137	2,500	0	3,000	3,000		3,000
4285 Grants Permitted	500	0	0	0		0
Grant Expenditure :- Indirect Expenditure	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>
<b>Net Expenditure</b>	<b>(3,000)</b>	<b>0</b>	<b>(3,000)</b>	<b>(3,000)</b>		
<u>108 Grounds Maintenance</u>						
1906 Sales - obsolete grounds equip	91	6,000	0	(6,000)		
Grounds Maintenance :- Income	<b>91</b>	<b>6,000</b>	<b>0</b>	<b>(6,000)</b>		
4006 Protective Clothing & Equip.	206	284	500	216		216
4081 Refuse/Litter	7,199	(333)	4,500	4,833		4,833
4090 Safety Equipment	151	0	0	0		0
4100 Cleaning and Hygiene	238	0	0	0		0
4325 Machinery Maintenance	298	0	350	350		350
4330 Tractor Maintenance	1,319	0	1,000	1,000		1,000
4335 Tractor & Machinery Fuel	0	0	0	0		0
4336 Ground Fuel	3,969	0	1,700	1,700		1,700

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2024

Month No: 1

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
4350 New Tools Costs	395	0	250	250		250
4360 Vehicle Hire	11,261	451	17,000	16,549		16,549
4370 Dog Bin Emptying	514	0	500	500		500
4380 Repairs & Maintenance	120	0	0	0		0
4381 Property Maintenance	15	0	0	0		0
4382 Grounds Maintenance	(756)	0	0	0		0
4387 Trees Management	1,396	1,061	3,500	2,439		2,439
Grounds Maintenance :- Indirect Expenditure	<b>26,327</b>	<b>1,463</b>	<b>29,300</b>	<b>27,837</b>	<b>0</b>	<b>27,837</b>
<b>Net Income over Expenditure</b>	<b>(26,235)</b>	<b>4,537</b>	<b>(29,300)</b>	<b>(33,837)</b>		
<b>110 Office</b>						
1908 Sale of obsolete office equip	1	0	0	0		
Office :- Income	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>		
4078 Alarm	242	0	0	0		0
4095 New Office Equipment	62	0	0	0		0
4550 Office Alarm	222	0	0	0		0
Office :- Indirect Expenditure	<b>526</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(525)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>201 Mt. Pleasant Rec. Ground</b>						
1200 Pitch Hire	4,906	360	5,000	4,640		
Mt. Pleasant Rec. Ground :- Income	<b>4,906</b>	<b>360</b>	<b>5,000</b>	<b>4,640</b>		
4050 Electricity	59	0	0	0		0
4381 Property Maintenance	192	0	0	0		0
4383 Play Equipment Maintenance	99	0	250	250		250
4384 Sports Equipment Maintenance	61	0	100	100		100
Mt. Pleasant Rec. Ground :- Indirect Expenditure	<b>410</b>	<b>0</b>	<b>350</b>	<b>350</b>	<b>0</b>	<b>350</b>
<b>Net Income over Expenditure</b>	<b>4,496</b>	<b>360</b>	<b>4,650</b>	<b>4,290</b>		
<b>202 College Playing Fields</b>						
1200 Pitch Hire	1,670	170	1,200	1,030		
College Playing Fields :- Income	<b>1,670</b>	<b>170</b>	<b>1,200</b>	<b>1,030</b>		
4078 Alarm	45	0	0	0		0
4355 RUP Committee Room	92	0	0	0		0
4381 Property Maintenance	603	0	0	0		0
4382 Grounds Maintenance	2,313	0	3,500	3,500		3,500

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2024

Month No: 1

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
4384 Sports Equipment Maintenance	285	0	0	0		0
4388 Community Orchard	20	0	0	0		0
College Playing Fields :- Indirect Expenditure	<b>3,358</b>	<b>0</b>	<b>3,500</b>	<b>3,500</b>	<b>0</b>	<b>3,500</b>
<b>Net Income over Expenditure</b>	<b>(1,688)</b>	<b>170</b>	<b>(2,300)</b>	<b>(2,470)</b>		
<u>205 Allotments</u>						
1250 Allotment Rental Income	1,936	0	2,200	2,200		
1251 Key Deposits	8	0	0	0		
Allotments :- Income	<b>1,944</b>	<b>0</b>	<b>2,200</b>	<b>2,200</b>		
4052 Water Rates	101	0	0	0		0
4105 Bank Charges	1	0	0	0		0
4382 Grounds Maintenance	164	0	0	0		0
4450 Allotment Land Rent HCC	80	0	40	40		40
Allotments :- Indirect Expenditure	<b>346</b>	<b>0</b>	<b>40</b>	<b>40</b>	<b>0</b>	<b>40</b>
<b>Net Income over Expenditure</b>	<b>1,598</b>	<b>0</b>	<b>2,160</b>	<b>2,160</b>		
<u>301 Foreshore Dinghy Park</u>						
1260 Dinghy Park Income	26,122	1,229	40,635	39,406		
Foreshore Dinghy Park :- Income	<b>26,122</b>	<b>1,229</b>	<b>40,635</b>	<b>39,406</b>		
4382 Grounds Maintenance	560	0	0	0		0
4501 Dinghy Stickers	91	0	300	300		300
4650 Refunds	154	0	0	0		0
Foreshore Dinghy Park :- Indirect Expenditure	<b>805</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>300</b>
<b>Net Income over Expenditure</b>	<b>25,317</b>	<b>1,229</b>	<b>40,335</b>	<b>39,106</b>		
<u>302 Foreshore (General)</u>						
1141 Electricity use - Foreshore	20	40	0	(40)		
1143 Foreshore Events	720	550	1,000	450		
1144 Street Furniture Renewal - Inc	408	0	0	0		
1321 Angelfish (Soton) Ltd Rent	2,648	0	3,400	3,400		
1323 Angelfish Waste Contribution	1,033	0	720	720		
1326 Bench sponsorship	508	0	500	500		
1900 Miscellaneous Income	584	0	0	0		
Foreshore (General) :- Income	<b>5,922</b>	<b>590</b>	<b>5,620</b>	<b>5,030</b>		
4050 Electricity	145	0	0	0		0
4271 Car Park Maintenance	2,154	38	0	(38)		(38)

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2024

Month No: 1

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
4375 Noticeboards & Signs	195	0	0	0		0
4380 Repairs & Maintenance	3,524	610	1,000	390		390
4381 Property Maintenance	165	0	0	0		0
4382 Grounds Maintenance	866	0	500	500		500
<b>Foreshore (General) :- Indirect Expenditure</b>	<b>7,048</b>	<b>647</b>	<b>1,500</b>	<b>853</b>	<b>0</b>	<b>853</b>
<b>Net Income over Expenditure</b>	<b>(1,126)</b>	<b>(57)</b>	<b>4,120</b>	<b>4,177</b>		
<b>303 Foreshore Public Toilets</b>						
4096 Consumables for FS toilets	312	0	600	600		600
4100 Cleaning and Hygiene	1,058	0	0	0		0
4380 Repairs & Maintenance	825	0	1,000	1,000		1,000
4382 Grounds Maintenance	11	0	0	0		0
<b>Foreshore Public Toilets :- Indirect Expenditure</b>	<b>2,206</b>	<b>0</b>	<b>1,600</b>	<b>1,600</b>	<b>0</b>	<b>1,600</b>
<b>Net Expenditure</b>	<b>(2,206)</b>	<b>0</b>	<b>(1,600)</b>	<b>(1,600)</b>		
<b>304 RUP Committee Room</b>						
4100 Cleaning and Hygiene	860	0	0	0		0
<b>RUP Committee Room :- Indirect Expenditure</b>	<b>860</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(860)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>305 Westfield Common</b>						
4382 Grounds Maintenance	725	0	0	0		0
<b>Westfield Common :- Indirect Expenditure</b>	<b>725</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(725)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>306 RUP Pavillion</b>						
1202 Committee Room Hire	2,737	120	2,000	1,880		
1203 Pavilion Hire	25	250	0	(250)		
<b>RUP Pavillion :- Income</b>	<b>2,762</b>	<b>370</b>	<b>2,000</b>	<b>1,630</b>		
4005 Health & Safety	3	0	500	500		500
4050 Electricity	3,905	229	6,000	5,771		5,771
4051 Gas	3,088	380	7,800	7,420		7,420
4052 Water Rates	1,077	555	1,200	645		645
4075 CCTV	274	0	600	600		600
4078 Alarm	370	0	400	400		400
4081 Refuse/Litter	0	343	0	(343)		(343)

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2024

Month No: 1

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
4100 Cleaning and Hygiene	6,983	825	9,200	8,375		8,375
4101 Cleaning Materials	771	109	0	(109)		(109)
4105 Bank Charges	2	0	0	0		0
4370 Dog Bin Emptying	94	0	0	0		0
4380 Repairs & Maintenance	411	0	0	0		0
4381 Property Maintenance	2,347	1,370	1,500	130		130
4382 Grounds Maintenance	2,700	0	0	0		0
4384 Sports Equipment Maintenance	0	64	0	(64)		(64)
4650 Refunds	100	0	0	0		0
<b>RUP Pavillion :- Indirect Expenditure</b>	<b>22,125</b>	<b>3,875</b>	<b>27,200</b>	<b>23,325</b>	<b>0</b>	<b>23,325</b>
<b>Net Income over Expenditure</b>	<b>(19,363)</b>	<b>(3,505)</b>	<b>(25,200)</b>	<b>(21,695)</b>		
<u>307 Mount Pleasant Pavilion</u>						
4005 Health & Safety	8	0	0	0		0
4100 Cleaning and Hygiene	1,070	0	0	0		0
4381 Property Maintenance	483	149	0	(149)		(149)
<b>Mount Pleasant Pavilion :- Indirect Expenditure</b>	<b>1,561</b>	<b>149</b>	<b>0</b>	<b>(149)</b>	<b>0</b>	<b>(149)</b>
<b>Net Expenditure</b>	<b>(1,561)</b>	<b>(149)</b>	<b>0</b>	<b>149</b>		
<u>308 Community Hub/Library</u>						
4394 Coffee Machine Expenditure	77	0	0	0		0
<b>Community Hub/Library :- Direct Expenditure</b>	<b>77</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(77)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Grand Totals:- Income</b>	<b>403,311</b>	<b>158,347</b>	<b>410,578</b>	<b>252,231</b>		
<b>Expenditure</b>	<b>369,735</b>	<b>32,450</b>	<b>410,280</b>	<b>377,830</b>	<b>0</b>	<b>377,830</b>
<b>Net Income over Expenditure</b>	<b>33,575</b>	<b>125,896</b>	<b>298</b>	<b>(125,598)</b>		
plus Transfer from EMR	40,083	0				
<b>Movement to/(from) Gen Reserve</b>	<b>73,659</b>	<b>125,896</b>				

## List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/04/2024	Amazon.co.uk	GB41H4OMAB	18.46		Sticky notes, brass screws
02/04/2024	Amazon.co.uk	GB41G4BRAB	23.98		wild flower seed mix 1kg
02/04/2024	Stripe charges	3C PAY UK	0.58		Stripe charges- clock permit
08/04/2024	Barclays charges	BACS	8.93		Barclays charges 13/02-12/03
10/04/2024	Amazon.co.uk	GB41O045AB	38.42		Post-its, phone case
11/04/2024	First Rescue Training and Supp	147076	178.80		ZOLL AED 3 Battery Pack
16/04/2024	Mitchell Robinson	03/04/2024	97.50		Delivery March newsletters
16/04/2024	Emma Abrahams	28/03/2024	97.50		newsletter delivery mar24
16/04/2024	HAMPSHIRE COUNTY COUNCIL	58284741	130.64		Cleaning materials
16/04/2024	Worknest Limited	SINV064156	184.50		Insurance including 12%IPT
16/04/2024	TUDOR ENVIRONMENTAL	IN0309303	186.00		Waterproof safety boots x2
16/04/2024	HAMPSHIRE COUNTY COUNCIL	3611780396	336.78		HK70BNV hire 01/03/24-20/03/24
16/04/2024	Worknest Limited	SINV064376	450.00		OH Assessment RM
16/04/2024	DESIGN & PRINT	2403/30	617.00		2000 a4 newsletters Mar24
16/04/2024	CLOUDY GROUP LTD	03228	658.68		IT support Apr24
16/04/2024	Smart MarketingManagement Limi	26368	1,052.56		Comms support mar 24
16/04/2024	Domestic Darlings - Susan Mehe	INV26368	804.00		Cleaning, toilets, RUP Mar24
16/04/2024	HAMPSHIRE ASSOC OF LOCAL	6485	1,054.00		HALC affiliation fees 24/25
16/04/2024	HAMBLE VILLAGE MEMORIAL	5065	1,589.76		Office rental
16/04/2024	Worknest Limited	Sinv063966	4,062.54		Combined core E-learning
16/04/2024	Hampshire Pension	BACS	3,216.86		Hampshire Pension Mar 24
16/04/2024	HMRC PAYE/NIC	BACS	3,607.10		HMRC PAYE/NIC Mar 24
16/04/2024	Everflow Utilities	3093208	30.25		Water bill Apr/May
16/04/2024	Southampton Trophies and Engra	6926	44.40		Jennings bench plaque 150x50mm
16/04/2024	Southampton Trophies and Engra	6925	44.40		Lightbound plaque 150x50mm
16/04/2024	ENGRAVING & SIGN	5527	45.00		Parking charges sticker
16/04/2024	TUDOR ENVIRONMENTAL	IN0309302	76.56		Line marking paint 12L
16/04/2024	HAMPSHIRE COUNTY COUNCIL	58280187(A)	79.11		Copier paper (dup)
18/04/2024	BRITISH GAS BUSINESS	7303380	399.16		Gas bill April 2024
23/04/2024	TELEFONICA UK LTD	29735595	137.70		Telephone bill April
24/04/2024	Everflow Utilities	3198914	225.07		Water bill May/June DD
24/04/2024	Amazon.co.uk	GB41ZE7DAB	11.97		2x heavy duty padlocks
24/04/2024	Tom Jobling	03/04/2024	97.50		Newsletter delivery April
24/04/2024	Smart MarketingManagement Limi	2981	780.00		marketing support Jan 24
25/04/2024	CLOUDY GROUP LTD	6574	2.94		business basic 15/04-30/04
25/04/2024	Redwood Financial	BACS	50.00		Deposit refund
25/04/2024	Kiss Tree Management Limited	KTML281123	1,061.00		tree survey April 24
26/04/2024	CANON UK LTD	0896/0990	126.59		printing costs 01/12/23-29/02/
26/04/2024	Salaries	SALARIES	11,985.68		Salaries April 2024
26/04/2024	Amazon.co.uk	GB4217IAAB	15.00		Refill pads x10
28/04/2024	BRITISH GAS BUSINESS	7384096	121.57		Electricity RUP April 2024
29/04/2024	BRITISH GAS BUSINESS	7383442	58.60		Electricity Quay April 2024
29/04/2024	BRITISH GAS BUSINESS	7384367	60.25		Electricity MP April 2024
29/04/2024	John Deere	DD	540.92		Hire of vehicle
30/04/2024	Flowbird Smart City UK Ltd	UI00007865	10.63		Transac fee oct 23 & mar 24
30/04/2024	ENGRAVING & SIGN	5559	30.00		HPC opening times vinyl
30/04/2024	J Humphrey Associates	4419	48.00		Payroll April 2024

## List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/04/2024	Emma Abrahams	30/04/2024	97.50		Ma newsletter delivery
30/04/2024	Safetec Direct	INV658801	105.58		PPE boots, jacke
30/04/2024	Inspired Projects (southern) L	0087	180.00		Temp repair to MP pavilion
30/04/2024	LIGHTATOUCH AUDIT SERVICES 240419		208.34		Final internal audit March24
30/04/2024	EASTLEIGH BOROUGH COUNCIL 02948621		343.33		Trade refuse Jan-Mar 24 MP
30/04/2024	EASTLEIGH BOROUGH COUNCIL 02946149		412.80		Foreshore c/p TRO advert&fees
30/04/2024	Tucker & Munday LTD	38	600.00		2x slipway clean 12/04 26/04
30/04/2024	DCK Accounting Solutions	TPC11216	621.00		Year end closedown 16/04/24
30/04/2024	Harrison Clarke Limited	HC1911	1,190.00		Inspect & report MP rec ground
30/04/2024	CCLA Deposit Fund	Deposit	40,000.00		Deposit to CCLA
30/04/2024	CCLA Deposit Fund	Deposit	50,000.00		Deposit to CCLA
<b>Total Payments</b>			<u>128,255.44</u>		

**Receipts for Month 1****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>
<b>Balance Brought Fwd :</b>		<b>125,221.12</b>					<b>125,221.12</b>	
Banked 01/04/2024		<b>2,821.36</b>						
	Eastleigh Borough Council	2,821.36			1090	101	2,821.36	Interest accru 01/10/23-31/03
<b>Total Receipts for Month</b>		<b>2,821.36</b>	<b>0.00</b>	<b>0.00</b>			<b>2,821.36</b>	
<b>Cashbook Totals</b>		<b>128,042.48</b>	<b>0.00</b>	<b>0.00</b>			<b>128,042.48</b>	

## Payments for Month 1

## 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>
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0.00

**Total Payments for Month**

0.00

0.00

0.00

0.00

**Balance Carried Fwd**

128,042.48

**Cashbook Totals**

128,042.48

0.00

0.00

128,042.48



## **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, April 8, 2024** at **19:00 - 21:30** in the **Roy Underdown Pavilion**

Present: Chair Chris Jones, Trevor Dann, Simon Hand, Ian Underdown, Anita Dann, Mark Venables, Andy Thompson, Tony Moody, Malcolm Cross

Apologies: Michelle Nicholson, Rebecca Butler

Staff In Attendance: Clerk and Operations Office

Consultants/Partners in Attendance: Claire Price (SmartMarketing – Communications)

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

### **MINUTES**

#### **1 WELCOME**

The Chair welcomed everyone to the meeting and advised it was being recorded.

Apologies for absence from Cllr Butler and Cllr Nicholson

Dispensations for Cllr Venebles, Cllr Moody, Cllr Underdown and Cllr Trevor Dann in relation to Cemex.

#### **2 APPROVE MINUTES**

Resolved to approve the minutes of the meeting of 11<sup>th</sup> March 2024, Cllr Underdown Proposed and Cllr Moody seconded and all in favour.

#### **3 PUBLIC PARTICIPATION.**

There were no members of the public present

## **4 FUTURE OF HAMBLE AIRFIELD - CEMEX**

The Chair outlined that there was no actual update on Cemex and this was still in delay. He mentioned that The Hamble Peninsular Residents group are still working hard and uncovering very useful information.

The Chair then talked further about the reasons given for the delay that the April regulatory committee was falling in pre-election period.

Cllr Venables outlined his personal complaint that he had send to the County Council and how the delays have impacted him personally, he had received a reply to state he would be receiving a response within four weeks.

The Clerk added that the Parish had also written to the planning officer at the County to outline its disappointment (letter previously circulated).

## **5 RECOMMENDATIONS FROM COMMITTEES AND WORKING GROUPS**

### **5.1 CHAIR UPDATE**

The Chair advised that we were likely to end the year in a positive financial position.

He then advised that there were eight current councilor's who had stood and had been duly elected. He then went on to thank Cllr Thompson who was not standing for all his hard work, Cllr Thompson stated he would still like to help the Parish and in particular the Mount Pleasant project or anywhere else he could be of assistance.

The Chair then thanked Cllr Anita Dann and said if she wished to stand again the Council would be very happy to consider her for co-option.

There was a further discussion about the next steps and when co-option could take place as the Parish had 4 vacancies.

Cllr Underdown mentioned that he thought SmartMarketing had done a good job in promoting the process for elections.

The Chair said that with this being the last session before the new Council, in the meantime, he would sum up the year, with what we have learnt and priorities.

He asked for any thoughts on Governance and Standards and stated that we were clearly doing a good job as our Audits were very complimentary. He reiterated the importance of confidentiality and professionalism.

He then went on to mention the overall impact on the village and there seemed to be a squeeze on pre-school provision, the catalyst for raising this was the pre-school in the Memorial hall and he asked what the Parish may be able to do to assist.

He then mentioned our overall sports approach, in particular our football strategy and indeed what else are could be doing for other sport. He'd like this to put on the table.

Cllr Underdown raised whether we had an intended date for an Annual Parish meeting and the difference between the Annual Parish Meeting and the Annual Council Meeting. The Clerk was asked to advise on her return from holiday.

## **5.2 ASSETS UPDATE**

There were no specific updates outside of the two main items later on the agenda.

## **5.3 PLANNING UPDATE**

Cllr Underdown outlined that at the last planning meeting there was uncertainty about who might be able to represent the Parish at the Regulatory Committee but now we had existing members still on the Council, this decision could be made more easily.

He then updated on ROW 506 at Beech Close which following funding from County had been a huge success and the team had managed and worked extremely hard. There was left over material which they used at Westfield Common and also remainder on Footpath 1.

Cllr Trevor Dann mentioned an application to fell two trees in Crowsport Conservation area and reiterated his concern around the number of trees being lost in the Parish.

## **5.4 FUNCTIONS WORKING GROUP UPDATE**

In the absence of the Chair of Functions Working Group, Cllr Nicholson, the Clerk advised that the team restructure is due to take place by the end of April.

She advised that all appraisals are complete (aside from one due to sickness). These had gone well and brought some useful information to light.

Claire Price from SmartMarketing updated on the recent attendance at the HALC conference and the invite for the Parish to attend to share their experiences of their community engagement work which they had won the VOY Community Engagement award. She advised that there was interested feedback in that many clerks/parishes were using social channels as a tool for information and the messages were 'telling' not 'engagement'.

## **6 STANDING ITEMS**

### **6.1 HEALTH & SAFETY**

The Chair said there were no specific areas to discuss but thanked Cllr Cross for his support on this to date. He then advised that although ongoing, the Parish was in much better H & S shape.

### **6.2 OPERATIONAL FINANCE**

The projected report was not available but the Chair advised that there would be some monies unspent. He was keen to try and report every month on how we are tracking against spend with a mini report.

The Clerk confirmed that the newly received credit card limit for both herself and the Accounts Officer was indeed £1,000 as previously resolved and not £4,000 as stated on the agenda.

## **6.3 RISK REGISTER**

There were no new risks to report. However, the Risk Register will be brought back to the new Council for review and approval.

## **7 AGREE MEETING DATES**

The meeting dates were agreed as long as they met the Standing Orders with regard to sequencing. The Clerk advised that she thought they did.

Resolved to agree the dates proposed for meetings. Cllr Hand proposed and Cllr Underdown Seconded and all in favour.

## **8 MOUNT PLEASANT**

Cllr Moody advised that following the meeting of the Working party they had agreed to appoint a structural surveyor and would bring back the costings to the next Full Council meeting.

Cllr Cross requested that any company be asked to provide a Risk Assessment and Method Statement and that the Parish provide them with any risk information required, ie Asbestos reports in order for them to provide. The Operations Officer confirmed she would ensure this was actioned.

Cllr Moody then advised that the Parish was in the process of getting quotes for the refurb of the play park. The Operations Officer said meetings were booked in.

Cllr Moody mentioned that the working party had agreed that the Parish needed to be clear on it's sports strategy and the Clerk advised that a meeting had been set up with the Leisure Services Manager at the Borough to give the Parish some advice.

Cllr Venables and Cllr Trevor Dann talked about the provision of cricket at RUP. There was further debate about the level of football in the Parish and what areas the team came from.

The Clerk advised that the defibrillator at Mount Pleasant was due to be installed by Abrahams Electrical, who had offered to do this free of charge as they had done this elsewhere and were keen to offer this to their local Parish Council.

## **9 TRANSPORT**

The report on the Estates tractor which had been circulated prior to the meeting, was discussed and Cllr Thompson advised the reasons why the tractor had been retained in the past as it was the only vehicle that could get to some of the areas of the estates prior to having the electric vehicles.

Cllr Underdown then advised that a brush had been purchased for the tractor that was used to specifically for cleaning the slipway, he advised caution in the decision as should the contractor who currently cleans the slipway be unavailable in future, this may be useful to retain. He suggested that we keep the tractor for another year and assess the situation.

Cllr Jones then added that we need to be clear and utterly confident before we sell it that there is no future use for it.

Cllr Trevor Dann asked what our obligation was to clean the slipway and Cllr Underdown advised that this was the Dinghy slipway that needed cleaning for our dinghy park customers. Cllr Hand added and other users.

Cllr Venables said he saw no good reason to keep the vehicle which needed significant money spent on it before it could ever be used.

Cllr Moody then proposed to sell the tractor, Cllr Venables seconded and six other members voted in favour. Cllr Underdown and Cllr Thompson abstained. It was resolved to agree to sell the tractor for the highest price of £6k as outlined in the report.

## **10 SOLENT SPORTS**

The Operations officer advised that she had met with Solent Sports following his attendance and report at the last Full Council meeting and after outlining the current availability, he would be able to hire the pitches on the same basis as other teams and still get the required access he needed.

Cllr Trevor Dann then asked about the grants that were available and the Operations Officer advised she was in the process of applying for them. A report on progress on these would be given to either Assets Committee or Full Council.

## **11 PARISH MOORINGS**

The Clerk mentioned the tremendous amount of work that Cllr Underdown had done to assist with trying to progress the illegally moored boats from the Parish Moorings including overseeing the floating of the sunken boat.

She advised one boat had been sold and that the previously sunken boat had been due to be moved next week, however, due to a unforeseen issue with Boat Breakers, this was now delayed for six weeks.

The Clerk said she would speak to SmartMarketing to re-advertise the remaining boat.

## **12 HAMBLE ESTUARY MEETING REPORT**

Cllr Underdown attended and the report had been circulated and he asked that this report be taken as read.

He then updated about some additional information in relation to the M27 bridge and possible pollution issues that were being addressed by National Highways.

## **13 ACCOUNTS AND FINANCIAL REPORTS**

Resolved to agree the monthly reports and financial information. Cllr Trevor Dann proposed and seconded by Cllr Anita Dann and all in favour.

The Clerk advised that some of the monthly reports would follow next month.

## **14 EXEMPT BUSINESS**

Cllr Hand Proposed and Cllr Underdown seconded and all in favour to move to Exempt Business.

The Operations Officer and Claire Price left the meeting.

## **15 ENCROACHMENT ON COUNCIL LAND**

Cllr Trevor Dann gave the background and then outlined the process and fees involved in moving to the next stage.

The Chair suggested that given the information that a spend of £2k be set initially. Cllr Trevor Dann proposed an initial instruction letter. This would come back to full Council next month with a further update.

## **16 OUTSTANDING DEBT**

The Clerk advised that the 9<sup>th</sup> April 2024 was the next stage in this process as outlined in the Credit Management Policy, Section 12 Debt Recovery Action.

## **17 H R UPDATE**

The Clerk updated on the outstanding HR issues.

Meeting ended at **20.47**

CHAIR \_\_\_\_\_

Payment Summary (Part 1) Landscape

Tax Month : 1    Week : 3    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 Fejo	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
26	M Cowley	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
27	R Mason	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
30	J James	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
31	HC Robinson	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
32	EL Abrahams	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
33	SJ Allen	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
7	Employees	<u>14693.63</u>	<u>14015.30</u>	<u>14627.99</u>	<u>0.00</u>	<u>0.00</u>	<u>1631.80</u>	<u>570.08</u>	<u>678.33</u>	<u>65.64</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>11813.42</u>

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

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# LIGHTATOUCH

7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.  
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

19 April 2024

**The Parish Clerk**

**Hamble Parish Council**

**Hamble Village Memorial Hall  
2 High Street  
Hamble-Le-Rice, SO31 4JE**

Dear Helen

**Final Internal Audit Review:  
Hamble Parish Council – covering March 2024 and Year End procedures**

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 Accountability and Governance Annual Return (AGAR).

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

- ‘Accountability and Governance for Smaller Authorities – A Practitioners’ Guide (England)’ 2023
- The Accounts and Audit (England) Regulations 2015 (as amended).

This is the final audit in 2023/2024 to check that the Council adheres to the requirements set out in the Accountability and Governance for Smaller Authorities in England ensuring that compliance with proper practices is maintained.

The Accounts Assistant has provided back-up information from RBS Omega Software for the period March 2024 and End of Year details to support the current governance and financial management position of the Council.

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Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulations 2015 from the Council's Website.

As we have carried out an Interim Internal Audit visit in 2023/2024, we are also using the information already recorded from these visits to complete the internal control objectives on the (AGAR) Internal Audit Report.

Where this is necessary, we will complete the AGAR Internal Audit Report on evidence already seen from the previous reviews. This is acceptable practice for the External Auditor.

We continue to recommend that the Parish Council should implement recommendations made in the previous internal audit report dated 26 February 2024.

As part of this final Internal Audit Review, we checked:

**Bank Reconciliations**

- the Bank Reconciliation at 31 March 2024 was re-performed and no errors were noted.

**Income and Expenditure**

- all income and expenditure items as at 31 March 2024 were confirmed and details are accurate to the records held by Council.

**Risk Assessment 2023/2024**

- the risks of the Parish Council were reviewed in November 2023 to ensure that the requirements of the Governance and Accountability for Smaller Authorities in England (March 2023) is met.

**Parish Council Minutes**

- Minutes of the Council were checked for approvals and decisions made and approval of payments was checked for March 2024.

**Asset Register**

- The Asset Register at 31 March 2024 was reviewed and additions for 2023/24 were agreed.

**End of Year Procedures 2023/2024**

A full check was carried out on the End of Year documentation provided by Parish Clerk to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2022/23 and 2023/2024 shown on Section 2 of the AGAR as required by the External Auditor.

The 2023/2024 AGAR Internal Audit Report requires the Internal Auditor to check the Council has correctly provided the proper opportunity for the Exercise of Public Rights in accordance with the requirements of the Accounts and Audit Regulations during 2023.

This includes the Internal Auditor being shown evidence that the posting of the Notice on the website was done at least one clear day before the 30-working day period begins.

***(Audit Note; We are pleased to report that the Parish Council have displayed the Notice correctly to comply with the requirements of the Accounts and Audit Regulations 2015).***

*April 22, 2024*

*Page 3*

The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Tim Light.

We are pleased to report that the various records and procedures in place for the Council provide an adequate standard of control.

This report should be noted and taken to the next meeting of the Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Letter Report should also be Minuted by the Council.

Yours sincerely,  
Tim Light FMAAT  
Internal Auditor.

# Annual Internal Audit Report 2023/24

Hamble Parish Council

HTTPS://HAMBLEPARISHCOUNCIL.GOV.UK

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ NONE PLANNED
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b>	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

19/09/2023 26/02/2024 19/04/2024

Name of person who carried out the internal audit

Tim Light FMAAT INTERNAL AUDITOR

Signature of person who carried out the internal audit



Date

19/04/2024

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Name of Smaller authority: Hamble Parish Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF  
UNAUDITED ANNUAL GOVERNANCE &  
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p><b>1. Date of announcement</b> _____ (a)</p> <p><b>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</b></p> <p><b>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:</b></p> <p>(b) Helen Robinson, Clerk/RFO, Hamble Parish Council, Memorial Hall, High Street, Hamble, SO31 4JE, 02380453422, clerk@hambleparishcouncil.gov.uk</p> <p>commencing on (c) Monday 3<sup>rd</sup> June 2024</p> <p>and ending on (d) Friday, 12<sup>th</sup> July 2024</p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</b></p> <p><b>BDO LLP</b> Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ councilaudits@bdo.co.uk</p> <p><b>5. This announcement is made by (e) Helen Robinson Clerk/RFO</b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

## LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

**Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.**

### **The basic position**

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

### **The right to inspect the accounting records**

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-12 July 2024 for 2023-24 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

### **The right to ask the auditor questions about the accounting records**

**You should first ask your smaller authority** about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

### **The right to make objections at audit**

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

### **A final word**

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

# **HAMBLE PARISH COUNCIL**

## **MODEL STANDING ORDERS 2019 (ENGLAND)**

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## **HOW TO USE MODEL STANDING ORDERS**

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

## **DRAFTING NOTES**

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

## 1. **RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting**

- **rights present and voting.**

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- **r The Chair of the meeting can vote on any matter but will ordinarily desist unless the casting vote of the Chair is required.**

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*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

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- **s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;

- ii. the names of councillors who are present and the names of councillors who are absent;

- iii. interests that have been declared by councillors and non-councillors with voting rights;

- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

- vi. if there was a public participation session; and

- vii. the resolutions made.

- **u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

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- **v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
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- x A meeting shall not exceed a period of 2.5 hours.

#### 4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting

of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## 5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected**

**as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and other assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xv. Review of the Council's and/or staff subscriptions to other bodies;
  - xvi. Review of the Council's complaints procedure;

- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

**6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chair of a committee does not call an extraordinary meeting within 3 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

**7. ROLE OF THE CHAIR**

- a The Chair is important to the functioning of the Council/Committees, and play a central role in delivering the Councils overall objectives. They are the elected mouth piece for the Committee/Council and will represent their decision making/policy at meetings, events and forums as needed. They will be responsible for building an effective partnership with other organisations, as needed, to ensure that the Council can achieve its aims and objectives

**8. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the

Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

9. **VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

10. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 2 clear days before the notice of the meeting (Agenda) is published. Clear days do not include the day of the notice of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 1 clear day before the notice of the meeting (publishing of the Agenda)
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.

- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

**11. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

**12. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

13. **DRAFT MINUTES**

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

#### 14. **CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.

Subject to standing orders 13(d) and (f), a dispensation request shall be

considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required

- g** **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. it is otherwise appropriate to grant a dispensation.**

## **15. CODE OF CONDUCT COMPLAINTS**

- a** Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b** Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c** The Council may:
  - i.** provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii.** seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d** **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## **16. PROPER OFFICER**

- a** The Proper Officer shall be either (i) the clerk or (ii) other staff member(s)

nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

- **at least three clear days before a meeting of the council, a committee serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- i. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 1 working day before the meeting confirming his withdrawal of it;
- ii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
- iii. **facilitate inspection of the minute book by local government electors;**
- iv. **receive and retain copies of byelaws made by other local authorities;**
- v. hold acceptance of office forms from councillors;
- vi. hold a copy of every councillor's register of interests;
- vii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- viii. liaise, as appropriate, with the Council's Data Protection Officer;
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xi. arrange for legal deeds to be executed;  
(see also standing order 23);
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiii. ensure that electors can access a record every planning application notified to the Council and the Council's response to the local planning authority
- xiv. refer a planning application received by the Council to the [Chair or in his absence the Vice-Chair (if there is one) of the Council] OR [Chair or in his absence Vice-Chair (if there is one) of the ( ) Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [( ) committee];
- xv. manage access to information about the Council via the publication scheme; and
- xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

**17. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

**18. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;

- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 19. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for

fitness of purpose.

- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised on the council's own website, the government contract finder and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity,**

**drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

20. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Council or if he is not available, the vice-chair of absence occasioned by illness or other reason and that person shall report such absence to the Personnel at its next meeting.
- c The chair of the Council or in his absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Committee.
- d Subject to the Council's policy regarding the handling of grievance the Council's most senior member of staff (or other members of staff) shall contact the chair of the Council or in his absence, the vice-chair of Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee. Where appropriate
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chair or vice-chair of the Council, this shall be communicated to the Chair of the Personnel Committee, which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to the relevant staff records referred to in standing order 19(f).

21. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

**The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

22. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

23. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in

accordance with the Council's policy in respect of dealing with the press and/or other media.

24. **EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

**Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

25. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

26. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions to staff or members of the public in an official capacity.

27. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

Reviewed by Council: 08.04.19  
Next review date: 07.04.19

## HAMBLE PARISH COUNCIL

### FINANCIAL REGULATIONS

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## 1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.
  - 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
  - 1.3. The council's accounting control systems must include measures:
    - for the timely production of accounts;
    - that provide for the safe and efficient safeguarding of public money;
    - to prevent and detect inaccuracy and fraud; and
    - identifying the duties of officers.
  - 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
  - 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
  - 1.6. Deliberate or willful breach of these Regulations by an employee may give rise to disciplinary proceedings.
  - 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
  - 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. In H a m b l e the Clerk has been appointed as RFO and is the accountable officer as a result references to the RFO mean the Clerk.
- 
- 1.9. The RFO;
    - acts under the policy direction of the council;
    - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;

a record of the assets and liabilities of the council; and

wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;

procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;

identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;

procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and

measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

setting the final budget or the precept (council tax requirement);

approving accounting statements;  
approving an annual governance statement;  
borrowing;  
writing off bad debts;  
declaring eligibility for the General Power of Competence; and  
addressing recommendations in any report from the internal or external auditors,  
shall be a matter for the full council only.

1.14. In addition the council must:

determine and keep under regular review the bank mandate for all council bank accounts;

approve any grant or a single commitment in excess of £5,000 and

in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the Personnel committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and

having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
  - be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
  - perform any operational duties for the council;
  - initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. Council shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly. Where reserves are being retained for future projects these will be earmarked and supported with an annual spending plan prepared by the Asset Management Committee.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

#### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
  - the council for all items over £10,000;
  - a duly delegated committee of the council for items over £5,000; or
  - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £3,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and the schedule included in the minutes. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Finance Working Group with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £250 or 15% of the budget. Material variances will be reported to Council
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. All invoices for payment shall be examined, verified and certified by a Councilor the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.3. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Council's monthly meeting. The council shall review the schedule for compliance and having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialed by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or

as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.4. A councillor will be required shall examine invoices arithmetical accuracy and against the authorised payment list. They will initial each invoice to confirm it has been checked.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
  - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council ;
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
  - c) fund transfers within the councils banking arrangements up to the sum of £10,000 provided that a list of such payments shall be submitted to the next appropriate meeting of council.
  - d) Other circumstances which arise, are within the expenditure limit for the budget and are reported to Council including card payments
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants Council shall approve expenditure within set limits and in accordance with its policy statement. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by electronic BACS payments to the council's bank.
- 6.4. Electronic payments will be in accordance with the schedule as presented to council or committee shall be signed by one member of council and the invoices countersigned by the a further member. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. Payments will be entered onto the system by the clerk at the earliest point following the approval process. The payments when entered onto the system will on occasion have a delayed payment date such as for salary payments. Payments will need to be approved by an authorised signatory set out on the Councils mandate. When payments are approved they should be cross referenced with the agreed scheduled of payments. Any incorrect payments should be referred back to the Clerk.
- 6.6. Payments will not normally be presented for approval other than at a council or committee meeting. Any approval obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.8. The Bank will issue security information to those authorised to undertake electronic banking on the mandate. The information is specific to the individual and is their responsibility to keep secure. Any known breaches must be reported immediately to the bank and to the Clerk. Details of the Clerks security clearance are retained in the Councils safe in a sealed envelope and should only be opened to enable business continuity. The envelope can only be opened by the Chairman of Council in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall

be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.9. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.10. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.11. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.12. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts.
- 6.13. Access to any internet banking accounts will be directly to the access page which should be saved under "favourites", not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.14. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and a member. An annual review suppliers details will be undertaken and changes reported to Council.
- 6.15. Any Debit Card with pin a number will be specifically restricted to the Clerk and used for transactions of £500 or less unless authorised by council or committee before any order is placed.
- 6.16. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the RFO
- 6.17. Any corporate credit card or trade card account opened by the council will be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.18. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
  - a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the council shall make arrangements to meet the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded. This record is not for public use inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
  - a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk /RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk/RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. INCOME**

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. CONTRACTS**

- 11.1. Procedures as to contracts are laid down as follows:
  - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
    - i. for the supply of gas, electricity, water, sewerage and telephone services;
    - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
  - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>2</sup>.
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>3</sup>.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by ~~the Clerk in the presence of at least one member of council.~~
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders<sup>4</sup> and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

## **13. STORES AND EQUIPMENT**

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

## **14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a

record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. INSURANCE**

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances affected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **16. RISK MANAGEMENT**

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

<sup>1</sup> Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

<sup>2</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>3</sup> Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

Reviewed by Council: 13.05.19

Review date: 11.05.20

Reviewed by Council: 10.05.21

Reviewed by Council: 9.05.22

**Information & Data Protection Policy**

**Introduction**

1. In order to conduct its business, services and duties, Hamble Parish Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:
  - Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
  - Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
  - Confidential information about other organisations because of commercial sensitivity.
  - Personal data concerning its current, past and potential employees, Councillors, and volunteers.
  - Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.
2. Hamble Parish Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.
3. This Policy is linked to our Quality Policy and ICT Policy which will ensure information considerations are central to the ethos of the organisation.
4. The Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioner's Office.
5. The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Council's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

**Protecting Confidential or Sensitive Information**

6. Hamble Parish Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.
7. The General Data Protection Regulation (GDPR) which become law on 25<sup>th</sup> May 2018 and will, like the the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Council with legitimate reasons for using personal information.

8. The policy is based on the premise that Personal Data must be:
- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
  - Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
  - Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
  - Accurate and, where necessary, kept up to date.
  - Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
  - Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

### **Data Protection Terminology**

**Data subject** - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of the HPC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

**Personal data** - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

**Sensitive personal data** - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

**Data controller** - means a person who (either alone or jointly or in common with other persons) (e.g. employer or HPC) determines the purposes for which and the manner in which any personal data is to be processed.

**Data processor** - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

**Processing information or data** - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

9. Hamble Parish Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

10. Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

11. The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

12. Particular attention is paid to the processing of any **sensitive personal information** and the Parish Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

**Who is responsible for protecting a person's personal data?**

The Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Clerk.

Email: [clerk@hamblepc.org.uk](mailto:clerk@hamblepc.org.uk)

Phone: 02380453422

Correspondence: The Clerk, Parish Office, Hamble Memorial Village Hall, 2 High Street, Hamble SO31 4JE

The Data Protection Officer is also the Clerk.

**Diversity Monitoring**

13. Hamble Parish Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It

undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

14. The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.
15. Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.  
Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

#### **Information provided to us**

16. The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Hamble Parish Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

#### **The Councils Right to Process Information**

17. General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)  
Processing is with consent of the data subject, or  
Processing is necessary for compliance with a legal obligation.  
Processing is necessary for the legitimate interests of the Council.

#### **Information Security**

18. The Council seeks to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.  
We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

#### **Children**

19. We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

#### **Rights of a Data Subject**

**Access to Information:** an individual has the right to request access to the information that we have on them. Do this by contacting the Clerk.

**Information Correction:** If they believe that the information we have about them is incorrect, they may contact the Clerk so that our records can be updated.

**Information Deletion:** If the individual wishes the Council to delete the information about them, contact the Clerk.

**Right to Object:** If an individual believes their data is not being processed for the purpose it has been collected for, again contact the Clerk or Data Protection Officer.

The Council does not use automated decision making or profiling of individual personal data.

**Complaints:** If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Clerk, Data Protection Officer or the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

20. The Council will always give guidance on personnel data to employees through the Employee handbook.
21. The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

### **Making Information Available**

22. The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.
23. In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.
24. All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.
25. Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.
26. The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice

approved by Council, but would include urgent action taken after consultation with the Chair, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

27. The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.
28. The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

### **Disclosure Information**

29. The Council will as necessary undertake checks on both staff and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

### **Data Transparency**

30. The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

31. The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.
32. The principles of the Code are:
- Demand led:** new technologies and publication of data should support transparency and accountability
  - Open:** the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.
  - Timely:** data will be published as soon as possible following production.

33. Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not

exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Hamble Parish Council exceeds this turnover but will nevertheless ensure the following information is published on its Website for ease of access:

- All transactions above £100.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

Adopted by Council: 08.07.2019

Review Date: 11.05.20

## COMPLAINTS AND COMPLIMENTS

### POLICY AND PROCEDURE

1. This policy sets out how the Council will respond to feedback and importantly if we have got something wrong what steps we should follow to remedy them.
2. Receiving feedback helps the council to review the way it works and ensure that lessons are learnt or success is recognised.
3. The complaints and compliments policy is for all complaints and compliments to the Council, whether these are minor, serious, informal or formal and apply to all services provided by the Council.
4. Separate arrangements as prescribed by law are in place in respect of complaints about Councillors. These arrangements are referred to in paragraph 7 below.
5. The Council believes that complaints can provide useful information and feedback on the quality of our services, procedures and practices. The effective handling of complaints will help us to improve the services provided on behalf of residents, visitors and those working within the village. The aim this policy is to ensure that complaints are investigated swiftly and in an impartial manner and a solution identified, whenever possible, to the satisfaction of both the complainant and the Council.
6. Where a member of staff, a councillor or a service is complimented this should be recorded and recognised. In this way we can learn to do more of the things that people like and appreciate.
7. Unlike other parts of local government, the parish council is not covered by the Local Government Ombudsman unless the complaint relates to a joint project or service involving a part of local government that is covered by the Ombudsman such as Eastleigh Borough Council or Hampshire County Council.

### DEFINITION OF COMPLAINTS

8. People's perceptions differ widely but for the purposes of this policy a complaint is:  
"An expression of dissatisfaction... about the council's actions or lack of actions, or about the standard of service whether the action was taken or the service provided by itself or a body or agent acting on its behalf."
9. More specifically, a complaint is where: -
  - a. The Council has not done something it has a duty to do or normally does;
  - b. The Council has done something it has no right to do or does not normally do as a matter of established practice;
  - c. The conduct or behaviour of an employee or councillor is unsatisfactory;
  - d. The established levels of service delivery are not reached;
  - e. A person does not understand or is not informed of why or how a situation arose or exists;

- f. An adopted and known procedure is not followed;
- g. Maladministration is alleged.

## **WHAT TO DO IF YOU HAVE A COMPLAINT**

- 10. Any issues should initially be raised with the Clerk, who is responsible for dealing with these matters. The complaint can be made by telephone, email, or in person. People should not post issues on social media and assume that the Council will be aware of them.
- 11. In most cases the issue will be dealt with straight away and the complaint resolved immediately. If this is not possible and an investigation is needed you might be asked to set out the complaint in writing. Investigations will be dealt with as quickly as possible and under normal circumstances you should get a written response within 15 working days.
- 12. If the complaint is about the Clerk, the complainant should contact the Chair of the Council.

## **PUTTING THINGS RIGHT – STAGE 1**

- 13. If following the investigation, the Council is at fault, every effort will be made to resolve the complaint to the satisfaction of the complainant.
- 14. Where subsequent actions or simply the passage of time prevents this, other actions may be appropriate which may include a local settlement. A local settlement is defined as action taken to restore a complainant to a situation he or she would have been in if the fault had not occurred.
- 15. When considering a local settlement, the remedy will need to be appropriate to the injustice and may be reduced where a complainant has contributed to the injustice suffered.
- 16. Some remedies may involve the treatment of staff under the council's disciplinary process. The outcome of this cannot be shared due to confidentiality.

## **WHAT IF YOU ARE NOT SATISFIED? - STAGE 2**

- 17. If you are not satisfied with the outcome of your complaint, you should confirm this in writing to the Clerk along with your reasons. The matter will then be referred to the Councils Review Committee which will review the complaint, all of the paperwork relating to it, and the proposed resolution. You will be invited to attend the meeting and to explain the issue.
- 18. In order to preserve confidentiality, the Review Committee will normally deal with your complaint in private session. The Committee will decide on the outcome of the complaint and will notify you accordingly. The outcome and lessons learnt will also be considered by the Council.

## **WHAT IF MY COMPLAINT IS ABOUT A COUNCILLOR?**

- 19. Councillors are required to observe a 'Code of Conduct' – a copy of which can be found on the Council <http://www.hambleparishcouncil.gov.uk/community/hamble-parish-council-14956/core-policies/> or Eastleigh Borough Councils website [www.eastleigh.gov.uk](http://www.eastleigh.gov.uk) or at the Parish Office. If you feel a Councillor has broken the Code of Conduct, you can complain to the Monitoring Officer at Eastleigh Borough Council. They will decide whether the matter should be considered by Standards Committee. This is an independent committee responsible for promoting high ethical standards and also investigating allegations that Councillors' behaviour may have fallen short of the required standards. The Standards Committee will consider your complaint and may carry out an investigation (or arrange for someone to do so).

20. More information about the Code of Conduct relating to Councillors and about the Standards Committee of Eastleigh Borough Council is available on our website as well as [www.eastleigh.gov.uk](http://www.eastleigh.gov.uk) at:

## **WHAT TYPE OF BEHAVIOUR IS COVERED BY THE CODE OF CONDUCT?**

21. Broadly, the Code requires Councillors:

- Not to discriminate unlawfully;
- To treat others with respect;
- Not to do anything to compromise the impartiality of Council employees;
- Not to disclose confidential or personal information;
- Not to stop anyone gaining access to information they are entitled to;
- Not to conduct themselves so as to bring their office or the Council into disrepute;
- Not to use their position to improperly secure an advantage, or disadvantage, for anyone;
- Not to use the Council's resources for unauthorised political purposes;
- To declare any personal or prejudicial interest in any matter that comes before the Council and, if appropriate, not to take part in the decision. Where the interest declared is deemed to be prejudicial, Councillors are not permitted to take part in the decision on that matter;
- To register certain financial and other interests (a copy of the register is available for public inspection).

A full copy of the Code of Conduct is available on the Council's website at: [www.hambleparishcouncil.gov.uk](http://www.hambleparishcouncil.gov.uk)

## **ASSISTANCE OR ADVICE RELATING TO PROCEDURES OR A COMPLAINT**

22. If you need help or general guidance about the Council's procedures or about any specific complaint, contact the Clerk at The Memorial Hall, Hamble-le-Rice, Southampton SO31 4JE or telephone 02380 453422 or email [clerk@hamblepc.org.uk](mailto:clerk@hamblepc.org.uk)

## **COMPLIMENTS**

23. Where a compliment is made about the Council's work, a member of staff or a councillor the Clerk should be notified. If appropriate the individual involved will be told and thanked for their work/effort and for staff it will be recorded on their personal file.

24. Where compliments are made about a service or work that the council does it will be reported to the appropriate Committee.

## **MONITORING**

25. Information will be collected and reported annually on formal complaints and the resolution of them

**VERSION CONTROL**

May 2021

DRAFT

**HAMBLE-LE-RICE PARISH COUNCIL  
PLANNING HIGHWAYS AND INFRASTRUCTURE COMMITTEE  
TERMS OF REFERENCE (Version 3)**

**INTRODUCTION**

1. The Planning, Highways and Infrastructure Committee has been established by the Council in order to provide proper scrutiny of planning applications, enforcement action and policy development including the Local Plan, which will impact upon the community. This will be focused primarily on the village but may also include applications and programmes of work outside of the village that impact upon it, as well as policy that affected the whole borough.
2. Its principal role will be to respond to statutory consultations from Planning Authorities (including Minerals and Waste Authority), Licensing Authorities (including events, alcohol and street trading), other statutory agencies such as the River Hamble Harbour Authority, specialist bodies or groups (Solent Recreation Mitigation Partnership) and infrastructure and utility providers.
3. The Committee will also provide advice and guidance to the full council where applications are sufficiently large or controversial to justify the involvement of all members of the Council and/or an exceptional public meeting.

**MEMBERSHIP**

4. Members and Chairman of the Planning Committee will be appointed by the Council at its Annual Council Meeting or at another time during the year if needed. Additional councillors with relevant professional experience may be co-opted as needed.
5. Where appropriate the contribution of expert witnesses or services will be sought by the Committee on an as and when basis.
6. Representations will also be sought where appropriate from householders, developers/land agents specialist advisors and members of the community.
7. The Chairman of the Council is an ex officio member but may also be a member in his or her own right.
8. The committee comprises 5 members. A quorum of three members is required to transact business.

**CONFIDENTIALITY**

9. All members must preserve confidentiality of discussions held at meetings where that information is deemed to be 'exempt business'. (When the committee decides that "publicity would be prejudicial to the public interest by reason of the confidential nature

of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.") This could include pre application discussions with applicant, cases where planning enforcement is being sought or where there is legal action pending.

## **DELEGATED POWERS**

10. The Planning Committee has delegated powers to respond to individual planning applications presented to it. It will also respond on behalf of Council to specific consultations related to highways or infrastructure projects. An application that is significant to the whole of the Parish the application will be referred to Council for consideration. Significant will be defined as sites in excess of 25 homes, large business applications or projects that effect the whole village such waste and mineral applications.

## **REMIT OF THE COMMITTEE**

The Planning Committee will consider

- All Planning Application Consultation Requests – it may decide to delegate to the Clerk or not respond on certain types of applications such as straight forward householder applications
- Review material and evidence submitted in support of an application
- Provide opportunities for residents to comment on applications and ensure that the committee understands local sentiment regarding specific applications
- Attend planning hearings and inquiries where appropriate including given written and oral evidence
- Reviews Area Character Appraisal, Conservation Policy and other planning documents that relate to the village and its environment
- Receive updates on Planning breaches and enforcement action
- Consider emerging policy from Eastleigh Borough Council as part of its plan making arrangements as well as adjoining and relevant planning authorities including waste and minerals
- Consider all event, street trading and alcohol license applications within the parish
- Formulate new policy for inclusion either in the Local Plan, a Village Design Statement or a Neighbourhood Plan.
- Consider the detail of any planning applications that the Council needs to make in the management of its assets
- Undertake annual audits of its decisions on applications to understand the impact of its decision making.
- Identify areas of concerns to statutory bodies that fall within the remit of the Committee such as congestion, water, quality, air quality, telecoms and networks, coastal erosion etc.
- Ensure that the Council has a clear list of priorities which can be referred to when Planning Authorities are negotiating planning obligations or CIL payments.

## **WAYS OF WORKING**

11. Members of the Committee must remain open minded on planning matters and not predetermine their position ahead of the matter being formally considered. Failure to do this will result in the councillor being unable to comment or vote on an issue.
12. The Committee will give equal weight to all information that is submitted but it will make its decisions based on material planning considerations and public concerns
13. Members of the committee will ensure that they undertake training and development to ensure they are capable of making good decisions

## **RECORDING OF DECISIONS.**

14. All meetings will have proper minutes taken and other records kept, as required.

### **Amendment Record**

Version 1: Initial Issue

Version 2 Updated to reflect wider issues of infrastructure and highways –  
12.02.18

Version 3: Updated to include reference to licensing applications – 11.08.20

## HAMBLE PARISH COUNCIL

### Functions Working Group – terms of reference

#### INTRODUCTION

The Functions Working Group (FWG) has been established by the Council to provide strategic direction to the Council regarding the management of Communications, Finance and Human Resources (HR). The group has merged two existing working groups (Personnel and Communications), with Finance added to ensure that non asset or property-based activities are managed within one working group.

The Group does not have executive powers and cannot exercise decision making other than where it has been delegated to it. It will make recommendations to Council on issues needing ratification outside of standing order and financial regulations.

The work will be carried out in a working group format providing bi-monthly reports to Council.

FWG will establish a work plan for the year and will report progress against this to council. In addition to planned work, it will also deal with the day-to-day operational issues that need resolution.

The core purpose of the FWG will be to manage:

- **Finance:** Oversee and scrutinise the Councils financial and accounting practices. This will include oversight of key monthly financial reports and the production of management information, tracking audit recommendations and ensuring that the council project aspirations are matched with financial resources.
- **Human Resources** (formerly known as Personnel): Be responsible for all staffing matters, ensuring that staff welfare and safety is paramount and that the council discharges its functions as an employer correctly. Within this framework, the **group** will be responsible for health and safety, recruitment, attendance, performance management, target setting and pay and reward of Council employees.
- **Communications:** Manage the Council's interaction with the community, including and sharing key messages with residents, business and other stakeholders through meaningful and regular engagement. This **includes:**

Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton SO31 4JE  
community communications, social media and press relations (PR) with external  
media, when required.

The group will also review projects on completion and make recommendations for  
change to improve practice and learning across the council.

Where appropriate it will respond to issues raised by the Internal or External Auditor,  
where they are related to assets or operating policies.

## MEMBERSHIP AND ROLES

Members and Chairman of FWG will be appointed by Council at its Annual Council  
Meeting. Additional councillors with relevant professional experience may be co-  
opted as needed, and elements of work will be subject either to a short-term working  
party or task group to address specific issues.

Membership comprises 5 members including the Chair and Vice Chair of Council. In  
addition, the councils' communications consultant and the Clerk will be standing  
members of the group.

The Chair of the Council is an ex officio member, but the Chair may also be a member  
in his or her own right.

A member of the group with relevant professional or subject matter experience will be  
appointed as a workstream leads for each of three remit areas listed – Finance,  
Human Resources and Communications – to help ensure that the work is effectively  
managed across the team.

## CONFIDENTIALITY

All members of the group must preserve confidentiality of human resources and  
individual personnel discussions held at meetings, and particularly that of 'exempt  
business', when the committee decides that *"publicity would be prejudicial to the  
public interest by reason of the confidential nature of the business to be transacted or  
for other special reasons stated in the resolution and arising from the nature of that  
business or of the proceedings."*

## DELEGATED POWERS

Where approved by Council, the FWG will exercise delegation on the approval of monthly payments (when Council is not scheduled to meet). No single transaction should exceed £10,000.

## REMIT OF THE WORKING GROUP

### Functions Working Group

- General: Create a **plan of work for the year** which have clear tasks and milestones that can be managed via within the project format.
- To exercise delegation on urgent matters with the Clerk on health and safety, staff contracts, media contacts and urgent payments.
- Receive and review information regarding its core functions.

#### Finance:

- Review income and expenditure against targets, identify the need for ear marked reserves, update fees and charges and consider recommendations for the budget.
- To review audits – internal and external and ensure compliance where appropriate.
- Review annually the Council's risk register and update the finance regulations ahead of the AGM.

#### Human Resources and Staffing:

- Ensure that staff have an up-to-date contract of employment, that annual targets are set and monitored and that they are rewarded using the Council pay and reward policy.
- Ensure that staffing levels are commensurate with workloads and that there are regular reviews of structures and recruitment to support staff.
- Manage competency and disciplinary matters, up to and including dismissal, when required.
- Review employment costs each quarter against the budget and ensure that the Council policy on pensions is up to date.

#### Communication:

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

- Oversee the production of regular newsletter and social media posts to keep the community informed about the Council's activities and achievements.
- Ensure that internal and external communications are relevant and fit for purpose in content, channel/method and frequency.
- Develop and implement a plan to increase community engagement in line with the [mission statement](#).
- Ensure policies relating to communications for staff and councillors, including the use of social media and interactive with the media/press, are kept up-to-date.

## **WAYS OF WORKING**

The group will meet fortnightly via MS Teams. The dates and times will be agreed at meeting. The Clerk will be responsible for the producing minutes of the meeting. These will be made available to council and staff as appropriate.

Information relating to staff and contracts will be dealt with only by elected councillors and the Clerk and will be shared only on a confidential basis.

## **RECORDING OF DECISIONS**

If the MS Teams meeting is recorded (including video, audio or transcript), it should be treated in the same way as other data and retained under our retention policy.

## **WORKPLAN ISSUES FOR 2023/24**

Items discussed for progression in former Working Groups/Committees that now revert to the FWG:

Personnel Working open matters:

- Pay and reward policy
- Renewal of staff contracts
- Review of the Equalities policy

Communications WG open matters:

- Options for delivering an e-news or hybrid (e-news & limited print) bulletin

## **REVIEW PANEL -**

### **TERMS OF REFERENCE**

#### **Membership**

The Review Panel will consist of 4 members which are usually appointed at the Annual Council Meeting. The chair will be appointed at the same meeting.

To be Quorate no less than three members need to be present.

The Review Panel members should be totally impartial and should not be members of a Committee dealing with an ongoing complaint. If this is the case they will be asked not to serve on the Panel and if the Panel is not Quorate an alternative member will be sought.

#### **Aims**

To provide a mechanism for dealing with complaints and appeals in a fair, consistent and timely manner.

#### **Objectives**

The purpose of the Review Panel is to examine all the written and oral evidence presented by relevant parties before making a decision.

#### **Meetings**

The Clerk will call meetings of the Review Panel as and when necessary. Members will be asked to attend meetings in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

#### **Documentation**

Minutes of all meetings will be recorded and recommendations referred to Council and the relevant Committee where appropriate meetings

#### **Accountability**

The Review Panel has delegated powers to act on behalf of the full council in accordance with these terms of reference and any decision(s) made by the Review Panel will be final.

#### **Formal Complaints and Appeals**

The Review Panel will consider where a decision or action has taken place, it has been reviewed by the Clerk (or members of her team) and there remains an outstanding issue that cannot be resolved. In particular it will consider whether the complaint has been dealt with fully and correctly, in part, not at all or incorrectly.

Complaints or those wishing to have a decision reviewed should be made aware of the Review Panel and be consulted on the date and time of the meeting to enable them to attend if they express a wish to do so.

Where the complaint or appeal refers to personal or confidential information consideration will be given to the exclusion of the public and press when the meeting is held.

#### **Procedure for the meeting**

Chairman to introduce everyone and the procedure for the meeting.

Move to exclude the public and press if needed.

The person will be invited to outline their case and the grounds for Complaint or Appeal.

The Clerk and/or the Chair of the relevant Committee will explain the Councils policy, the factors that were considered (and those that were dismissed) and the basis for the decision.

Panel members can ask questions of both parties

Clerk/Committee Chair and/or complainant will be offered the opportunity of the last word (in this order) and will then leave the meeting.

The Review Panel will then deliberate. Should they need further advice on the Councils policy or procedure or the impact of the decision they can seek advice from the Clerk.

Decision will be confirmed in writing within seven working days together with details of any action to be taken.

Where the decision requires a change to the Councils policy this will be referred to Council and the Chair of the Committee will be advised of the proposed changes.

Decisions that exceed £500 in value will need to be formally approved by the Council.

The letter will normally be prepared by the Clerk and signed by the Chair of the Panel.

### **Resolution**

The aim in dealing with all complaints or appeals is to reach a resolution whether it is the resolution they were originally seeking or not. Where a complaint or an appeal is found upheld the Panel will be asked to identify an appropriate remedy, learning points and a recommendation to Council that incorporates both.

### **Disciplinary And Grievance Appeals - refer to the Councils disciplinary policy.**

An employee has a right of appeal under the Councils disciplinary and grievance policy.

An employee who wishes to appeal against a disciplinary or a grievance decision should inform the Chair of the Personnel Committee within five working days of them receiving notification of a decision or action. This should be in writing and giving reasons for the appeal. An Appeal may be raised if:

The employee thinks the finding or penalty is unfair

New evidence has come to light

The employee thinks that the procedure was not applied properly

Where possible the Appeal will be heard by a separate panel of elected members who have not been involved in the original disciplinary or grievance hearing to ensure impartiality. The employee will have the right to be accompanied by an advocate at the Review Panel. The outcome of the appeal and reasons for it will be advised to the employee as soon as possible after the meeting and be confirmed in writing.

At the Review Panel any disciplinary penalty imposed will be reviewed but it cannot be increased. The decision taken at the Appeal hearing will be final.

## Code of Conduct for Members

### Introduction

Pursuant to section 27 of the Localism Act 2011, Hamble Le Rice Parish Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

### Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or subcommittee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, subcommittees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

### Member obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

***Registration of interests***

6. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.
7. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
8. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
9. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

***Declaration of interests at meetings***

10. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
11. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.
12. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.
13. A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

**Dispensations**

15. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Interests described in the table below.

<b>Subject</b>	<b>Description</b>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partner which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge)— (a) the landlord is the Council; and (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.

Securities

Any beneficial interest held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners in securities\* of a body where—

- (a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and
- (b) either—
  - (i) the total nominal value of the securities\* exceeds £25,000 or one hundredth of the total issued share capital of that body; or
  - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Reviewed on 11<sup>th</sup> September 2017.

Reviewed on 13<sup>th</sup> May 2024.

## **HAMBLE PARISH COUNCIL ASSET MANAGEMENT COMMITTEE TERMS OF REFERENCE.**

### **INTRODUCTION**

Asset Management Committee (AMC) has been established by the Council in order to provide proper scrutiny and due diligence regarding the oversight and management of the councils many assets. These include: land and buildings, equipment and vehicles, as well as leases and income generating options. Excluded from the group are issues related to staff.

Much of the work of the Committee will be carried out in working groups with them reporting back to the Committee on progress on a regular basis.

AMC will set out priorities for the Working Groups and then invite them to outline how they intend to address the issues with the creation of a work plan and where appropriate specific project plans. This will help to ensure that work is manageable and deliverable.

AMC will be the Project Board for all workstreams within its remit.

The Committee will also consider data and information about key activities carried out by the Council. This will enable Councillors to be sure that services and facilities are being managed and run appropriately.

The group will also review projects on completion and make recommendations for change to improve practice and learning across the council.

Where appropriate it will respond to issues raised by audit checks where they are related to assets.

### **MEMBERSHIP**

Members and Chairman of the AMC will be appointed by the Council at its Annual Council Meeting. Additional councillors with relevant professional experience may be co-opted as needed and elements of work will be subject to either a short term working party such as the foreshore or a task and finish group that will look at specific issues. An example of this could be the fees and charges set for our various buildings with a view to the budget setting process.

Membership is 5 members.

Where appropriate the contribution of expert witnesses or services will be sought by the Committee on an ad hoc basis.

The Chairman of the Council is an ex officio member but may also be a member in his or her own right.

A quorum of three members is required to transact business.

## **CONFIDENTIALITY**

All members must preserve confidentiality of personnel discussions held at meetings, and particularly that of 'exempt business', when the committee decides that "publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings."

## **DELEGATED POWERS**

AMC has delegated powers and can make decisions on assets and property related issues up to a value of £10,000.

## **REMIT OF THE COMMITTEE**

AMC will:

- Set priorities for and monitor Working Groups and Task and Finish Groups
- Ensure that priorities are clear and supported by Project Documentation where appropriate
- Ensure that projects are delivered on time and to budget
- Seek information on key council activities and review performance information on them.
- Issue, review, enforce and renewals of leases and requests for land disposals
- Creation of a renewals programme for assets with costs identified for budgeting purposes
- Undertake reviews and evaluations of capital projects with recommendation for learning
- Seek expert advice and guidance on matters related to valuations, asset transfer and other land negotiations to ensure compliance with financial regulations and to ensure that best consideration is secured in commercial transactions.
- Upkeep of the asset register and identify a programme of renewals

- Use of land assets to meet community needs and generate income for reinvestment
- Ensure that user groups are established and linked to key council assets including: allotments, playing pitches and foreshore. Consider fees and charges for the use of council facilities and assets
- Identify budget requirements for assets as part of the budget setting round and to review spending on key assets and projects no less than quarterly.

## **WAYS OF WORKING**

The Committee will produce an annual work plan for consideration by Council. Based on this a programme of meetings will be agreed to deliver the work programme. The Council will identify opportunities for working groups and task and finish groups as appropriate. It will undertake matters or work referred from other committees or council. Will produce regular updates to Council on progress with the delivery of the work programme.

## **RECORDING OF DECISIONS.**

All meetings will have proper minutes taken and other records kept, as required.

Version 1:Initial Issue

Version 2: revision to reflect existing ToR for Committees 04/0717

Version 3: Increase membership from 6 to 7

Version 4: Changes to remit and purpose, numbers and delegation for spending purposes.

Full Council and Committees Dates for 2024/2025

Full council meetings (usually held second Monday of Month with one exception as below\*)

13.05.24 (Annual Council Meeting)	13.01.25
10.06.24	10.02.25
15.07.24* (3 <sup>rd</sup> Monday of Month)	10.03.25
09.09.24	14.04.25
14.10.24	12.05.25 (Annual Council Meeting)
11.11.24	
09.12.24	

**Annual Parish Assembly - Wednesday 2<sup>nd</sup> April**

Planning Meeting (usually held 4<sup>th</sup> Monday of the month (with exceptions shown below\*))

20.05.24 (3 <sup>rd</sup> Monday due to School Hols)	24.03.25
24.06.24	28.04.25
22.07.24	
23.09.24	
21.10.24 (3 <sup>rd</sup> Monday due to School Hols)	
25.11.24	
27.01.25	
24.02.25	

Asset Management Meetings bi-monthly and usually first Monday of month (with exceptions shown below)

03.06.24	06.01.25
29.07.24 (meeting added due to no meeting in August)	03.03.25
02.09.24	
04.11.24	